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High School Sailing Program Manual and Code of Conduct

The Kent Island High School Sailing Team was formed in 2014 by a group of KIHS students and parents to provide sailing opportunities for the KIHS students.

KI Sailing Ltd is a Maryland Nonprofit Corporation formed of and by parents who support, organize and fund the Kent Island High School Sailing Team. The team currently sails at the Kent Island Yacht Club (KIYC) in Chester Maryland.

Students from Kent Island High School (KIHS) are welcome to participate in the high school sailing team if they are in good academic standing. The program is open to students in the eighth grade as long as they attend one of the feeder schools for KIHS.

Fall Season

The fall season is approximately eight weeks long and begins the last week of August and continues through the end of October. All students regardless of skill level are permitted to participate in the fall season. If the team qualifies for the regional championship, there could be regattas scheduled a week or two following our regular season.

Spring Season

The spring season is approximately eight weeks long and begins in the last week of March and ends the last week of May. All students regardless of skill level are permitted to participate in the spring season. If the team qualifies for the regional championship, there could be regattas scheduled a week or two following our regular season.

All members of the sailing team will be required to assist the KIST Staff in assembling the boats at the beginning of the spring season and in de-rigging the boats at the end of the fall season. Although it is not required that sailors attend additional volunteer work days, it will be greatly appreciated.

In order to ensure the success of the team and maximize the experience for all sailors, it is important for sailors and parents to participate in fundraising activities throughout the year. Funds raised allow the KIST to maintain the boats for practice and regattas during the season and keep the registration costs down.

Sailing Team Fees

Currently there is a fee of \$225.00 per sailor to participate in the sailing program. These fees provide the operating expenses for the program. This fee must be received before the student can participate. We accept payments through PayPal on our website or by check made payable to KI Sailing Ltd.

Swim Test

All sailors are required to pass a swim test each year. Each sailor must tread water for 5 minutes without a life jacket and swim approximately 100 feet. The swim test may be performed at the KIYC pool or in the open water. If the test is to be taken at another location sailors and parents will be notified of the new location.

Rules on the Dock and on the Water

When the boats are on the dock, or on land, do not stand on the rails of the boats or on the deck. Sailors should also refrain from standing inside the boats. Doing so can damage the boats as they are designed to support the sailors when the boat is in the water, not on land.

At no time should a sailor stand on the bow or the rail when the boats are on the water, unless directed by a coach or someone on a safety boat. The boat will become unstable and a sailor could lose his or her balance and fall.

All sailors should be sitting down in the boat when sailing. Sailors are permitted to stand while tacking in order to move to the opposite side of the boat. It is easy for a sailor to fall out of the boat when standing and the crew or the skipper will be forced to maneuver the boat to retrieve the fallen sailor from the water. Standing up in the boat will also hurt performance. Sailors who repeatedly stand while sailing, will be asked to return to the dock for the day.

When on the water, all sailors must stay within "hailing range" of the coach. This means that if the sailor cannot hear the coach blow a whistle, the boat is too far away.

The sailing area will be defined each day for practices and regattas. Sailors must stay within the sailing area. Sailing out of the sailing area can affect the communication between the coach and the sailor which could lead to a dangerous situation. If a sailor sails out of the sailing area he or she may be asked to return to the dock for the day.

Leaving the Dock and Returning to the Dock

Sailors are not permitted to sail away from the dock until the safety boat is ready and on the water. If a sailor is given permission to leave the dock before the safety boat, he or she must stay within "hailing range" of the coach.

There may be times when the coach will need to end practice early. Sailors will be instructed to return to the dock as soon as possible.

When returning to the dock, sailors should do so in an orderly fashion and maintain control of the boat at all times. The best way to approach the dock is upwind so that the sails can luff as the boat gets close. If the boat is moving too fast, the sailor will need to reduce speed by pushing the mainsail against the wind. If a safe landing cannot be made, the sailor will need to sail away from the dock and make another attempt.

If the sailors have already landed their boat and pulled it up onto the dock, they should help others land their boats. Do not allow the boats to slam into the dock.

Emergency Procedures

If an emergency occurs on the boat, or another boat, the sailor will need to know how to respond.

Overboard:

If one of the sailors falls out of the boat, maintain control and, if possible, try to maneuver the boat back to the person in the water from upwind. The safety boat will respond to assist the person in the water. If the sailor believes that he or she can get the person back into the boat, have he or she board the boat from the transom. Pull on the lifejacket until he or she is able to pull themselves back into the boat. If a sailor cannot get the person into the boat, stay in the area and keep an eye on the person in the water.

Capsize:

If the boat capsizes, the sailors will need to work quickly to get it upright. First, one person should release the mainsheet and the jib sheet. Next, one person needs to immediately move to the centerboard and reach up to get a hold of it. Pull down on the centerboard to start to raise the boat. If it is too difficult for one person to raise the boat, the other person will need to help pull down on the centerboard. By this time the safety boat will be on its way to the location to assist if needed.

Injury:

If someone on the boat is injured, make sure that the person is safely in the bottom of the boat. Release the lines on the jib and mainsail. Then be sure to get the attention of the safety boat by waving both arms over the head and blowing a whistle as loud as possible repeatedly.

Witness to an Emergency:

If there is an emergency on the water remember to keep some distance between boats. Do not move to the area of the emergency to try to help. This may prevent the safety boat from helping the boat in distress. Maintain a safe distance within hailing range for any specific instructions from the coach or the person on the safety boat.

Weather Emergency

If there is any thunder or lightning, all boats are instructed to move immediately to the dock. The boats will be tied to the dock and the sailors will move from the dock to a safe location. This may be a car or one of the buildings close by. Always stay in close contact with a coach or other representative so that they can be sure that everyone is accounted for.

Moving from One Boat to Another

In general, sailors should not be moving from one boat to another unless directed by the safety boat or the coach boat.

Transfer to and from the safety boat. There will be times when sailors will transfer from the coach or safety boat to a sailboat to switch sailors on the boats. To switch sailors, approach the safety boat upwind so that the sails luff during approach. Release the main and jib sheets as the coach gets ahold of the boat. Do not have fingers or feet hanging over the boat while the boats are close together. The sailor may be instructed to step on the rail as he or she moves from one boat to the next. Once the sailor is in the boat, he or she should sit

down. Only one person should be moving from one boat to another.

Transfer from one sailboat to another. There are times when the coach may direct a sailor to move from one sailboat to another. Remember that only one person should be moving from one boat to another. Both boats need to come together upwind until they are both luffing. One at a time, the sailors will switch from one boat to another. Do not have your fingers or feet hanging over the boat while they are close together. Once the switch has been made, sit down and sail away from each other.

Practice

Each team practices three days a week between 3:00 pm and 6:00 pm for the entire season. Sailors only practice the days assigned to their team.

In the fall season practices may be shortened due to loss of daylight. Students and parents will be notified of any changes to the practice schedules.*

Sample Practice Schedule:

3:00 Arrive and get ready

3:15 Rig boats

3:30 Chalk Talk

3:45 Launch boats

3:45 Practice on water

5:30 All boats to the docks to de-rig

5:45 Debrief (if necessary)

6:00 Dismissed *Practice is rarely cancelled. In the event that practice is cancelled an email or text message will be sent by

2:00 pm and the coach will call schools to try and have announcements made over the loud speakers.

Athletes

Behavior

There are a variety of activities happening at the KIYC on a regular basis. It is important for high school sailors to be conscious and considerate of the KIYC community and other program participants.

Participant Code (all sailors must read this)

This Code of Conduct represents the most important ideals and guidelines to follow in order to get the most out of your high school sailing experience.

Simply stated, all sailors will:

- Be on time for lessons and attend them regularly
- Be cooperative, supportive, and respectful of other people and their property at all times.
- Listen to and follow the coach's directions.
- Listen, ask questions, and watch others to see how you can better your skills.
- Be a team player

- Be considerate in success and failure, victory or defeat.
- Participate 100% every day
- Use appropriate language – the use of profanity, obscene language, or obscene gestures is not permitted.
- Remember that actions both on and off the water reflect upon the sailing team.
- NEVER participate in any physical violence, fighting, etc. under any circumstances.
- Be responsible for the rigging and de-rigging of their boats.
- Will not be dismissed until all boats are stored properly and the site is cleared.

Discipline

If any participant is unwilling to maintain safe conduct while on KIHS or KIYC grounds or on the water and demonstrates inability to follow the code of conduct, he or she will be subject to discipline according to the following steps:

1. Verbal warning from Coach.
 2. Discussion with Coach, report to High School Athletic Director and documentation of behavior.
 3. Notification to parents and documentation of behavior.
 4. Parent conference with Athletic Director and Coach prior to returning to team practices.
- Discipline may include suspension from program activities as determined by the coaching staff and the Athletic Director.
5. Chronic disciplinary issues cannot be tolerated in any waterfront program. To ensure safety and fairness to all sailors and instructors, disciplinary action may include, but not be limited to, immediate dismissal from the program.

Attendance Policy

- Students who are not in attendance at school may not participate in practice that afternoon (unless excused from school for medical/personal reasons)
- Sailors should attend all 3 weekly practices
- **If you cannot attend practice you must contact your coach by 10am that morning at the latest (email or text message is best)!**

Parents

Parents play an integral role in the functioning of the sailing team. Without their help and dedication we would not be able to have such a dynamic high school sailing program. We greatly appreciate everything the parents do for the team and will rely on them throughout the season for a variety of different purposes.

As a parent of a high school sailor we rely on you to support the logistical and organizational systems that allow all of this fun racing to take place. These efforts can be as simple as helping to serve lunches at a regatta, organizing local or regional events, or becoming a parent coordinator.

Communication

The communication between parents and instructional staff is a key element in providing an effective and successful sailing experience. If you have a specific concern or issue relating to sailing instruction that you would like addressed please refer to the following guidelines:

1. First, kindly speak directly to your child's coach but NOT during practices or regattas.
2. If you feel that you did not receive satisfaction then please speak to your HS Athletic Director.
3. Lastly, you can speak to the principal at your high school.

Please follow the above protocol to assist us in providing a consistent approach mutually agreed upon by all. Following these guidelines promotes respect and trust within the program and its staff. We thank you for your support and look forward to a safe, fun, and memorable season.

*Please refer to the High School Guide for Student Athletes and Parents Manual for more information. This should be available at your high school.

Regattas

Sailors on the racing team participate in regattas involving other clubs and sailing teams. When they do so, they are representing KIST and their High School Sailing Program, and we expect that they will conduct themselves accordingly.

Parental support and involvement are important to the success of these events. If your sailor is participating, we will ask you to help with transportation and chaperoning. Without your help, participation in these events is not possible.

Cost of travel is not covered by the high school sailing registration fee. Travel to and from the regatta and food is the responsibility of the sailors and parents unless otherwise specified.

Attendance at Regattas

- The Coach presumes that all sailors are available for every regatta unless told otherwise.(PLEASE contact your coach immediately if you cannot attend any regatta on your schedule.)
- Typically the high school sailing teams will have 6 to 8 sailors for each regatta. It is the goal of the KIST and the high school sailing programs to have as many sailors as possible attend a regatta so that they can get the real racing experience
- Sailors are asked to attend regattas based on their attendance at practice, commitment to the team, and availability.
- When traveling to away regattas only the sailors chosen are required to attend.
- All sailors on the high school teams are expected to attend the home regattas at KIYC to assist in setting up the boats and help the KIST staff in running a successful event. Even if you have not been selected to sail that day, please have your sailing gear available in the event that the team needs to make a last minute change.

What to bring to the Regatta:

Make sure to check the weather for the day of the race and plan accordingly. You should always bring with you multiple layers of sailing attire, foul weather gear, bathing suit, hat, and sunglasses. A change of clothes is also recommended. Before leaving for the regatta make sure to check if food is provided. If not, be sure to pack lots of snacks and make them "waterproof." Oftentimes athletes eat on the water so it is important to put sandwiches and snacks in Ziploc bags (minimal packaging preferred, in order to avoid litter in the water).

Once you're at the regatta site:

Sailors must register for the regatta upon arrival. Registration may require completion of a parental consent form with an adult signature. You will also need to give your name, DOB, and team you are

sailing for. Be sure to pick up a copy of the sailing instructions and read them if provided.

Typical Regatta Schedule:

Complete schedules for each event can be found on the regatta's NOR (Notice of Race)

9:30 am Report Time-all sailors should be at the site

10:00 am Skipper's Meeting

11:00 am First Race Lunch-Sailors usually eat lunch while the other team is sailing. There is rarely a lunch break for everyone at the same time.

4:00 pm Last Race

5:30 pm Departure

During the skipper's meeting the racecourse and sailing instructions will be reviewed. After the meeting sailors should check in with their coach before launching their boats. Sailors should wait for instructions that indicate the launch. This is typically done when the race committee leaves the dock to go out to the racecourse. Sometimes they postpone departure due to wind/weather conditions.

Race Tips:

Sailors should ask the host team's sailors about the types of currents, water depths, and prevailing wind conditions on the racecourse. Sailors should know how long it will take to get to the starting line. Be aware of your surroundings when on the water. Know where the club is and which direction to go to get back to the dock. Know where the channel is and be cautious. Identify the course marks and the location of safety boats and the race committee. Be ready to start the race at any time. Stay close to the starting line. Sailors should approach the committee boat after each race to get any instructions for the next race. Be ready to sail back to the starting line. Sailors should never go too far away from the starting line and should be ready to start the next race immediately.

After the Regatta:

After racing, sailors will head back to the host club to de-rig their boats. Sailors are responsible for the care of the boats and rigging used for the regatta. Make sure all lines are coiled and secured. Ask your coach if you have questions or concerns.

Gear

As you know the weather can change at any time before, during and after a regatta. It is important for sailors to come adequately prepared for a variety of weather at practice and regattas. Below is a list of required and suggested gear for practice.

If the coaching staff feels that the sailor does not have the proper clothing for the conditions, they may be asked to stay on land for that day.

Required

- Lifejacket/P.F.D. with a whistle (Whistles provided)
- Sailing boots, water shoes or old sneakers
- Hat and/or sunglasses and reusable water bottle
- Absolutely No Bare Feet, slides, sandals, flip-flops, or Crocks

In Cold Weather or Wet Weather

In weather where the combined water and air temperature is below 120 degrees

Fahrenheit, the sailors are required to have a wetsuit or dry suit and warm booties.

In Warm Weather

- Shorts (surf shorts, or Lycra/spandex shorts recommended. No speedos or two piece bathing suits.)
- T-shirt or other comparable short sleeve shirt (Quick Dry / wicking shirts recommended)
- Sailing boots, water shoes or old sneakers

All life jackets and personal belongings look the same. Put your name on EVERYTHING! Check your child's things regularly to be sure you still have what you started with! The coach does not want to become the "Lost and Found".

Gear Discounts

You will be notified via email about any gear discounts or donations that may be offered throughout the season. Many sailing gear distributors are happy to offer products at a lower cost. Be sure to ask the seller if they can offer any discounts for a high school sailing team. Contact your coach if they require any proof of participation.

If you have any questions about the gear, please contact your coach or the KI Sailing staff for recommendations

Places to Buy Gear:

- APS -Annapolis Performance Sailing - www.apsltd.com Ask for 15% KIHS Sailing Team discount.on clothing
- West Marine - www.westmarine.com
- Amazon & eBay

Internet Resources

- KI Sailing website: <http://www.kisailing.org>
- KIHS Sailing Team (Facebook page)
<https://www.facebook.com/kentislandhighschoolsailingteam>
- Interscholastic Sailing Association (ISSA) website: <http://hssailing.org>
- Maryland Interscholastic Sailing Association (MDISA)
<http://massa.hssailing.org/mdisa/home>

Email Contacts

- Rob Emmet – KI Sailing - rob@kisailing.org
- Amanda Shepherd - Head Coach – amanda@kisailing.org

KIHS Sailing Team

SAILOR'S and PARENT'S CODE OF CONDUCT

Sailors, coaches, parents, and others in a position of influence shall agree to honor the fundamental rules of fair sailing, shall respect everyone associated with the program and to share in the responsibility for helping to make the program a success, and to run smoothly both on and off the water.

FOR THE SAILOR:

Each sailor agrees that he or she shall be governed by this Honor Code at all times. Each team member also agrees,

- to maintain a positive attitude and to be responsible for his or her conduct at all times, by following these rules and regulations and any other rules given by any coach or parent chaperon,
- to refrain before, during, and after practice, from use of alcoholic beverages, marijuana, cocaine, opioids or any other controlled substance including but not limited to tobacco products and any product or device used to deliver nicotine or nicotine substitutes.
- to maintain appropriate behavior towards all team members, regardless of gender or age, and not to tolerate rude or offensive conduct by any other team member,
- to respect the property of others and not steal, damage, destroy or borrow another's property without permission, nor tolerate such behavior by any other team member;
- to treat team members, coaches, competitors, regatta officials, parents and all others with respect;
- to follow all safety procedures given by coaches and other responsible adults, understanding the paramount importance of safety;
- to notify a coach or other responsible adult if another sailor is in danger;
- not to swear or curse – nor abuse teammates, whether verbally, physically, or emotionally, nor tolerate such conduct in others;
- never to leave any training or regatta site or training facility without first obtaining a coach's or host's permission; and
- to dress at all times in a manner consistent with the standards expected of the team

FOR THE PARENT:

Each parent of a team member agrees that he and she shall be governed by this Honor Code at all times. Each parent of a team member also agrees,

- never to take a member including his or her own child from a team activity without first obtaining a coach's or a host's permission;
- to treat team members, coaches, competitors, regatta officials, parents, hosts and all others with respect;
- to follow all safety procedures given by coaches and other responsible adults, understanding the paramount importance of safety;

- to maintain appropriate behavior towards all team members, regardless of gender or age, and not to tolerate rude or offensive conduct by any other team member;
- to maintain a positive attitude and to be responsible for his or her conduct as well as the conduct of his or her child by at all times following these rules and regulations and any other rules given by coaches, staff, or hosts

My participant and I have read the High School Sailing Program Manual & Code of Conduct and agree to all the information presented by KI Sailing Ltd surrounding the rules and regulations of the Kent Island Sailing Team:

Participant's Name (please print)

Signature

Date

Parent/guardian Name (please print)

Signature

Date