



# Willamette Sailing Club

## High School Sailing Team Manual

All Portland area high school students are invited to participate in the High School Sailing Program. The Willamette Sailing Club facilitates sailing for the schools by providing coaching, sailboats, coach boats, and the administrative infrastructure.

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## Willamette Sailing Club High School Sailing Program Manual

### Purpose

This manual is designed to assist high school sailors and their parents in understanding the structure and operation of the High School Sailing Program at Willamette Sailing Club (WSC). It is a "dynamic" document that is regularly updated. Feel free to contact the youth sailing committee at [highschool@willamettesailingclub.com](mailto:highschool@willamettesailingclub.com) if you wish to contribute to this process.

### Objective of the Program

The objective of the High School Sailing Program is to provide opportunities for high school students to compete in regional interscholastic racing events. In addition to promoting a life-long interest in sailing, the program teaches teamwork and the spirit of sportsmanship. Students new to sailing are welcome and a strong learn-to-sail curriculum is an important part of the High School Sailing Program. Prior to each session, the Willamette Sailing Club will offer weekend classes for the new teen sailors. Beginning in fall 2008, 8<sup>th</sup> graders may practice with the high school team.

### The Paperwork

At the back of this manual you will find forms. The forms must be completed, signed and returned to the WSC High School Sailing program prior to the first day of practice. Without these forms, you will not be able to sail. Currently the program is open to 30 teens. Payment is due at the time of sign-up. Membership fees are not refundable. Partial refunds for the High School Sailing Program (fees, minus \$50) may be given in the first thirty days of a semester, upon request. After 30 days, registration is not refundable.

In order to have access to facilities, club boats, and insurance coverage, all high school participants will join the Willamette Sailing Club as Youth Members. Membership is pro-rated based on the month that a person joins. Additional benefits of membership include taking part in club events, keeping your boat on the Willamette River, sailing class discounts, and participation in the summer racing series (both adult racing and the youth racing series).

### Practice Schedule

There are two semesters: Fall and Spring. Fall semester begins the 1st week of September and continues through fall daylight savings time. Spring semester begins mid-February and continues through the 1<sup>st</sup> week of June. Students may participate in Fall, Spring, or both. As members of the Willamette Sailing Club, teens may participate in the club's other classes, the summer youth, and adult racing series. See WSC membership benefits and requirements in the back of this manual.

#### **Fall Season:**

There are two options for fall sailing: (1) Monday and Wednesday practices on doublehand boats and (2) Sunday practice on Lasers from 11:30-12:30. Teens are encouraged to stay after practice and race with the sailing club. Sailors can select one or the other option, or both.

#### **Spring Season:**

Practices are 3 days per week - Monday, Wednesday, Friday -- from 4 pm until 6:30 pm. Teens are encouraged to make at least 2 of the practices weekly. Practice will be held regardless of inclement weather. Sailors should have boats rigged by 4 pm. All sailors should come to practice prepared to sail, regardless of rain or wind. If the coaches decide not to sail, classroom instruction on rules and tactics, or physical training will occur.

## Structure of Teams and Competition

The High School Sailing Program is guided by the *Interscholastic Sailing Association* (ISSA) at the national level, with seven districts around the United States. Our District is the *Northwest District Interscholastic Sailing Association* (NWISA), and comprises Oregon and Washington.

The ISSA holds Intersectional Regattas and Championship Regattas.

**Intersectional Regattas:** Any student is welcome to participate in the Intersectional Regattas.

**Championship Regattas:** The regional and national championships accept high school teams only. A listing of registered high school teams is available at: <http://www.nwisa.org/teams.htm>. A high school team MUST join the ISSA to compete in the regional and national championships. Teams can do this online and it is their responsibility.

Students are encouraged to create sailing as a club sport within their school for opportunities to attend regional and national championships. Contact us at [highschoolsailing@willamettesailingclub.com](mailto:highschoolsailing@willamettesailingclub.com) if you need assistance with this process.

Our program emphasizes both single-handed racing on Lasers and double-handed racing on 420s. For double-handed sailing, sailors are classified as skippers (who steer the boat) and crew (who trim the jib and act as the eyes for the boat). The designation of crew or skipper is not rigid. Throughout the season, the coaches will work to create skipper/crew combinations that are in accord with the team's goals. During practice and regattas, the coach will make decisions as to who will skipper or crew, and who will sail in which divisions. Coaches' decisions are final.

Parent volunteers will work with the team and coaches in organizing travel to regattas. However, travel to regattas is optional! Ideally, there should be many parents active in this process. ISSA rules stipulate that there must be an adult team chaperone present at each regatta.

In regattas, there are three disciplines in which high school sailors can compete:

- 1) Fleet Racing- This is the most common form of racing. In a fleet race, all of the schools race against each other. Each team enters an "A" boat and a "B" boat (each boat consists of a skipper and a crew). The team's total is the combination of their A and B division racing scores.
- 2) Team Race- In a team race, each team puts three boats (each consisting of a skipper and a crew) on the water, and races against just one other school at a time. Regattas are generally run in a round robin format. The team with the best win-loss record is the winner.
- 3) Single-handed- In this discipline, there is one person in the boat. In many regattas, both single-handed Laser races and double-handed races are held.

More information about high school racing can be found at: <http://www.highschoolsailingusa.org/>

### Equipment/Clothing/Gear

The Willamette Sailing Club provides teams with sailboats and all the necessary sailing equipment. WSC life preservers are available although students may want to bring their own. The WSC is not responsible for supplying cold or wet weather clothing. It is up to each sailor to arrive at practice equipped with proper sailing clothing for the conditions. The High School Program will house a limited "coat-closet" of warm, protective gear that students can use on days they forget gear or need additional protective wear.

For safety reasons, coaches will insist that sailors be properly attired. Regardless of the season, hypothermia can occur in minutes if a sailor capsizes and is improperly dressed. A sailor with the proper clothing will be able to continue sailing in comfort after multiple capsizes while minimizing their risk of hypothermia.

Insulation and wind protection are the key elements to sailing clothing. Dinghy sailing is an active sport and you will work hard and generate a lot of body heat. For this reason, it is important to not overheat, but stay warm if you get wet or capsize.

1. Closed-toed shoes and/or water socks are required. Dinghy boots are preferred. No flip-flops or bare feet!
2. Full body coverage; either a wetsuit or foul weather jacket and pants with an insulation layer beneath. The insulation layer should be something that will not lose its insulation properties when wet. When capsizing is likely due to strong breeze, a 3 mm "farmer John/Jane" wetsuit with a fleece top covered by a spray top is ideal.
3. PFD (Personal Flotation Device). No one is permitted on the water without a proper lifejacket (PFD). Aside from being the proper size for the sailor's weight, the PFD needs to be comfortable and should allow freedom of movement. There are a number of PFDs specifically designed for dinghy sailing.
4. In colder weather, sailors should wear a hat that insulates and stays on in the breeze. Polar fleece hats are ideal. Keeping your head covered greatly improves comfort and minimizes chances of hypothermia on a cold day.
5. Sailing gloves protect against chafing. They are not strictly necessary but are good to have.

## Roles & Responsibilities

The Willamette Sailing Club will:

- ◆ Provide leadership and administrative support through its Youth Sailing Program. The high school program director manages the operations. A WSC board member acts as a liaison between the board and the high school sailing program.
- ◆ Hire and supervise coaches of superior capability and personal behavior. Back-ground checks are mandatory.
- ◆ Provide sailboats and support craft in good condition
- ◆ Provide administrative services and communication as it can to support teams
- ◆ Sponsor organizational meetings and regattas to promote high school sailing
- ◆ Use its best efforts to purchase new boats and equipment and provide scholarships to enable high school sailors to compete at a national standard of competition

The Coach(es) will:

- ◆ Lead the teams through rigorous attention and ensure the safety of the sailors
- ◆ Make all selections with respect to team positions, event participation, and practice partners
- ◆ Provide the highest standards of instruction and example for the sailors
- ◆ Treat each sailor with respect and attention, without regard for personal preference or prejudice and promote teamwork and individual growth
- ◆ Provide direction and discipline at all times
- ◆ Report to the management of WSC, not to parents or schools
- ◆ Ensure that all equipment and facilities are in as good condition as possible for the sailors' use

The Sailors will:

- ◆ Accede to coaches' decisions and direction in order to promote the team
- ◆ Arrive on time, ready to sail and be free of alcohol and drugs in the program
- ◆ Rig, Sail and Cleanup to the best of their ability at all times
- ◆ Treat their teammates, parents, coaches and competitors with respect
- ◆ Not engage in un-sportsmanlike conduct, physical contact, harassment, or abusive behavior
- ◆ Treat all Club equipment and facilities with care and respect and will be held financially liable for their actions, if damage is the result of negligence

Parents/Guardians of Sailors will:

- ◆ Provide whatever support to the program they can within their means, including chaperone responsibility, proper clothing, financial assistance, leadership of regattas, housing of visiting teams, etc.
- ◆ Support the sailors with guidance and logistical support to enable them to compete, while maintaining their academic and physical well-being
- ◆ Support the coaches in their daily decisions, refraining from undermining the authority of the coaches and WSC High School Sailing Program
- ◆ Promote in their words and actions the common goals of the team over the individual goals of sailor
- ◆ Will fill needed "Team Volunteer" positions. A list of these positions is available at the back of this manual

The High Schools will:

- ◆ Provide support commensurate with the level of activity of the team or club
- ◆ Provide a faculty or staff member for liaison with the coaches and Program to integrate the school's objectives and policies with those of the team and Program
- ◆ Promote their team to attract and retain the most exemplary student-athletes

## Willamette Sailing Club High School Sailing Program

### Registration Form

Name: \_\_\_\_\_ High School: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Age: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Home Phone: \_\_\_\_\_ Sailor's Cell Phone: \_\_\_\_\_

Sailor's Email: \_\_\_\_\_ (print clearly!)

Year in School \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Sailing Experience: \_\_\_\_\_

Do you own a dinghy? If so, will you be using it for any of the practices? Yes / No (Type: \_\_\_\_\_)

Driver's License? Yes / No

Are you allowed and willing to drive other students to practice? Yes / No

Mother's Name: \_\_\_\_\_ Work phone: \_\_\_\_\_ Email: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Work phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please check all that apply (WSC membership is required - enclose fees if you are not a member)

\_\_\_ Fall Semester (Select options below):

\_\_\_\_\_ \$100 Monday and Wednesday (4-6:30; begins 1<sup>st</sup> Tuesday after Labor day)

\_\_\_\_\_ \$TBD Sunday 11:30 - 12:30 Laser racing; kids encouraged to stay after practice and race with the club.

\_\_\_ Spring Semester: \$220 Monday, Wednesday, Friday (4-6:30; begins after President's Day thru 1<sup>st</sup> week of June)

Membership Status:

\_\_\_ I am currently a member of the WSC. Membership # is \_\_\_\_\_

\_\_\_ I am not a member yet. [Please read membership information on page 10 and attach application and payment.]

Paperwork and payment for the semester is due at the time of registration. Membership fees are not refundable. Partial refunds for the High School Sailing Program (fees, minus \$50) may be given in the first thirty days of a semester, upon request. After 30 days, registration is not refundable.

# The Willamette Sailing Club High School Sailing Program

## Emergency Release Form

Name: \_\_\_\_\_ High School: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Phone: \_\_\_\_\_ Emergency Contact E-mail: \_\_\_\_\_ (print clearly!!)  
Mother's Name: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
Father's Name: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Please list all Known Allergies: \_\_\_\_\_  
Do you carry an epi-pen? Yes / No  
Do you have Asthma? Yes / No If yes, do you carry an inhaler? Yes/ No  
Do you have Diabetes? Yes / No  
Please List any known condition(s) which may preclude the above named from participating in sailing:  
\_\_\_\_\_

Please list any known conditions which may require consideration in the event of an emergency:  
\_\_\_\_\_

In case of emergency, Contact: \_\_\_\_\_  
Relation: \_\_\_\_\_ Phone: \_\_\_\_\_  
Personal Physician: \_\_\_\_\_ Phone: \_\_\_\_\_  
Insurance Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_  
Group#: \_\_\_\_\_

Is there anything else we should know? \_\_\_\_\_

Waiver: In consideration of my child participating in the Willamette Sailing Club High School Sailing program, I agree to accept risks of injury to my child, to hold The Willamette Sailing Club, its Officers, Directors, employees and members harmless from any claims of any nature whatsoever, arising out of the activities of the High School Sailing Program.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Should the participant be in need of medical treatment, my signature below confirms my permission for this to be done in the event that I cannot be reached promptly.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# RULES OF THE ROAD AGREEMENT

## STUDENT AGREEMENT TO ABIDE BY THE "RULES OF THE ROAD"

I will:

- ◆ Accede to coaches' decisions and direction in order to promote the team and the program
- ◆ Arrive on time, ready to sail and be free of alcohol and drugs in the program
- ◆ Rig, Sail and Cleanup to the best of their ability at all times
- ◆ Wear a PFD (Personal flotation device) and appropriate protective clothing when sailing
- ◆ Treat their teammates, parents, coaches and competitors with respect
- ◆ Not engage in unsportsmanlike conduct, physical contact, harassment, or abusive behavior
- ◆ Treat all Club equipment and facilities with care and respect and will be held financially liable for their actions, if damage is the result of negligence

### Agreement

I have read the High School Sailing Manual and the above "Rules of the Road. I agree to abide by these rules, will take them home, share them with my parents and conduct myself in both the letter and spirit of the rules.

\_\_\_\_\_  
Sailor's Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

## ABILITY TO SWIM STATEMENT

The WSC requires that participants of the High School Sailing Program have a high level of water confidence and the ability to swim.

I certify that I can swim and have a high degree of confidence in deep water.

\_\_\_\_\_  
Sailor's Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Name & Signature

\_\_\_\_\_  
Date

## Volunteer Form Willamette Sailing Club, High School Sailing Program

The success of the High School Sailing Program depends on the active participation of parents and other supportive members of the community. Parents are expected to volunteer. Please indicate your interest in helping out by checking the activities in which you are willing to help.

Your Name: \_\_\_\_\_

If parent/guardian of a student participant, student's name: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell : \_\_\_\_\_ Work: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please check all activities in which you are willing to help (rank according to your area of interest (1 = highest interest, 3 = low interest)).

\_\_\_\_ High School Program Coordinator

\* Make sure all paperwork is completed. Serve as a point of contact for sailors, parents, and the board.

\_\_\_\_ Volunteer Coaching Assistant for Practices

\* Minimally 1 parent should be available at the club house during practices.

\_\_\_\_ Drive motorboat: To drive the launch, you must complete the online Oregon

Online Boating Safety Course and Exam: <http://www.boat-ed.com/or/index.htm>

\_\_\_\_ Assist with rigging/launching

\_\_\_\_ Coaching - assist coaches as needed; help prepare lessons;

\_\_\_\_ Snacks

\_\_\_\_ Coordinate clubhouse cleanup after practices

\_\_\_\_ Be available as needed at practices

\_\_\_\_ Volunteer Coordinator

\* Help fill volunteer positions, maintain list of active volunteers.

\_\_\_\_ Fund-Raising

\_\_\_\_ Regatta Coordinator

\* Help publicize information about upcoming regattas

\* Travel assistance

\* Registration assistance

\_\_\_\_ Boat Maintenance

\* Maintain list of supplies and repairs needed; assist with boat maintenance work parties

\_\_\_\_ Community Outreach and Recruiting

\* Communications to the high school clubs, other interested high schools, press, Web site and monthly newsletter.

\_\_\_\_ Transport Students to Practices (provided written permission granted from parent/guardian)

\_\_\_\_ Hosting Students Visiting Portland for Regattas

## High School Sailing -- WSC Membership Overview

Membership at the Willamette Sailing Club is required to participate in the High School Sailing Program. In addition to the necessary liability insurance, membership has numerous benefits:

- Use of facilities and club boats
- Take part in club events
- Keep your boat on the Willamette River
- Receive sailing class discounts
- Participate in summer racing series (both adult racing and the youth program. The youth program is Tuesday and Thursday evening from 6:30-8:30; Adult racing is on both Monday nights (Lasers) and Wednesday nights (double-hand).

Fill out a membership application (The high school program coordinators will be your sponsors).

Youth Members enjoy the privileges of club membership, but cannot vote or hold office.

Youth Membership is \$210/year for the period starting January 1 through December 31. Membership is pro-rated based on the month that you join.

Youth Members and/or their parents must fulfill the WSC work hour requirement of 10 hours per year, pro-rated based on when membership begins. One-half of the work hours must be completed prior to June 30<sup>th</sup> or you will be billed at \$20/hour for incomplete work.

Note: All costs are subject to change without notice.

The Membership application is online at:

[http://www.willamettesailingclub.com/membership/wsc\\_membership\\_application.pdf](http://www.willamettesailingclub.com/membership/wsc_membership_application.pdf)

2009 pro-rated Youth Membership rates and required work hours:

January \$210 - Work hours 10  
June \$122 - Work Hours 6  
July \$105 - Work Hours 5  
September \$70 - Work Hours 3