



SAILING SAFETY PROGRAM

by Gowrie Group and Donna Santamaria, Safety & Loss Control Manager



The mission of the National Safety Council is to educate and influence people to prevent accidental injury and death.



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Some of the information and forms have been provided by the US SAILING Association, New Bedford Yacht Club, and Brewer Pilots Point Marina Junior Sailing Program..

TABLE OF CONTENTS

SAILING PROGRAM	6
COMMITTEE RESPONSIBILITIES	7
ORIENTATION	8
INSTRUCTORS	8
INJURY	9
RECORDKEEPING GUIDELINES	9
SWIM CHECK	10
LIFE JACKETS	10
FOOTWEAR	10
EYE AND SKIN PROTECTION	10
STUDENTS MISSING CLASS	11
REGATTAS	11
PARENT ORIENTATION	11
GENERAL SAFETY RULES	12
WALK AROUND INSPECTION	13
EQUIPMENT CHECK /MAINTENANCE	14

	RADIOS	14
	INCLEMENT WEATHER	14
	SAFETY BOAT OPERATION	15
	MISCELLANEOUS	16

TABLE OF CONTENTS - FORMS

DISCIPLINE POLICY	17
WAIVER and PARTICIPATION AGREEMENT	18
RULES AND EXPECTED BEHAVIOR	19
APPLICATION FOR WOMEN'S SAILING PROGRAM	20
APPLICATION FOR ADULT SAILING PROGRAM	21
APPLICATION FOR JUNIOR SAILING CAMP	22
MEDICAL FORM	23
PARENT/GUARDIAN EMERGENCY TREATMENT AUTHORIZATION	24
INCIDENT REPORT	25
MINOR ACCIDENT AND FIRST AID TREATMENT RECORD	26
BOAT MAINTENANCE LOG	27
SAFETY BOAT OPERATION SKILL TEST	29
SAFETY BOAT CHECKLIST	30
RESPONSE KIT	31
STANDARD SAFETY GUIDELINES	32

Lake Washington Sailing Club

SAILING PROGRAM

The Sailing Program's mission of the Lake Washington Sailing Club is to teach children and adults how to sail in a fun and safe environment, to instill in them a love for the sport of sailing that will serve as a foundation for the future of our Club, and make every effort to ensure this happens. The Sailing Program's responsibilities are to organize the structure of the program, hire the staff and oversee the program while it is in session. Each person in the group does have his/her own responsibilities, yet the group works as a team and is responsible for the program as a group. Any questions that you have that cannot be directed to the Sailing Program Manager can be addressed to any of the Junior Sailing Committee and will be handled as a group.

The Sailing Program Manager is the primary Sailing Safety Officer at **Lake Washington Sailing Club** and shall be the acting Sailing Safety Officer until assigned to someone else.

The Sailing Committee will meet *quarterly or as needed to develop and manage the program*. A secretary shall be appointed to record important decisions and to send out notices of meetings. The Chairperson will form subcommittees when necessary to resolve specific issues.

COMMITTEE RESPONSIBILITIES

The Sailing Committee will be responsible for the following:

- Adherent to national standards for safety, instructor training and curriculum.
- Develop site-specific policies which will handle day-to-day administration needs and emergency situations.
- Continual feedback from staff, children and parents.
- To recruit the best and brightest staff.
- To own or secure equipment.
- To strive to continually improve the program.
- Zero tolerance to drugs and alcohol.
- Review the program curriculum.
- Attend regularly scheduled meetings
- Review Accident Reports

Reviewed and approved:

Commodore

Date

Chairperson

Date

ORIENTATION

The Sailing Program Manager will conduct an in-service orientation and a safety boat and equipment survey PRIOR to the beginning and at the conclusion of each sailing season. The orientation and survey will identify the use and specific condition of each safety boat with respect to hull, alarms, batteries, engines, fuel tanks, engines, bilge pumps, VHF radios, bumpers, anchors, boat hooks, lines, and racing marks. Any damage will be recorded in writing on the **Safety Boat Checklist** form. Those attending the survey will certify the condition of each boat in the fleet.

All policies, procedures, facilities and equipment will be reviewed at the time of orientation. All Emergency Procedures will be reviewed and practiced. All insurance policies will be reviewed to ensure they are current.

INSTRUCTORS

All instructors will keep a daily log of happenings, i.e. attendance (both children/adults and instructors), pick up/drop off of children, daily equipment check, damage/breakdown to boats, first aid kits, life jackets, and daily rules. The Program Manager views the log weekly.

All instructors must pass the **Safety Boat Operation Skills Test** and be knowledgeable in capsized rescue before they are allowed to operate the safety boat for instructional purposes. Additionally, every instructor will be checked out on any of the safety boats. Instructors need to exercise precision powerboat skills and have a thorough knowledge of how to assist sailors and sailboats. The US SAILING Association offers a Powerboat Program that teaches safety and powerboat skills so instructors can become proficient in powerboat operation and rescue.

The Average Student/Instructor ratio for each class, as recommended by the (*US SAILING Association*) is the following:

	Student/Instructor	Student/Safety Boat
Youth Learn to Sail	3:1 - 14:1 (Avg 6:1)	2:1 - 18:1 (Avg 8:1)
Youth Racers	2:1 - 8:1 (Avg 6:1)	4:1 - 18:1 (Avg 6:1)
Adult Learn to Sail	3:1 - 8:1 (Avg 4:1)	1:1 - 12:1 (Avg 4:1)
Adult Racers	3:1 - 15:1 (Avg 8:1)	1:1 - 15:1 (Avg 4:1)

INJURY

Procedures are in place to deal with any injury. Staff should be trained to react to different situations and who to contact. A **Medical Form** for every student and staff member is kept on file with appropriate emergency phone numbers. Staff certified in First Aid and

CPR (cardiopulmonary resuscitation) is able to administer to minor cuts and bruises. If the injury is serious, the individual will be brought to the local emergency room. The staff member must remember to bring the student's Medical Form, as this will help the hospital staff. Emergency numbers are posted next to all phones. Student medical forms are on file in the sailing office club house.

Any injury to a sailor or instructor and any damage to the Lake Washington Sailing Club safety boats/sailboats and other property or equipment is reported in writing on the appropriate **Incident Report** Form. This Form is completed by the instructor involved in the incident and the Program Manager. Copies are filed in the Program Manager's office on the day of the occurrence, and a copy of the report is retained by the instructors involved.

Depending upon the severity of the accident or incident, the Program Manager will be immediately contacted at the time of the occurrence. The **Incident Report** will establish the facts as they occurred and the actions taken by the staff while dealing with the accident.

Procedures for reporting any accident, minor or major, are strictly enforced.

RECORDKEEPING GUIDELINES

Instructors and administrators have a responsibility to keep accurate written records. A thorough program will include the following:

- Medical Forms/Emergency Contact Information
- Permission Slips/Waivers
- Rules and Expected Behavior Agreements
- Registration Forms
- Swim Test Records
- Attendance Records
- Daily Log (including weather, record of critical VHF transmissions)
- Unusual Items
- Lesson Plans/Course Syllabus
- Class/Program Schedules
- Student Rosters
- Student Performance and Certification/Awards
- Course Evaluations (student, parent, staff)
- Equipment List/Inventory/Boat Maintenance Log
- Equipment Order Forms
- Accident Report Forms (Medical and Equipment)
- Job Descriptions
- Employee Discipline
- Time Sheets
- Mailing Lists, Publicity and Marketing Forms

SWIM CHECK

All students, regardless of age or number of years in a program, are required to take a swim check on the first day of class so that sailors become accustomed to being in the water with their life jackets, and instructors can get an idea of the individual sailor's

swimming ability.

LIFE JACKETS

Personal flotation devices (PFD's or life jackets) **MUST** be worn and zipped **AT ALL TIMES** when the student is on the docks, in a boat, or near the water. PFD's must be U. S. Coast Guard approved Type III vests and must be properly fitted to an individual's size and weight. Life jackets must be worn by students and staff when participating in any activity that takes a person into a boat, on a dock, ramp, sea wall or launch area adjacent to, leads alongside of or over water.

The life jacket needs to be properly identified with the owner's name and should be inspected regularly to ensure that it is in good functioning condition (no missing straps, torn zippers, exposed or waterlogged flotation). A whistle on a lanyard (string) is required to be attached to the lifejacket. If a lifejacket is unsafe or of questionable value, it must be discarded and replaced immediately.

FOOTWEAR

Shoes are required at all times and must cover the toes and encircle the feet. Shoes may be either boat shoes or regular sneakers that can get wet. This requirement includes land activities as well as on-the-water work and involves everyone – students, instructors, aides and program administration. Shoes should not have black soles since these leave marks on boats. Open-toe shoes are not acceptable for junior sailing programs.

EYE AND SKIN PROTECTION

Exposure to the sun can cause skin cancer and eye damage. Protection from the sun is as important as a proper PFD. Students should have sun block (at least SPF 15), hat, and properly filtered sunglasses with a lanyard. It is also necessary to drink adequate water to prevent dehydration.

STUDENTS MISSING CLASS

The Instructor should advise the Program Manager if a child will be missing a certain number of days, will be away on vacation for part of a session or will be joining the class after the start of the program. It is the responsibility of the Instructor/Program Manager to follow up if a child/student does not show for class.

REGATTAS

Safety on and off the water is of paramount importance, and planning should include determining what procedures are necessary for the safe conduct of the racing events scheduled. Patrols should be set up and instructors should be positioned on the outer circumference of the course to ensure the safety of the sailors.

For off-site events, coaches shall carry a locked, waterproof file containing copies of each student and staff medical record, a first aid kit, and a portable phone. ONLY employed instructors or other personnel will transport children to all off site events.

Lake Washington Sailing Club does not sponsor participation in off-site regattas. Any participation by members, volunteers, officers, directors, employees, or students is exclusively the decision and responsibility of the participant or his/her guardian. Lake Washington Sailing Club specifically disclaims any responsibility for participants in off-site events of any sort.

PARENT ORIENTATION

Prior to the start of any Junior Sailing program, organizers should call a parent orientation session to explain the details of the program. Items covered may include:

- Review of how parents can be involved in the program, i.e. parent day, car pools, chaperones, race committee, and social activity organizers.
- Attendance.
- Student drop-off and pick-up arrangements.
- Planning of the program.
- Training of instructors.
- Social events at end of program.
- Rules and Expected Behavior.
- Disciplinary Code.
- Participation Agreement.
- Who to see and when, if a problem arises.
- Items to bring to class.

GENERAL SAFETY RULES

The following are some general safety rules that are to be followed by everyone in the program:

1. No student is allowed on docks without supervision.
2. PFD's worn and secured at all times while on the ramps, dock and boats.
3. Wear proper footwear at all times.
4. No running.
5. No swimming (except with the permission of the instructors).
6. No pushing, shoving, running, or hitting.
7. No smoking.
8. No drugs or alcohol.
9. No playing on or near ramps and hoists.
10. No glass jars or bottles on the ramps, docks, and boats.
11. No skateboards or roller blades.
12. No jumping off boats.
13. Avoid moving boom, hoist or crane.
14. Watch fingers and feet between boats, docks, and moving parts.
15. Check for overhead wires in boat storage and launching areas. Recognize potential shock hazard when operating electrical equipment around water, e.g. hoists and power tools.
16. Stay in the area where the instructors and other students are, unless you ask the instructor's permission to leave.
17. No foul or inappropriate language.
18. No roughhousing/horseplay/fighting.

Signs are posted to serve as a reminder of the most important regulations, such as wearing of PFD's, swimming regulations, hoist/ramp procedures, boat check-out procedures, free-sailing regulations access to storage/maintenance area and the number of occupants per boat.

WALK AROUND INSPECTION

Prior to the start of the program the land base, equipment and sailing area should be inspected to determine if there are any hazards or off-limit areas:

Hazards

- *Rocks*
- *Shoals*
- *Power lines*
- *Ramps*

Off-limit Areas

- *Office*
- *Store room*
- *Shoreline*

Limited Access Area

- *Docks*
- *Boat storage area*
- *Sail locker*
- *Restrooms*

Unlimited Access

- *Classroom area*
- *Designated lawn*

EQUIPMENT CHECK/MAINTENANCE

A daily check of all equipment and procedures is in place to fix anything that is broken. Equipment such as training boats and safety boats will be checked after each class and again at the end of the day. If a boat is determined to be unsafe, it is immediately taken out of service and fixed before it is returned to service. Any repairs made to the equipment are entered in the **Boat Usage Form**. If a piece of equipment is broken, it is immediately repaired and a maintenance report is maintained.

All students are required to bring two (2) plastic bailers at the beginning of the season.

RADIOS

A radio system should be an integral part of the sailing program. Radios provide a means of communication between the safety boats and a link to the land base. The procedures for proper use are reviewed with the staff. Every instructor carries a portable marine radio and is in contact with the yacht club base and Program Manager.

INCLEMENT WEATHER

Weather conditions will vary greatly in different parts of the United States. Staff should monitor a weather radio throughout the day and be aware of visual storm signs. On rainy days, if the wind is not too strong, sailing classes will be held. In the case of foul weather due to fog, wind, or heavy rain, the final decision on whether or not the students sail will be made by the Program Manager. Land classes will be held if the Program Manager decides it is unsafe to go out on the water. A "Clear the Water" signal should be understood by all and responded to immediately. Guidelines for responding to lightning and thunder should be established and put into writing.

Wind speed (or gusts), wave height, and air temperature are critical factors in determining if sailing will take place. The Program Manager is the chief safety officer at **Lake Washington Sailing Club** and in conjunction with the instructors will assess the suitability of sailing. The Program Manager is the final authority regarding conditions and sailing suitability.

SAFETY BOAT OPERATION

The Program Manager will ensure personnel fill the gas tanks, check oil, and other aspects of the safety boats each day prior to the beginning of practice. The Program Manager will maintain a log of the fuel replenished daily. Instructors will be responsible for determining that all safety boats are in safe operating condition PRIOR to leaving the dock

It is recommended that each fleet on the water shall have one coach boat and one safety boat. Should two separate fleets be sailing in close proximity to one another, the safety boat can be considered to be monitoring both fleets simultaneously.

Safety and coach boats will be in constant communication via VHF radio on Channel 68.

No Junior Sailor student will be left unattended on shore while their teammates are on the water.

An adult shore supervisor will be on site during all Junior sailing programs.

All sailors will observe proper etiquette and seamanship at all times. All sailors will sail out of and return to the docks together. Prior to drills all boats must stay within hailing distance of the coach boat.

Sailors will exercise great care in the use of **Lake Washington Sailing Club** sailboats and equipment. Sailors shall make every possible effort to avoid any collisions between boats and/or other obstructions.

All **Lake Washington Sailing Club** boats must return to the dock prior to sunset.

MISCELLANEOUS

Due to liability, no student will be allowed to bring a friend to class. All students are assigned to an instructor who keeps a daily log and progress report of each child. The student's daily, as well as overall progress is also monitored by the Program Manager and senior staff. Any and all questions regarding a student's progress can be forwarded to the instructor or Program Manager.

The Junior Sailing Program is not equipped to supervise or handle students once their class has ended. Children are to be picked up promptly as soon as their class is over by their parent or designated substitute

Under no circumstances will students be allowed to use chemicals.

Under no circumstances will students be allowed to operate hoists or power tools without the direction and/or supervision of an instructor.

Lake Washington Sailing Club

DISCIPLINE POLICY

Our discipline policy maintains that each sailor will have three chances to correct any non-rule following behavior as follows:

1. First “strike”, this will be recorded on your file and the Program Manager will be notified. If you are a Junior, your parent will be called by the instructor and the transgression will be reported.
2. Second “strike”, you (and your parents, if applicable) will be asked to meet with the instructor and the Program Manager to discuss the first and second transgression and to make a plan to avoid any future misbehavior. The notes from this meeting will also be documented in your file.
3. Third “strike”, you’re out! For Junior students, who do not drive we will call your parents. For Junior students who do drive to the sailing program, we will notify your parents that you are on your way home. You will no longer be welcome in the program. **No refund!**

Strikes include, but are not limited to, **inappropriate language, destruction of property, physical abuse to another student or instructor.**

Under no circumstances will an instructor leave the water for a discipline problem and leave the rest of the class in the water unsupervised.

An instructor can prevent most behavior problems by doing three things:

1. State clearly and firmly the rules of conduct on the very first day of instruction;
2. Maintain a well-structured lesson plan and learning environment; and
3. Keep the students busy – no idle time.

Lake Washington Sailing Club

WAIVER and PARTICIPATION AGREEMENT

The Basic Sailing course you are about to begin is an exciting and demanding challenge, but you need to be aware of what will be involved and be willing to study and practice to achieve success.

A swim test is required of all students, which consists of swimming 50 yards in the waters of the area you will be sailing in, in sailing clothing and footwear. The attached student registration and medical and emergency information form must be completed and signed by you or your parents (if you are a minor) and turned in no later than

You will be required to provide a life jacket (vest type) which must be Coast Guard approved, the proper size for your weight and build, and be form fitting and comfortable, as you will be wearing it at all times during the course. Put your name on it with waterproof ink. Proper footwear will also be worn at all times, both on land and on the water. Bring a change of clothes, a towel, a lined notebook for note taking, two pencils, and a waterproof felt tip pen to each lesson.

I understand that in entering this sailing course I agree to obey all program rules as set forth by the Program Manager and the instructors, that I will use utmost care in the use of the boats and equipment, and that I will not engage in any horseplay or other disruptive behavior. I understand that failure to attend regularly, arrive promptly, and abide by the rules may result in my suspension from the program.

I assume full responsibility for any loss or damage that occurs to any person, boat, sailboat, equipment, pier, float, or other property used in conjunction with this course as the result of improper use, negligence, violation of the rules, acts of other sailors, or other representatives of Lake Washington Sailing Club, the instructional program, or the City or Port of West Sacramento.

The undersigned acknowledges that the sport of sailing in which he/she has entered is dangerous and assumes all risk of accident, injury, inconvenience, loss of property or loss of life. The undersigned acknowledges that the decision to engage in the sport of sailing, and/or sailing instruction received from Lake Washington Sailing Club, its members, employees, and volunteers, is the sole and exclusive responsibility of the undersigned. In consideration of the acceptance of this application, the undersigned hereby releases and forever discharges the Lake Washington Sailing Club, its directors, officers, members, employees and volunteers, The City of West Sacramento and the Port of West Sacramento and its elected officials, directors, employees and volunteers, from liability for any and all loss, damage, or injury to person or property resulting from his/her participation in the sailing instruction received from and at Lake Washington Sailing Club. The undersigned agrees to be bound by the Racing Rules of Sailing, Inland Rules of the Road, and by all other rules that govern this event.

(Continue to Rules and Expected Behavior)

Lake Washington Sailing Club

RULES AND EXPECTED BEHAVIOR

1. **NO STUDENT IS ALLOWED ON RAMPS, DOCKS OR BOATS WITHOUT U.S.C.G.A. PFD (LIFE JACKET) ON AND FASTENED. TYPE III IS RECOMMENDED.**
2. No one is allowed on ramps, docks or boats without supervision.
3. No littering on land or water. Boats and sailing area must be kept “ship-shape”.
4. Personal property is the responsibility of the student and not **Lake Washington Sailing Club** or the Sailing Instructors. No electronic devices allowed on the docks or boats, i.e. CD, Gameboys, Walkman’s, Ipods, etc.
5. No eating or chewing gum during sailing activities.
6. No pushing, shoving, running, hitting, profanity. No disruptive behavior, disrespectful gestures, actions or language.
7. No jumping off boats without instructor’s permission. If they say you can swim, it is important to stay near your boat so you can easily get back in and so that it doesn’t drift away or go up on the rocks.
8. Stay in the area where the instructors and other students are, unless you ask the instructor’s permission to leave.

First violation of Rules: the junior sailor will be reprimanded.

Second violation of Rules: the Program Manager will speak to the junior sailor’s parent.

Third violation of Rules: the offending junior sailor will be suspended for one day

Continued abuse of the rules by the participant after a parent is notified will result in expulsion from the program (fee will not be refunded).

Signature of Student

Signature of Parent or Guardian

LWSC (YEAR) Women's Introduction to Sailing Application Form

Event Fee: Members **\$75.00** (includes book)
 Non-Members **\$100.00** (includes book)
 Include payment with application.
 Class size limited. Members receive registration preference.

Name: _____

Boat type: _____ *Sail Number:* _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) ____ - _____

Email: _____

Dates and Times:

Module 1 06/26/14 6:00 – 8:00PM	Module 2 06/28/14 10:00AM - 3:00PM	Module 3 06/29/14 10:00AM – 3:00PM
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Waiver

The undersigned acknowledges that the sport of sailing in which he/she has entered is dangerous and assumes all risk of accident, injury, inconvenience, loss of property or loss of life. The undersigned acknowledges that the decision to engage in the sport of sailing, and/or sailing instruction received from Lake Washington Sailing Club, its members, employees, and volunteers, is the sole and exclusive responsibility of the undersigned. In consideration of the acceptance of this application, the undersigned hereby releases and forever discharges the Lake Washington Sailing Club, its directors, officers, members, employees and volunteers, The City of West Sacramento and the Port of West Sacramento and its elected officials, directors, employees and volunteers, from liability for any and all loss, damage, or injury to person or property resulting from his/her participation in the sailing instruction received from and at Lake Washington Sailing Club. The undersigned agrees to be bound by the Racing Rules of Sailing, Inland Rules of the Road, and by all other rules that govern this event.

Applicant's Signature: _____ Date: _____

LWSC Member Yes No

Mail this entry to:

Lake Washington Sailing Club
 P.O Box 980546
 West Sacramento CA 95798

Contact Information

Debi Glovin

LWSC Board approved July 9, 2014

Email: dtglovin@hotmail.com

Official Use Only			
Cash Received: _____	Check Received: Amount _____	Check #: _____	
Person Receiving Entry: _____	Date Received: _____		

Event Fee: Members **\$75.00** (includes book)
Non-Members **\$100.00** (includes book)
Include payment with application.
Class size limited. Members receive registration preference.

Name: _____

Boat type: _____ Sail Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) ____ - _____

Email: _____

Dates and Times:

Module 1	06/26/14 6:00 – 8:00PM	Module 2	06/28/14 10:00AM - 3:00PM	Module 3	06/29/14 10:00AM – 3:00PM
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Waiver

The undersigned acknowledges that the sport of sailing in which he/she has entered is dangerous and assumes all risk of accident, injury, inconvenience, loss of property or loss of life. The undersigned acknowledges that the decision to engage in the sport of sailing, and/or sailing instruction received from Lake Washington Sailing Club, its members, employees, and volunteers, is the sole and exclusive responsibility of the undersigned. In consideration of the acceptance of this application, the undersigned hereby releases and forever discharges the Lake Washington Sailing Club, its directors, officers, members, employees and volunteers, The City of West Sacramento and the Port of West Sacramento and its elected officials, directors, employees and volunteers, from liability for any and all loss, damage, or injury to person or property resulting from his/her participation in the sailing instruction received from and at Lake Washington Sailing Club. The undersigned agrees to be bound by the Racing Rules of Sailing, Inland Rules of the Road, and by all other rules that govern this event.

Applicant's Signature: _____ Date: _____

LWSC Member Yes No

Mail this entry to:

Lake Washington Sailing Club
P.O Box 980546
West Sacramento CA 95798

Contact Information

Debi Glovin

LWSC Board approved July 9, 2014

Email: dtglovin@hotmail.com

Official Use Only

Cash Received: _____ Check Received: Amount _____ Check #: _____

Person Receiving Entry: _____ Date Received: _____



Camper's Name: _____

Birthday: _____ Age: _____

Please indicate camp week(s) #: _____

Circle Level: Learn-to-Sail Advanced/Racer

Parent/Guardian: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email: _____

Address: _____

City: _____ State, Zip: _____

- Please complete a Registration Form and Waiver for each child and mail with \$100 per session per child to:
LWSC Junior Sailing Camps
c/o George Biery
673 39th St.
Sacramento, CA 95816
- Please make check payable to: **Lake Washington Sailing Club.**
- All camps must be paid in full by the Friday prior to the week enrolled.
- There are no refunds unless a camp is cancelled due to minimum enrollment or in case of medical emergency.

WAIVER AND RELEASE

The undersigned acknowledges that the sport of sailing in which he/she has entered is dangerous and assumes all risk of accident, loss of property or loss of life. The undersigned acknowledges that the decision to engage in the sport of sailing, and/or sailing instruction or any other activity received from the Lake Washington Sailing Club, its members, employees, and volunteers, is the sole and exclusive responsibility of the undersigned. In consideration of the acceptance of this application, the undersigned hereby releases and forever discharges the Lake Washington Sailing Club, its directors, officers, members, employees and volunteers, the City of West Sacramento and the Port of West Sacramento and its elected officials, directors, employees, and volunteers, from liability for any and all loss, damage, or injury to person or property resulting from his/her participation in the 2013 Junior Sailing Camp at Lake Washington Sailing Club. The undersigned agrees to be bound by the Racing Rules of Sailing, Inland Rules of the Road, and by all other rules that govern this event.

Furthermore, the participant's parent/guardian certifies that the participant is a competent swimmer and is capable of swimming unassisted for at least 50 feet in open water and treading water for 5 minutes.

Participant's Signature: _____ Date: _____

Parent's Signature(if minor): _____ Date: _____

LWSC Board approved July 9, 2014

Lake Washington Sailing Club

MEDICAL FORM

Student Name _____

Date of Birth _____

Sex _____

Height _____

Weight _____

Please list any past medical problems _____

Surgical history _____

Allergies: Medications _____

Foods _____

Other (Bees, Wasps, Jelly Fish) _____

Current Medication Taken _____

Date of last Tetanus shot _____

Physician's Name _____

Telephone _____

Attach complete physical examination form from family physician (done within one year)

Emergency Contact Person (first contact should be local):

1. _____

Name

Relationship

Telephone

2. _____

Name

Relationship

Telephone

3. _____

Name

Relationship

Telephone

Lake Washington Sailing Club

PARENT/GUARDIAN EMERGENCY TREATMENT AUTHORIZATION

I, _____, (Parent/Guardian) authorize the program organizers or their employees to sanction emergency treatment if none of the above can be contacted at the time of an emergency.

Signature

Date

Emergency telephone for Parent/Guardian:

Home _____

Business _____

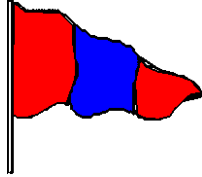
Cell _____

IMPORTANT: This form must be completed in its entirety for registration to be fully processed.

LWSC Board approved July 9, 2014

Lake Washington Sailing Club

INCIDENT REPORT



Guest Name: _____ Date of Incident: _____

City, State, Zip: _____

Email: _____

Phone: _____

Type of Boat: _____ Sail Number: _____

Skipper: _____ Time of Incident: _____

Weather Conditions at the time of the Incident:

Name of Incident LWSC Reporter: _____

Physical Injuries? Yes ___ No ___ Property Damage? Yes ___ No ___

Description of the incident and injuries or property loss, if any: _____

Signature of Guest: _____ Date: _____

Parent/Guardian: _____

Lake Washington Sailing Club

BOAT MAINTENANCE LOG

BOAT NO _____

DATE _____

SAIL NO _____

HOUR _____

CLASS _____

CREW _____

DESCRIPTION	BROKEN	MISSING	REMARKS
Hull			
Mast			
Boom			
Stays			
Main & Battens			
Jib			
Spinnaker & Sheets			
Spinnaker Pole			
Paddle			
Pump & Extension			
Life Preservers (3)			
Anchor, Chain, Rope			

INSTRUCTOR REMARKS

PROGRAM MANAGER: ACTION TO BE TAKEN

Instructors Name

Program Manager

REPAIR COMPLETED:

Date

Lake Washington Sailing Club

SAFETY BOAT OPERATION SKILL TEST

1. Start test with the boat moored to a dock, all systems off, fuel line disconnected or shut off.
2. Get boat underway, having made all checks on the Safety Boat Checklist.
3. Familiarize with throttle, shift, and steering.
4. In open water, high speed and controlled speed boat handling as called by evaluator. Show particular awareness before, during and after turns.
5. Anchor boat, cast off anchor line with float attached to end of anchor line, return and recover anchor.
6. Driver, unassisted, secures boat to a mooring buoy by passing line through buoy and cleating back to safety boat.
7. Position boat upwind or up-current of buoy facing downwind/down-current. Hold boat close to buoy by coordinating throttle, shift and steering.
8. Rotate boat in own length with throttle, shift and steering.
9. Retrieve a free-floating PFD (to simulate a man overboard rescue).
10. Land alongside a moored boat and retrieve a PFD from moored boat.
11. Land facing downwind or down-current at a dock.
12. Turn boat around dockside using lines and fenders only.
13. Moor boat in starting position for long stay. Shut down engine and systems, disconnect or turn off fuel line, and stow all equipment.

Lake Washington Sailing Club
SAFETY BOAT CHECKLIST
(start test with the boat tied to the dock)

BOAT ID _____	YES	NO	COMMENTS
Properly licensed			
Weather forecast			
Tidal predictions			
Up-to-date charts on safety boat <i>(Note: The U.S. Coast Guard's Notice to Mariners continuously reports changes on charts.)</i>			
Compass			
Fuel on board			
Firefighting equipment as per U.S. Coast Guard regulations			
Basic equipment on board: PFD's, engine tools and spares, oars/paddle, tow lines, anchor and anchor line			
Drain plugs securely fastened			
Bilge pumped out			
Outboard engine is in correct down position			
Blower on before starting			
Follow starting instructions			
Check water discharge on engine			
Warm up engine for 1 – 2 minutes			
Handpump			
VHF radios			
Towropes, at least 75' in length			

Lake Washington Sailing Club

RESPONSE KIT

After each class the response kit is returned to the Junior Sailing Program office and replaced in assigned area. If the seal on the box has been broken and equipment used, the Junior Sailing Program Manager is responsible for replenishing kit and replacing the seal before the next use. Boxes without seals **MUST NOT** be used.

Note: There will always be a spare box available at all times.

ITEM	CHECK
Flashlight	
Air Horn	
Water	
CPR Mask	
Accident Flow Chart	
Instant Ice (2)	
Compass	
Scissors	
Whistle	
Gloves	
Medical Sling	
Alcohol Wipes	
Steri-Strips	
Tape	
1 st Aid Book	
Silvadene Cream	
Band-Aids	

Lake Washington Sailing Club

STANDARD SAFETY GUIDELINES

EMERGENCY ACTION PLAN (EAP)

In the event of an emergency here are the steps that should be taken to activate and complete the EAP.

1. Contact Shore Supervisor (via VHF radio or cell phone). Give them your exact location, description of incident and status of the victim(s). Let them know if you need additional assistance or equipment. Stay on the line so that you can give them accurate updates of your situation.
2. For emergency on the water the crash boat will approach and recover sailor in distress. Then deliver them to the LWSC dock.
3. Depending on level of injury the Land Supervisor is to call emergency medical services (EMS). The land supervisor should keep an open line with the first responder while on the phone with EMS in case EMS needs further information. Call Local 911 dispatch at (916) 372-3375. LWSC's street address is 2901 Industrial Blvd. West Sacramento, CA 95798
4. The standard meeting location is LWSC clubhouse.- This is where we will meet EMS in all situations except if the safety boat is unable to return to the club house or the situation does not allow you to do so and another location facilitates a quicker response.
5. A staff member should go to the outer gate on Industrial Blvd to direct EMS if they have turned into the wrong entrance.
6. All other students and staff should be kept away of the area of the emergency. Instructor(s) should take their class(s) to another safe location so they will not interfere with the emergency. If on the water, students should be pulled away and gathered away from responders.
7. Shore Supervisor contacts individuals listed as emergency contact on registration form.
8. Notify the Sailing Director immediately to inform them of the situation.
9. Write an Incident Report with details outlining the entire situation. All staff involved should write a report. This should be done right away while the incident is still fresh in your mind.

MINOR ACCIDENTS

1. For non-EMS related injuries consider the following:
2. For minor accidents apply first aid as needed. The first aid kits are located in each boat and in the clubhouse.
3. If injury does not require EMS but the student requires medical treatment beyond basic first aid and you are considering transporting the student to Urgent Care, contact "emergency contact" noted on the registration form to explain the medical issue and determine if they wish to take the student to their own physician.

CHILD LOCK DOWN PROCEDURE

1. Once a child is believed to be missing all staff (instructor(s) and land supervisor need to be notified.
2. Once a land supervisor is notified they will start the child lock down procedure.
3. All available staff should a photo and necessary info about the child.
4. The Shore Supervisor should close the gates and a team of staff will search the premises for the missing child.
5. Sailing Counselors that are watching children need to take their children to a safe location and continue to watch and play games with them. If a group is on a trip down the lake they do not need to come back to the facility but they should be notified via VHF or cell phone to keep a watch on the water and help ensure the safety of their group.
6. If the child is not found on the premises the surrounding locations will be searched. The parents and local authorities will be notified. All staff should remain calm and work together to find the child.

REMINDERS

- For any emergency evacuation the outer parking lot is the meeting place.
- Any trauma or drowning rescues should go to LWSC club house. Contact the parent/guardian if a victim is under 18. If older, contact ER contact on registration form.
- Any suspicious persons should be reported to a program supervisor.
- During any emergency situation everyone should remain calm. This will help to ensure the best treatment and help keep all parties involved calm.
- The closest urgent care facility is Trinity Urgent Care, 2455 Jefferson Blvd, West Sacramento, CA (916) 226-6195 (See Urgent Care Directions for details)
- The closest Emergency facility Sutter General Hospital, 2801 L St, Sacramento, CA (916) 454-2222 (See Hospital Directions for details)

SAFETY EQUIPMENT

FIRST-AID KIT LOCATIONS:

- Club house
- All Motor Boats

FIRE EXTINGUISHER LOCATIONS:

- Boat Storage

EYE WASH STATION:

- Upstairs in the Clubhouse

SAFETY MANUALS

- Located in LWSC clubhouse
 - MSDS – Material Safety Data Sheets
 - Accident and Incident Reports
 - Safety Communication Log
 - Sailing Safety Program Policies
 - Emergency Procedures Guide

LAKE CLOSURES

The first core value of the LWSC is to assure the public a safe environment. For this reason the lake will be closed for sailing instruction on occasion for safety reasons. If this happens a supervisor will make the call whether or not the lake will be closed. LWSC will close access to our docks and the water front in the following conditions:

WIND:

15 knots+

Basic Sailing Instruction not permitted on the lake

20 knots+

Advance Sailing Instruction not permitted on the lake.

WEATHER:

5 mile radius for lightning and thunder – all boats off lake

LAKE CONTAMINATES:

Any sewage spill reported – all boats off lake

FIRST AID

First Aid Kits can be found in the north section of the clubhouse in the cabinet marked with the international “Red Cross”. The cabinet door is marked with a “red cross”. Additional kits can be found in each boat. After use place first aid kits back where they came from. If items are missing or low, report them to the Land Supervisor.

ACCIDENTS AND INCIDENT REPORTS

An “Accident/Incident Report” must be completed immediately after any incident and/or accident that have occurred. Also a note should be made in the daily log.

Lake Washington Sailing Club

MEDICAL EMERGENCY PROCEDURES

CARDIAC ARREST

- Activate the EAP.
- Check for ABC's. Confirm absence of respiration by observing the patient's chest for rise and fall, listening for respirations and feeling for a carotid pulse. Look, Listen, and Feel for no more than 10 seconds.
- Start CPR as soon as possible. Continue CPR until the AED is attached or until EMS arrive.
- Attach AED (automatic external defibrillator) to patient. Follow directions given by AED.
- Make sure patient is not in large amounts of water. If patient cannot be removed from puddles make sure all other persons are out of water area before shock is delivered.
- The AED will often tell you to continue CPR after delivering shock. Follow the directions until EMS arrives.
- Have oxygen ready in case resuscitation is successful.
- Re-assess the patient's vital signs and effectiveness of ventilations frequently.

HEAT EMERGENCIES (Heat Exhaustion and Stroke)

1. Activate the EAP.
2. Check and monitor ABC's.
3. Administer oxygen at appropriate flow rate if capable and available.
4. Place patient in shade or cool place.
5. Perform patient exam, including: primary and secondary surveys, vital signs, medical history, medications, intake, and allergies.
6. COOLONG MEASURES- remove patient's clothing, sponge with tepid water. Apply ice packs axilla, groin and neck if heat stroke. Keep skin wet and provide air circulation by fanning if there is poor air circulation.
7. For Heat Exhaustion FLUID REPLACEMENT- allow patient to drink water or other electrolyte replacing solution. Have patient avoid drinks containing caffeine or alcohol.
8. Place patient in a position of comfort.
9. Reassess airway and vital signs frequently.

HYPOTHERMIA (Mild to moderate)

- **(MILD) Conscious, shivering**
- **(MODERATE) Conscious, no shivering, confused, slow heart rate**
- Activate the EAP.
- Check and monitor ABC's.
- Remove any wet clothing, cover patient with warm blankets to prevent any further heat loss. Handle hypothermia patients very gently. Be prepared to defibrillate should the patient arrest.
- Administer oxygen at appropriate flow rate if capable and available.
- Place patient in a warm environment.
- If moderate hypothermia apply heat packs to axilla, groin and neck.
- Patient should be handled gently, avoid patient exertion.

- Perform patient exam, including: primary and secondary surveys, vital signs, medical history, medications, intake, and allergies.
- Continue to reassess patients airway and breathing.
- For severe hypothermia refer to the Emergency Procedures Guide

DROWNING

- Activate the EAP.
- Rescue victim and get them to safety.
- Check and monitor ABC's.
- Administer oxygen at appropriate flow rate if capable and available.
- IF PATIENT IS IN CARDIOPULMONARY ARREST, SEE CARDIAC ARREST PROTOCOL
- FULLY IMMOBILIZE SPINE- if there is a suspected diving injury or fall from 4 feet or higher, in the setting of other trauma or there are signs of intoxication.
- Perform patient exam, including: primary and secondary surveys, vital signs, medical history, medications, intake, and allergies.
- Reassess airway and vital signs frequently.
- All patients should have wet clothing removed and be covered with warm blankets to prevent further heat loss.
- All patients should be transported for evaluation, no matter how stable they present to be.
- Begin resuscitation in all patients with <1 hour submersion time in cold (<70 F) water. Lake Washington is always under 65F.

SNAKEBITE

- Activate the EAP.
- Check and monitor ABC's.
- Keep patient in a position of comfort and have them avoid any unnecessary physical exertion.
- Administer oxygen at appropriate flow rate if capable and available.
- Circle any swelling around bite marks with a pen and note the time. Measure the circumference of the extremity proximal to the bite and note the time. This measurement is used as a baseline for determining the progress of swelling.
- Avoid movement of the affected extremity; keep the extremity in the neutral position.
- Perform patient exam, including: primary and secondary surveys, vital signs, medical history, medications, intake, and allergies.
- Reassess airway and vital signs frequently.
- DO NOT APPLY ICE OR TOURNIQUETS.
- DO NOT ALLOW PATIENT TO APPLY A SUCTION DEVICE TO THE SNAKEBITE.

ALLERGIC REACTION

- Activate the EAP.
- Check and monitor ABC's.
- Administer oxygen at appropriate flow rate if capable and available, preferably high flow through a non re-breather mask.
- Allow patient to administer their own allergy medications as prescribed by their physician.
- Keep patient in a position of comfort, if shock signs or symptoms begin, place patient in a supine position with legs elevated.

- Perform patient exam, including: primary and secondary surveys, vital signs, medical history, medications, intake, and allergies.
- Reassess airway and vital signs frequently.
- If allergen is a stinger, scrape it out of the patients skin (use a credit card of the dull side of a knife) to prevent the induction of more venom; a cold pack may also be applied to the sting site to reduce swelling.

EXTREMITY INJURIES

1. Activate the EAP.
2. Check and monitor ABC's.
3. Control any external hemorrhage by: direct pressure, elevation, pressure points, and by applying a tourniquet as a last resort for severe life threatening hemorrhages. Direct pressure must be applied firmly and for a long time. Other methods of hemorrhage control are secondary and should not interfere with continues application of direct pressure.
4. If indicated, Fully Immobilize Spine.
5. If needed administer oxygen at appropriate flow rate if capable and available.
6. DRESS WOUNDS/IMMOBILIZE- Do not straighten angulated fractures in the field. Return extremity to anatomical position only if distal pulse is absent after splinting, check distal pulse frequently.
7. For mid-shaft femur fractures, apply traction splint. If fracture is compound, attempt to remove debris from bone ends before applying traction splint.
8. Perform patient exam, including: primary and secondary surveys, vital signs, medical history, medications, intake, and allergies.
9. Reassess airway and vital signs frequently.
10. If the extremity is amputated: place in a dry, sterile, watertight container or bag. Place the sealed bag on ice. Transport with the patient if possible.

SHOCK

- Activate the EAP.
- Check and monitor ABC's.
- Administer oxygen at appropriate flow rate if capable and available, preferably high flow through a non re-breather mask.
- Position patient supine with legs elevated for hypovolemic shock.
- Perform patient exam, including: primary and secondary surveys, vital signs, medical history, medications, intake, and allergies.
- Reassess airway and vital signs frequently.

HEAD TRAUMA

- Activate the EAP.
- Check and monitor ABC's.
- FULLY IMMOBILIZE SPINE.
- Administer oxygen at appropriate flow rate if capable and available, preferably high flow through a non re-breather mask.
- Perform patient exam, including: primary and secondary surveys, vital signs, medical history, medications, intake, and allergies.
- Reassess airway and vital signs frequently.

REMINDERS

- Always make sure the scene is safe before entering.
- Never perform any procedures that are above and beyond your knowledge and certifications.
- Always contact the land supervisor and have them call EMS from the land line. Do not call EMS from your cell phone.

Lake Washington Sailing Club

DIRECTIONS TO: SUTTER HOSPITAL

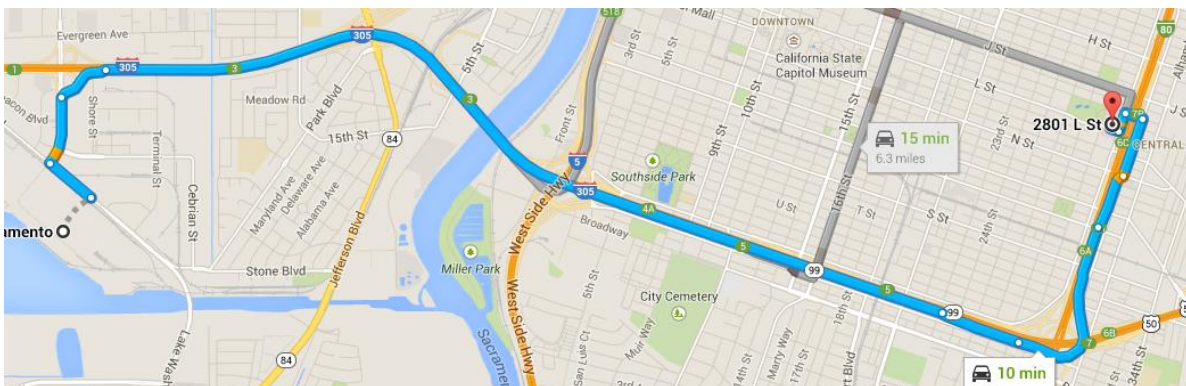
START:

Head North on Boathouse Rd. toward Industrial Blvd	go .04 miles
Turn RIGHT onto Industrial Blvd	go .01 miles
Turn LEFT onto Harbor Blvd	go .03 miles
Take the Interstate 80 Business East ramp to Sacramento	go. .03 miles
Merge onto I-80Bus E	go. 3.7 miles
Take the Interstate 80 Business East exit toward Reno/CA-99 S/Fresno	go .03 miles
Keep left at the fork, follow signs for I-80 Bus/Reno and merge onto I-80 BUS	go .08 miles
Take the N Street exit	go .02 miles
Turn left onto 30th Street	go .02 miles
Turn left onto K st	go 400 feet
Take the first LEFT on to 29 th Street	go 400 feet

END: Sutter Hospital Emergency Entry on **RIGHT** between K and L St

2801 L St, Sacramento, CA

Approximate time: 12 minutes



Lake Washington Sailing Club

DIRECTIONS TO: **Trinity Urgent Care in West Sacramento**

START:

Lake Washington Club house:

Head north on Boathouse Road

Turn Right onto Industrial Blvd.

Continue on to Lake Washington Blvd

Turn Left onto Jefferson Blvd.

Turn Right

go .04 miles

go 1.0 miles

go .06 miles

go 194 ft.

END at destination: **Trinity Urgent Care, 2455 Jefferson Blvd.**
West Sacramento 95691

