

Youth Sailing Program Staff

During each week of Youth Sailing, the staff will consist of one Sailing Instructor, one Assistant Instructor, two Director's Assistants, and a Class Director.

Sailing Instructor - Angie Perrin

The Sailing Instructor is responsible for the instruction of all students and reports directly to the Sail Regatta Chairman. This includes supervision of the Assistant Instructor and coordination with the Director's Assistants and Class Director for administrative and support requirements.

Assistant Sailing Instructor

The Assistant Sailing Instructor is responsible for assisting the Sailing Instructor with the instruction of students and reports directly to the Sailing Instructor. This includes demonstration of sailing techniques, supervision of students, and coordination with the Director's Assistants and Class Director for administrative and support requirements.

Class Director

The Class Director will be a member of BYC willing to assist with the Youth Sailing Program. The CD has responsibility to represent the club, the Youth Sailing Committee and the Program Director. The CD will assist the Sailing Instructors with their duties to students for safety, fun and learning. The CD will ensure that club property is respected and that the rights of club members are protected. Specific duties include:

First Morning

Have a roster of sailors to expect for the week

Greet sailors in class room (staff will bring them to classroom).

Ensure that all staff and sailors have nametags.

Welcome kids and parents at the classroom. Prepare nametags. Show kids where to put their lunches and where to get a drink.

Introduce kids to each other.

Participate in games where appropriate to learn names.

Be vigilant during capsizing drill for safety issues or fear. Be a cheerleader.

Provide quarters and help supervise kids through showers.

Provide bathrooms with shower mats. Wipe water on bathroom floors with 2 large beach towels as soon as sailors are done with reciprocal showers/bathrooms.

Each Day

Bring your life jacket. Wear it any time you are beyond the pier security gate. Have your gate key with you.

Ensure the classroom is presentable and perform a quick safety check.

Fill the water jug with water and a bit of ice. Have cups ready for water on top of water jug. Drain, clean and put ice in the lunch coolers.

Pick up hand held telephone in clubhouse ships store storeroom. (Being charged on top of cabinet). Carry telephone to dock along with a VHF radio, set on channel 72.

Participate in pre-class conversations; learn kids' names, interests, fears and enthusiasms.

Make sure kids have life jackets, lunches and change of clothes.

When kids are traveling to and from the dock, make sure life jackets are on and that they are wearing footwear. Verify that sailors have sunscreen and proper clothing. Ensure that kids travel safely, respect the facility, each other and club members.

When going to the dock, take the assigned VHF Radio and the cordless telephone. Be sure you know how to use them. In an emergency, the DA's or instructors will direct you to call 911. Be sure to put both telephone and radio in their chargers at end of day.

When kids need to leave the dock (i.e., for a restroom break), be their escort. Open gates and doors. Make sure they travel safely and expeditiously.

Accompany kids to lunch in the park. Engage them in conversation. Monitor for safety, fun, good sportsmanship.

Assist instructors with any kid who needs special attention.

Assist with parents who have questions or concerns.

Assist instructors as they request. Avoid interruptions while they are teaching.

Fill-in your daily hours on event form in Youth Sailing Box in classroom.

Director's Assistants

The Director's Assistants (DA's) will be members of the Youth Sailing Committee or other BYC members who are knowledgeable about the program. The DA's have the responsibility represent the club, the Youth Sailing Committee and the Program Director. They will assist the Sailing Instructors with their duties to students for safety, fun and learning. The DA's will ensure that Club property is respected and that the rights of club members are protected. Specific duties include:

First Morning.

Greet kids and parents at the club entrance, get acquainted, guide them to the classroom and make introductions. Have one DA at the club entrance at all times until all students are present.

Participate in games where appropriate to learn names.

Be vigilant during capsized drill for safety issues or fear. Be a cheerleader.

Provide quarters and help supervise kids through showers.

Each Day.

Ensure the classroom is presentable and safety check.

Participate in pre-class conversations; learn kids names, interests, fears and enthusiasms.

Assist kids with knot tying as directed by the instructors.

Prep both safety boats. Check/provide fuel, check/provide inflation, bail out, etc.

Set the marks; get instructions from instructors before class.

Be responsible for radios. Five hand held VHF radios should be available: One for each instructor, one for each DA and one for the Communications Coordinator on the Dock.

Make sure instructors have their radios when leaving the classroom for the Dock. Ensure that all radios are accounted for and being charged at days end.

If instructors need to use the Sailing Simulator, get it into position and get a boat on it.

Help conduct kids up and down the pier. Verify that lifejackets are on before passing through security gate and until return. Engage in conversation; learn interests, fears and enthusiasms; answer their questions, offer wisdom.

One DA should be first boat on the water. The other should help rig and launch. One DA should return early to help dock and derig. The other should be the last boat out. At the end of the day when all kids are landed, pick up the marks.

On the water, monitor safety. Watch the weather, check with the radio. Give capsizers plenty of room to recover, but be vigilant. Stay clear of sailors, but cheer them on.

If you have the equipment take some pictures.

Assist instructors with any kid who needs special attention.

Assist with parents who have questions or concerns.

Assist instructors as they request. Avoid interruptions while they are teaching.