

## SAILING STAFF CERTIFICATION COURSE OUTLINE

1. Eligibility requirements for participation: All campers are eligible to participate in sailing if they have passed the Kingswood swim test unless (a) health concerns deem it appropriate for the nurse to exclude them or (b) the instructor excludes them due to behavioral difficulties or an inability to handle equipment safely. A camper who has not passed the Kingswood swim test may only participate if they are passengers in the boat of a counselor who has passed the swim test.
2. Camper/staff supervision ratios: Kingswood recognizes the American Camping Association's required ratio of on duty staff to campers in cabin groups as well as to campers in camp activities: For boys age 6-8 years, one staff to 6 campers; for boys age 9-14, one staff to 8 campers; for boys age 15 and up, one staff to 10 campers. Additionally, at least 80% of the staff must be 18 years of age or older with no one under age 16. Younger counselors must be two years older than the campers they are assigned. There are no exceptions to these ratios and the Program Director will take them into account when assigning staff to all camp activities throughout the summer. Junior sailors (8-11 years old) will have a counselor in the boat until which time they prove competent in their own right. The ratio of sailboats on the water to sailing instructors will always be at least 2:1
3. Identification of appropriate equipment: Each individual piece of sailing equipment needs to be cleared for use before placed into service. The director personally needs to "sign off" on the gear selected by the staff. A form is available for this purpose. Sailing instructors, however, need to remain vigilant regarding the suitability of their gear throughout the summer, taking precautions to withdraw from circulation any gear found to have deteriorated through constant use. Withdrawn gear is to be dry-docked or placed under the Dining Room in the Boating Room.
4. Safety Regulations:
  - All waterfront rules and regulations apply equally to staff and campers.
  - All sailors must wear life jackets whenever in a sailboat.
  - All sailors must wear life jackets when they retrieve a boat from its mooring or return a boat to its mooring.
  - Campers who have not completed the Kingswood swim test may only sail if accompanied by a counselor who has passed the Kingswood swim test.
  - Should a sailor become distressed, they should declare an emergency by employing the distress signal (the slow, one-arm, full extension wave). Powerboat patrol should move at once to the aid of the distressed sailor.
  - No sailor will be certified to sail until they have passed a verbal test from the instructor and demonstrated proficiency on the water.
  - The verbal test will require all sailors to demonstrate knowledge in all of the following areas: 1) parts of the boat, 2) sailing terminology, 3) Kingswood- specific policies for entering and exiting port, and 4) Kingswood-specific sailing safety regulations.
  - During the sailing demonstration, the instructor will be looking for proficiency in the following areas: 1) rigging of the boat, 2) the cleat knot, 3) departing port, 4) use of tiller, 4) use of main sheet, 5) tacking, 6) coming about, 7) running with the wind, 8) entering port, and 9) de-rigging boat. Failure to comply with safety regulations will automatically fail any candidate.
  - Sailors will be certified for a specific wind index, based upon their competency and experience. The wind index scale ranges from 1-6. A "1" wind rating is a given on a day with almost no wind, "2" is a light wind, "3" is a steady good wind, "4" is a steady strong wind, "5" is a either a very strong wind or a swirling wind, and "6" is reserved for times when the lake is unsafe for sailing. Sailors will be certified up to a certain wind index; if a camper is certified up to a "3" wind, be can sail when the instructor deems the wind index three or below, but may not sail unaccompanied above a "3" rating.
  - It is the responsibility of the sailing staff to evaluate and reevaluate the wind rating whenever the waterfront is open for sailing.
  - Under close supervision sailors can attempt to "up" their wind index rating; the instructor must either be in the boat or in a patrol boat nearby.
  - It is the responsibility of the sailing staff to keep an up-to-date list of certified sailors easily accessible to the waterfront staff.

- Equipment checks should occur on a regular basis; any boat that is not in proper working condition needs to be taken out of service and dry-docked immediately.
  - Sailors should be instructed to bring any equipment concerns/issues to the attention of the sailing staff immediately; the sailing staff should immediately check the area of concern and validate or invalidate complaint.
  - Any sailor who violates a Kingswood waterfront safety regulation (i.e. removal of life jacket, horseplay, deep-water exit, tampering with equipment) will be suspended from the waterfront for a period of time (the discretion of the waterfront director).
  - It is the responsibility of the sailing instructor to assist in marshalling the traffic in the beach area; sailors must be aware of their booms, should de-rig quickly and return boats to their moorings to clear up space on the beach, and should be on constant lookout for other boating activity in the area.
  - No sailors are allowed on the lake until a lifeguard in a power boat is on the lake and properly prepared to supervise his charges.
  - Know what to do when caught in a storm. Look for the power boat if lightning suddenly appears and prepare to abandon the sailboat for a safe ride back to shore. If the power boat is not coming, make to the nearest shore and crouch in the lowest brush until the danger passes.
5. Emergency Procedures: Each activity listed above has written procedures regarding emergency situations which are binding at all times. These procedures may be found in the Clinic Manual. As a general rule, however, the same procedures outlined in the Staff Manual pertain to specialized activities: The infirmary is kept locked whenever the nurses are away from this facility. A note is tacked to the door giving her on-grounds location or advising seekers of in-charge person during their absence. In the event of an accident or other emergency, the first adult on the scene dispatches any other person to the infirmary to locate the nurse. The nature of the incident dictates whether the three whistle blasts over the PA are required or if the nurses need only be paged. The senior adult nearest the incident makes this call. The same considerations are made in paging the directors. Community emergency services may be summoned at the discretion of the nurses, or, in her absence, the person in charge as indicated by the note on the infirmary door.
  6. Equipment maintenance procedures: All equipment should be regularly checked for safety, maintained in good repair, and stored in a manner to safeguard its effectiveness. Leaders do not condone any misuse of the equipment. A simple procedure governs this rule: The first person to arrive and the last person to leave the clinic site is the activity head. He is to submit maintenance requests in writing to me whenever he deems it necessary.
  7. Identification of safety concerns related to the use area. We look upon this sailing certification course as a work in progress. We assume that never will we truly have thought of everything necessary to guarantee a 100% safe activity. Therefore, whenever you, as a certified sailing instructor, come upon a situation not covered in this course, please submit to me in writing, any suggestions for its improvement. Most significant are safety issues which we might have overlooked. Please do not delay even one day if you stumble into something new and uncertain.
  8. Safety Orientation: The camp requires that all participants be provided a safety orientation before sailing. This certification course packet should be in your possession on the first day of each new clinic week.
  9. Required study materials: Prior to taking the sailing instructor certification test, you must study and become competent with the following documents: (1) This sailing instructor certification outline, (2) The sailing clinics from the Clinic Manual, photocopied. The test itself will vary from person to person, depending on factors such as age and experience.
  10. Competency Demonstration: Once you pass the final test, you will be certified to teach sailing at Kingswood. Thereafter, expect and indeed, look forward to having a continuing dialogue with the camp administrators regarding your competence and overall abilities as a sailing instructor.

Name: \_\_\_\_\_ has been certified to instruct sailing at Kingswood Camp.

Signature \_\_\_\_\_ Date \_\_\_\_\_