

Downtown Sailing Center

Juniors Sailing Program

Updated: 6/2021

Valid until 6/2022

Downtown Sailing Center Juniors Camp Policies and Procedures

Thank you for registering for the Downtown Sailing Center's (DSC) Junior Summer Program. Below you will find the camp's rules, policies, and procedures. Please review this document thoroughly before your child's first day of camp.

Mission Statement:

The Downtown Sailing Center provides quality educational and life enriching programs that promote self-esteem and teamwork through the joy of sailing. The Downtown Sailing Center is committed to promoting an environment of inclusiveness and accessibility, especially to youth, persons with disabilities, and those with limited opportunity.

The goals of the Downtown Sailing Junior Program include:

- Following the guidelines of US Sailing by focusing on the following three goals in order of importance: Safety, Fun, and Learning.
- Providing an educational and life enriching program for all of our participants.
- Encouraging teamwork and respect through the sport of sailing.

Instructor Qualifications and Expectations:

Downtown Sailing Center Instructors are focused on providing a safe and enjoyable environment for all participants.

All Instructors:

- Are 16 years or older.
- Are certified in CPR and First Aid.
- Complete background checks and are fingerprinted before the start of camp.
- Complete a mandatory safety training before the start of each season.
- Maintain care and charge of their boat group or sailing group by maintaining visual contact with all participants throughout the day.
- Complete morning, afternoon, and ongoing boat inspections and facility inspections to verify safety for all participants.
- Follow the same rules as the campers including wearing a Personal Floatation Device at all times when on the water.

Camper Qualifications and Expectations:

All Campers Must:

- *Be 8 years old or older by the first day of the camp week.*
- *Be respectful of all campers and DSC staff at all times.*
- *Follow directions provided by DSC staff.*
- *Leave all valuables, including ALL electronics, at home.*
- *Self-apply sunscreen at least twice a day.*

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- *Drink sufficient water and avoid drinks that will promote dehydration.*
- *Be able to self-administer any medications that must be taken while at camp.*

Safety Rules:

- Campers will wear their life jackets properly while on the docks and on the boats AT ALL TIMES.
- Campers will not jump off the boat or dock at any time.
- There is NO SWIMMING at the DSC Junior Camp or any DSC programs.
- Campers (and Staff) are expected to avoid boat collisions.
- There will be zero tolerance for bullying or abusing other campers or instructors.
- *All campers MUST wear face coverings (masks) while on the docks, and on boats ("buffs" or neck gators pulled over mouth and nose are suitable for youth while on boats and docks).*

Required Forms to be submitted no later than the first morning of camp:

- Complete Youth Sailing Medical Form
- Signed Liability Waiver
- Signed Rules and Procedures (Please sign page 6 of this document and submit on first morning of camp)
- Medication Authorization Form for those taking medications at camp (x1 per medication)
- Asthma Action Plan for those with Asthma
- **NEW:** COVID-19 Pre-screener; must have 2 weeks of recorded temperatures for each camper

What to Bring

(stowed items are best managed in a small, easily identifiable bookbag/backpack with the camper's name on the bag):

- Personal protective gear (mask - 1-2 backup masks recommended)
- *Reusable* water bottle!!!
- Non-marking protective shoes (lighted-soled tennis shoes are recommended - *do not bring flip-flops* or other sandals that do not have heel straps)
- A hat or visor
- sunglasses (optional) with safety strap
- High SPF sunscreen
- a rain jacket
- bag/box lunch
- a change of clothes and towel

DSC Will Provide:

- Hand sanitizer, hand washing supplies
- Lifejacket (pfd)
- cold water to refill camper water bottle
- Cooler storage for lunch

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What *Not* to Bring:

- knives or sharp tools of any kind
- *Electronics*
- walkie-talkies
- valuables that can get damaged or stolen
- flip-flops or sandals
- water-guns

Campers are strongly encouraged to leave their cell phones and portable electronic devices at home when attending camp. Cell phones and other electronic devices need to be put away and remain in a safe place during camp hours (9 AM - 4 PM) and may be confiscated during the day if they are being used without staff permission. Staff may also ask for campers to put away cell phones and electronic devices during “early and late stay” as well if they pose a problem for the group. Any confiscated electronic devices will be returned to parents at the end of the camp day. Again, campers are strongly encouraged to leave their cell phones and electronic devices at home or they must otherwise stow them away before camp begins.

Downtown Sailing Center Emergency Procedures:

The Downtown Sailing Staff works diligently to mitigate risks that cannot be eliminated and to remove as many threats to your child’s safety as possible. Below is a basic rundown of how our staff treat the following injuries and sudden illnesses:

1. Small bruises: Instructors will give the camper an icepack and comfort them
 - a. Campers will, under most conditions, rest in the office until they feel better
 - b. Incident will be documented in the permanent Camp Log in the office.
 - c. Depending on the severity of the bruise or the emotions of the camper, their emergency contact will be notified at the time of the first aid or at the end of the camp day
2. Small cuts: Instructors will apply personal protective equipment and give the camper a band aid. Campers and Instructors will then wash their hands.
 - a. Campers will, under most conditions, rest in the office until they feel better
 - b. Incident will be documented in the permanent Camp Log in the office
 - c. Depending on the severity of the wound or the emotions of the camper, their
 - d. emergency contact will be notified at the time of the first aid or at the end of the camp day.
3. Larger small cuts: Instructors will apply personal protective equipment and assist in administering first aid in the form of gauze pads and roller bandages.
 - a. Campers will, under most conditions, rest in the office until they feel better
 - b. Incident will be documented in the permanent Camp Log in the office
 - c. Depending on the severity of the wound or the emotions of the camper, their emergency contact will be notified at the time of the first aid or at the end of the camp day.

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4. Minor bumps to the head not resulting in loss of consciousness or bleeding:
Instructors will immediately remove the camper from the activity and take them to the office.
 - a. Parents will be contacted immediately while child remains under supervision
 - b. Incident will be documented in Injury Report Log and in permanent Camp Log
 - c. Camp Health Supervisor will be contacted and consulted; Parents will then be reconsulted
 - d. Child will return to activity following Parent approval and will be monitored through the remainder of the program.
5. Concussions or probable concussions not resulting in loss of consciousness or bleeding: Instructors will immediately remove the camper from the activity and take them to the office.
 - a. Parents will be contacted immediately while child remains under supervision
 - b. Incident will be documented in Injury Report Log and in permanent Camp Log
 - c. Camp Health Supervisor will be contacted and consulted; Parents will then be reconsulted
 - d. Child will return to activity following Doctor and Parent approval and will be monitored through the remainder of the program.
6. Concussions or probable concussions resulting in loss of consciousness or bleeding:
 - a. Child will only return to activity after primary care Doctor and Parent approval and will be monitored through the remainder of the program.
7. For protocol related to COVID-19 and possible infection, see document entitled "Emergency Protocol: COVID-19 Response".

In the event of an emergency or incident unrelated to COVID-19, the person responsible for the program will:

1. GET HELP....
 - FIRE: Get people and staff out of the area
Call 911
 - INJURY: Provide immediate First Aid, which may include use of AED
Call 911
 - WATER-RELATED EMERGENCY:
Follow Emergency Action Plan (EAP) and Emergency Landing Areas Documents
CALL 911
Follow EAP Protocol
 - INCIDENT:
Robbery, collision (boat/car), trespasser, stolen property/boat
Call Police at 911
2. Continue Emergency Action Plan
3. Program Director to notify Emergency Contact immediately. Head Instructor to remain with

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Injured person until Emergency Contact arrives at the person's location.

Downtown Sailing Office Telephone Number: **410-727-0722**

Rena Kazmierski, Sailing Education Manager, Mobile number: **443-528-4527**

Stuart Proctor, Executive Director, Mobile Number: **443-794-5060**

Downtown Sailing Center Youth Camp (Junior Sailing Program) Medication Policy: All medications (excluding sunscreen) taken by campers and staff during the camp day must be self-administered. All non-emergency self-carry medications are to be stored in the red medicine box which is kept in the administrative office. The key to the box remains with the Junior Camp binder and the box remains locked when not in active use. All medications must come with the original packaging, with original instructions, and with the appropriate Medication Authorization Form. Each medication, whether prescribed or over-the-counter, must have its own individual Medication Authorization Form and accompanying Administration Form, all of which must be stored in a (provided) clear zip plastic bag with the camper's name and emergency contact info written on the bag.

All emergency self-carry medications must be self-carried by the camper; Medication Authorization Forms will remain in Sign-in Binder. While on the boats, the camper *may* store the self-carry medication in the safety box or boat basket with discretion.

Downtown Sailing Center Discipline Policy:

In order to ensure that everyone can learn and have fun in a safe environment, all sailors must follow the rules and procedures of the Juniors Camp Program. The DSC uses a "three-strike policy" for Junior Campers:

Strike One- The instructor informs the camper of their strike and documents the situation in the camp's logbook. The discipline action is typically for the camper to sit in the office and read a book while the other campers enjoy the activities outside. Occasionally, campers may be disciplined by being removed from the activity and/or the group and sitting with an instructor. This disciplinary action typically lasts up to 30 minutes, but may be for a longer or shorter period of time. Disciplinary actions could also include the loss of a privilege or reward. The camp director will discuss the situation with the parent or guardian during the day by phone or at the end of the camp day depending on the severity of the offense.

Strike Two- The instructor informs the camper of the strike, documents the situation in the camp logbook and notifies the camp director. The camp director will discuss the situation with the parent/guardian by phone during the day and will work for a solution.

Strike Three- The instructor notifies the camp director of the situation, the camper will be taken to the office, and the parent/guardian will be notified immediately that the camper has been dismissed from camp for the remainder of the week.

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In addition, there are certain situations for which the DSC has a “zero-tolerance rule.”

Based on the desire to operate the camps in such a way that all participants, instructors and members of the community are kept as safe as possible, there are certain behaviors which will not be tolerated. Specifically, this policy is designed to avoid any behaviors that jeopardize the safety of the participant, other campers, instructors or other members of the community.

Some examples include: deliberately jumping off the boat or docks, refusing to wear a life-jacket, bringing knives or other dangerous objects to camp, refusing to follow the directions of the instructors (including direction to apply sunscreen), and fighting. Refunds for dismissed campers will be handled on a case-by-case basis.

Grievance Policy

We reserve the right to expel any child for inappropriate or dangerous behavior (dangerous to themselves and others) without a refund. If you have a complaint about anyone please call the DSC Offices at 410-727-0722 and we can discuss ways to improve the situation.

I have read the Downtown Sailing Center’s Policies and Procedures. I agree to follow the rules, policies, and procedures outlined in this document while participating at the DSC. I understand that these policies and procedures have been put in place to consistently ensure safety, fun and an educational environment.

Camper Signature: _____

Parent Name: _____

Parent Signature: _____

Date: _____

Additional approved Persons to Sign-out above camper (write phone number beside name, x1 per line):
