

Downtown Sailing Center

Junior Sailing Program

Updated: 10-12-2017

## **Downtown Sailing Center Summer Camp Policies and Procedures**

Thank you for registering for DSC's 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 education 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 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 early morning and afternoon boat inspections and facility inspections to verify safety for all participants.
- Will follow the same rules as the campers including wearing a Personal Floatation Device at all times when on the water.

### **Head Instructors Qualifications and Expectations:**

Downtown Sailing Center Head instructors are responsible for managing all Junior instructors while also providing a safe and enjoyable environment for all participants.

All Head Instructors:

- Have all qualifications that are stated above for instructor expectations.
- Are at least US Sailing Level One Certified Instructors.

# Downtown Sailing Center

## Junior Sailing Program

Updated: 10-12-2017

- Communicate with Junior Staff daily to ensure proper utilization of curriculum and ensure safety standards are being met by all instructors.
- Communicate with parents regarding misbehavior, issues and concerns.
- Are 18 years and older.

### **Camper Qualifications and Expectations:**

All Campers Must:

- Be 8 years old or older by the first day of the camp week.
- Come with a positive attitude.
- Be respectful of all campers and DSC staff at all times.
- Follow directions provided by DSC staff.
- Leave all valuables at home.
- Apply sunscreen at least twice a day.
- Drink sufficient water and avoid drinks that will cause 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 at any time.
- There is NO SWIMMING at the DSC Junior Camp or any DSC programs.
- Campers should avoid boat collisions.
- There will be zero tolerance for bullying or abusing other students or instructors.
- There will be no disruptive or disrespectful behavior while attending DSC Junior Camp.

Required Forms:

- Complete Youth Sailing Medical Form
- Signed Liability Waiver
- Signed Rules and Procedures (Page 6 of this document)
- Medication Authorization Form for those taking medications at camp (x1 per medication)

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

- Non-marking protective shoes (lighted-soles 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

## Downtown Sailing Center

### Junior Sailing Program

Updated: 10-12-2017

#### DSC Will Provide:

- lifejackets
- cold water
- storage for lunch

#### 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 and 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. Camper 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 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.

## Downtown Sailing Center

### Junior Sailing Program

Updated: 10-12-2017

- 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.
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 as child remains under supervision
  - b. Incident will be documented in Injury Report Log and in permanent Camp Log
  - c. Camp Doctor will be called and consulted; Parents will then be reconsulted
  - d. Child will only return to activity after Parent approval and will be monitored through remainder of 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 as child remains under supervision
  - b. Incident will be documented in Injury Report Log and in permanent Camp Log
  - c. Camp Doctor will be called and consulted; Parents will then be reconsulted
  - d. Child will be removed from programming for the day
  - e. Child will only return to activity after their Doctor and Parent approval and will be monitored through remainder of program.
6. Concussions or probable concussions resulting in loss of consciousness or bleeding:
- a. See below
  - b. Child will only return to activity after their Doctor and Parent approval and will be monitored through remainder of program.

#### **In the event of an emergency or incident, 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 Injured client until Emergency Contact arrives to client's location.**

## Downtown Sailing Center

### Junior Sailing Program

Updated: 10-12-2017

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

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

**Lynn Handy**, Executive Director, Mobile Number: **443-528-4527**

#### **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. 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 disciplines the student 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 for ½ an hour but may be for a longer or shorter period of time. Disciplinary actions could also include the loss of a privilege or reward. The head instructor discusses 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 disciplines the student, documents the situation in the camp logbook and notifies the head instructor. The head instructor discusses the situation with the parent/guardian by phone during the day and works for a solution.

Strike Three- The instructor notifies the head instructor of the situation, the camper is taken to the office, and the parent/guardian is notified immediately that the student has been dismissed from camp.

# Downtown Sailing Center

## Junior Sailing Program

Updated: 10-12-2017

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, and fighting. Refunds for dismissed students will be handled on a case-by-case basis.

### **Grievance Policy**

We reserve the right to expel any child for inappropriate behavior 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 Name:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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

---

---

---

---

---

---

---

---