

**PRIVATEER SAILING EDUCATION  
FOUNDATION "PSEF" CAMP PARENTS  
HANDBOOK Updated 12/28/2018**

Sail camp is almost here! This year's staff looks forward to teaching your camper, as we learn together the many aspects that make up the exciting world of sailing your own boat.

We are fortunate that Privateer Yacht Club and its members support a thriving youth sailing program and allows are use of the property and equipment.

**1. Are You Fully Registered?**

By the morning of the first day of camp we need the following: **PSEF Enrollment Form and fees paid in full. You should have read, understand and agreed with the Statements of Understanding.** All campers must be 8 to 17 years old. Older mature 7yr old's may be accepted if the parent consults with the Camp Director prior to sending in a registration. All campers must be able to swim 25 yds in sailing attire and then put on their life jacket while still in the water. This will be tested on the first day of camp.

**2. Program Objectives and Goals:**

Our objective is to ensure that everyone has a safe and fun time during Sail Camp. Our goals are to have everyone be comfortable with sailboats, to learn the skills involved with and enjoy the sport of sailing. The long-range goal is to have our campers want to continue sailing as a lifelong activity. Specific goals are:

- Create a safe & fun atmosphere in which children want to participate.
- Promote self-esteem, self-confidence, sportsmanship, integrity, and interpersonal skills in every student.
- Develop respect & love for the: environment & non-powered watersports (swim, sail, canoe, kayak, paddle board)
- Instill a responsible attitude for boats, equipment and our waterways.

It is important to us that the Sail Camp experience is the best that we can make it. It is for this reason **we ask that your child want to attend the camp program.**

**3. Sailors Daily Checklist:**

- ✓ Personal flotation Device (PDF) (some loaners available)
- ✓ Appropriate Shoes (closed-toe, no flip-flops, water shoes good)
- ✓ Water Bottle – refillable
- ✓ Sun screen/sun and lip block, hat, sunglasses w retainer croakie
- ✓ Extra clothes, towel, bathing suit
- ✓ Rain gear, if weather suggests

Label all equipment and clothing with the sailor's first and last name to avoid loss.

**4. Hours of Operation: 8:45 to 4:00:**

If the wind is good, the typical daily schedule is:

- 8:30-9:00 → camper sign-in & rigging of boats
- 9:00-10:30 → sailing instruction
- 10:30-11:00 → hydration break
- 11:00-12:00 → sailing instruction
- 12:00- 1:00 → lunch
- 1:00-2:30 → sailing instruction
- 2:30-2:50 → afternoon snack
- 2:50-3:30 → instruction and afternoon activities
- 3:30-4:00 → unrig and store boats

**5. Drop-Off and Pick-up Procedures:**

We try to have someone onsite for drop-off at 8:15. All campers should arrive by 9:00 am. Any camper arriving after 9:00 am should report to a camp staff member. All campers should be picked up at 4:00 pm and no later than 4:30 pm. Please be respectful of the 4:00pm-4:30pm pick up time, as *many staff and volunteers have to leave for family obligations.*

If you know in advance, or if you are running late, please call the PYC Clubhouse 423 877 9411 to inform the staff and they will make accommodations. Similarly, if your child needs to leave early inform the staff, and we can have them ready. If someone other than a parent or guardian is to pick up a camper, you must notify the staff in writing of this change. This is for your child's safety.

**6. Snacks, Lunch, and Fluids:**

Our staff is trained to be aware of and encourage hydration all day long. Lunch and one snack will be provided every day. Cold water will be available all day and campers should bring a refillable water bottle they can carry on their boat while sailing. It is important that any **food allergies** be noted on the camper's medical form. We have a policy not to serve any peanut products. If there are other food allergies difficult to comply with, we ask that the camper bring his/her own snacks and lunch.

**7. Medication:**

Any campers on or in need of medication during the normal camp day should bring it with them with a written notice authorizing the dispersal. The camp will hold it and give it at the correct times. Please be sure to have the medication in its original prescription container. No medications will be available from the camp or its staff without parental consent.

Sailing and outdoor activities are demanding, and children who require medicine should continue to take it to facilitate their ability to function at their highest level.

**8. Visitors and Parent Involvement:**

All parents and grandparents are welcome to visit Sail Camp at any time. We do ask that you check-in with the Staff.

## 9. The Staff:

- Sail Camp Director
- Administrative Person
- Head Instructor
- US Sailing-certified Instructors ages 16 and up
- Counselors ages 14 and up

*Note: Most of our staff is filled by previous sail camp students and volunteers.*

## 10. Safety: Safety is of prime importance to our program.

Our goal is to encourage participation and provide quality instruction in a safe environment. Sailors who cannot follow the basic rules will be subject to discipline.

### Life Jackets/personal Flotation Devices (PDF's)

Every sailor and instructor must provide and properly wear a U.S. Coast Guard approved life jacket at all times while at the docks, on and in the water. The jacket must be in good condition and fit properly (too big is as bad as too small). It is recommended that the life jacket be for athletics and comfortable. If this is a hardship, we have some loaners available at camp.

**Sun Protection** – Sunglasses, hats, sunscreen and drinking water are strongly recommended for all sailors. Sun block should be applied liberally. Medical evidence has been mounting that shows over 80% of harmful rays absorbed by the body are absorbed before the age of 18. Sunglasses with full UV protection and hats are highly recommended. Our staff will encourage your child to re-apply lotion during the day.

**Shoes** – Appropriate footwear is required at all times. Shoes should have non-marking soles, closed toed and be designed to stay on while swimming. We recommend a pair of aqua socks/reef runners or sneakers, as they are lightweight. Flip-flops or opened toe Sandals are not appropriate footwear. The club docks have been known to leave splinters in the bottom of feet. We recommend total foot coverage for safety.

## 11. Boat Assignment:

The Sail Camp Curriculum is based on the U.S. Sailing's "Learn to Sail" Programs. US Sailing is the National Authority of US Sailing. Students are divided into age appropriate instructional groups *according to their sailing abilities, and size*. Optimist dinghies are popular world-wide as single-handed, learn to sail boat for students under the age of 15. Larger and older students are taught in a separate group using Fusion sailboats. This boat is 12.6 ft. long and accommodates 1 or 2 sailors. They can be sailed with main sail alone or jib and spinnaker. The club owns larger sailboats and members loan keel boats up to 32 feet for use when appropriate. When the wind is light we use an assortment of Canoes, Kayaks and Paddleboards to teach paddling. We are sensitive to the

social preferences of each camper. We try to accommodate their wishes as much as possible.

## 12. Camp Facilities & Equipment:

PSEF camp uses the grounds and facilities of Privateer Yacht Club, including the clubhouse, porch, restrooms, kitchen, classroom, and docks. Many of the boats we use are owned by PYC such as the power safety boats. All safety boats and shore staff are equipped with radios for communication and safety

Sail Camp does not have exclusive ownership of any of the property used during Camp. In addition to the property and boats owned by PYC some of the equipment is owned by club members personally and loaned to the program free-of-charge. The Sail Camp will handle most damage to the equipment. However, if a camp participant damages a boat or other equipment due to reckless or irresponsible behavior, the family of those campers will be charged for repair of the damage.

## 13. Discipline:

Preventive disciplinary techniques are usually quite effective. We hope that with the caliber of campers we have signed up we will not get past Step 1. If, however, the need for further disciplinary action is required, the prescribed steps are listed below.

**Step 1** – The offender will be taken aside and explained the nature of the offense and why it is not acceptable. The camper will be told that if this or another offense occurs again it will be reported to the Head Instructor.

**Step 2** – If a second offense occurs, the camper will be reminded of the prior offense and told why he/she is being reported to the Head Instructor. The camper will be told that if any offense occurs again his/her parents will be contacted. An incident report will be filed noting that this is a second offense. If the Head Instructor considers this severe enough, this can be elevated to the next step and parents will be notified.

**Step 3** – If a third offense occurs, the Head Instructor will be informed so appropriate action can be taken. The camper will be reminded that this is a third offense, a continuing problem, and that his/her parent(s) will be notified. This notification to the parent is in writing in the form of an incident report. The parent will sign the report in acknowledgement of having been informed. A *copy* of the signed report should be given to the parent.

**Step 4** – Should a fourth incident occur, it will be explained to the student that he/she is about to be asked to leave Sail Camp. The camper will be told that his/her parents will be asked to bring him/her to a special meeting to explain his/her behavior, and justify why the camper should not be removed from Sail Camp. If the parents cannot offer sufficient justification for the child's behavior problems, the camper will be removed

from Sail Camp. No refund of fees will be provided for expulsion due to behavioral problems.

#### 14. Feedback:

We are always trying to improve the program. We welcome all suggestions, criticisms and compliments. Problems need to be addressed as early as possible with the Director, Head Instructor, or Sail Camp Assistant Director.

Excluding safety concerns, any discussion **must** be taken up outside of class time and should be out of the presence of children and third parties. Complaints or suggestions, if they are either complex or serious, should be made or followed up, in writing. Having comments in writing helps us address the issue fully and reduces misunderstandings.

#### 15. Sail Camp Rules & Code of Conduct Your Camper and our staff needs to be Aware of:

1. Arrive on time for class with equipment ready to go.
2. PFDs/Life jackets must be properly worn at all times when on dock or in/on water (this applies to staff & students).
3. Proper footwear must be worn at all times while on shore and sailing.
4. No running on docks or near the water.
5. No pushing, smoking, alcohol.
6. No playing on/near boats, ramps, or docks.
7. No glass jars or bottles.
8. No candy or gum
9. No pocket knives.
10. No hand-held video games.
11. Pick up your trash and keep the sail campgrounds looking nice.
12. PSEF Sail Camp is not responsible for loss or damage to personal property of students.
13. Respect other sailors. Offensive language or actions are not appropriate at any time. Disruptive students will be disciplined according to Sail Camp policy on Discipline.

#### Code of Conduct

- Be cooperative, supportive and respectful of other people and their property at all times.
- Participate 100% in daily activities.
- Understand and obey the sailing "Rules of the Road".
- Be gracious in success and failure, victory or defeat.
- Remember your actions, both on and off the water, reflect upon you and the PSEF Camp.

#### 16. In Case of Emergency:

You will be contacted by a camp staff member if your student is involved in an emergency situation. Please keep us inform of any changes in phone numbers where you may be reached during the camp day. If you need to

pick your child up during camp lets us know and we will try to have them ready when you arrive.

We monitor weather radar and in case of severe weather campers will be brought up to the clubhouse or other appropriate shelter. In cases of minor cuts and bruises we keep a record but do not contact the parent or guardian. In serious situations like dehydration, bumps to the head, etc. we will take appropriate action and notify you ASAP.

**PYC CLUBHOUSE**  
**(423) 877-9411**

*"You haven't won the race, if in winning the race, you have lost the respect of your competitors."*

(Paul Elvstrom – 4-time Olympic Gold Medalist)



#### Privateer Sailing Education Foundation

4714 Privateer Road  
P.O. Box 1041  
Hixson, TN 37343  
423-877-9411