

# **EDISON SAILING CENTER**

## **Policies and Procedures**

Adopted by the Board of Directors, Royal Palm Sailing Club, Inc.

Adopted May, 2010, **(5thREV 8-2-20)**

Mailing Address: 1420 Del Rio Drive, Fort Myers, FL 33901  
239.454.5114

### **ESC Mission Statement**

The Edison Sailing Center was formed to provide safe boating instruction to area youth.

### **Introduction**

This document replaces “*Edison Sailing Center Rules*” effective April 2010 and is to be utilized for the purposes of establishing and ensuring a safe and healthy program and environment for all participants (participants include: Parents, Young Sailors, Coaches, Affiliated Adults, Volunteers and all others associated with Edison Sailing Center. For questions or concerns about a specific policy, contact Ross or Stephanie Webb or their designee.

Every effort has been made to ascertain that the policies included in this document are current and applicable to Edison Sailing Center (hereinafter referred to as ESC). To maintain the high standards and credibility of ESC, it is essential those involved with the various programs adhere to and support these policies and procedures. Policy matters not addressed in this manual should be brought to the attention of the Board of Directors for consideration. If there are any questions, corrections or omissions to policy found within this manual, contact the Board Secretary.

Portions of this policy manual bear a design similar to the policy manual of the *US SAILING Training Committee* and it is with gratitude that ESC thanks the committee for its spirit of sharing. This project would have been even more daunting had the basic layout and manual design not been available for use as a basis for our effort.

### **Definitions & Descriptions**

**Royal Palm Sailing Club, Inc.** is the legal, corporate name of the Edison Sailing Center, established in 1983. It is a 501(c)(3) corporation, not for profit, doing business as the Edison Sailing Center.

**Edison Sailing Center** is the commonly used name. The term Sailing Center, Boating Center or ESC also may be used to mean the Edison Sailing Center.

**Affiliated Adults** includes but not limited to Coaches, Instructors, Parents and Volunteers who participate in programs and/or activities of ESC.

**Assistant Instructor** is the term applied to a person age 16 or over who holds approved certifications (CPR, First Aid, Instructor Training) and may be hired to instruct Young Sailors.

**Coach** is the term applied to that person or persons who have been hired/assigned to work directly with Young Sailors in the methods and techniques of safe boating. Coaches are expected to hold current certification in their field which includes First Aid & CPR, Safe Sport, Teaching Coaching & Fundamentals, and any other training that may be required by the organizing authority. Background checks will be required for any new hires not already affiliated with &/or known to the organization.

**Educator/Instructor** refers to that person or persons who may assist with or provide instruction in a specific program area of ESC, e.g. adult sailing, fishing, STEM. Background checks will be required for any new hires not already affiliated with &/or known to the organization.

**Parent Volunteer** is an adult whose child(ren), grandchild(ren) or other relative is a Young Sailor who assists directly with ESC programs and/or activities, including but not limited to: towing of boats, assisting with launching and land or water-based operations, safety-rescue boat support afloat, chaperone or otherwise defined by the specific activity in which the Parent Volunteer is involved. Safe Sport training is required for adult volunteers/parents who work directly with youth.

**Other Volunteer(s)** may be a person or persons who, from time to time, offer expertise or assistance with an ESC specific program or activity. Volunteers who work directly with youth must take the online Safe Sport training and provide proof of completion.

**Young Sailor(s)** is/are a person(s) under the age of 18.

**Board of Directors** refers to the persons who manage the operation of the Royal Palm Sailing Club, Inc./dba Edison Sailing Center.

**Member/Membership** is the term applied to adults, students (8-18 years of age) and/or families who participate in ESC programs through established financial obligations, including annual fees, team & coaching fees and volunteer hours. Membership fees are based on the corporation's *operational* year: September 1 – August 31, and are due and payable on or before September 1 & January 1 of each year of membership. (See additional information in Fee Schedule section.)

**Gear/Equipment** are terms applied to the items – other than the boat – that may be assigned to a Young Sailor who participates in the year-round sailing program (September-May). (See additional information in Inventory of Equipment section.)

## FEES/DUES

### **Memberships:**

Participation in ESC's programs requires the payment of membership fees. Membership fees are due September 1 & January 1 of each year. All participants/families are expected to pay the fees owed unless comped for an approved reason. All current members may renew their memberships electronically using the Regatta Network link provided on ESC's website. New members may join electronically. Dues will not be pro-rated for any portion of the year. ESC membership is required for Young Sailors to participate in its programs.

### **Regatta Fees:**

Youth who participate in regattas (other than our Junior Olympic event in October) will be responsible for fees and costs associated with the regatta they register for. With the exception of the Optimist Green Fleet, If a coach is requested to attend a specific regatta, participating families (in that fleet) will share in the coach's expenses for the weekend. A regatta fee is shared among participants to cover the cost of the safety-support/rescue boat (fuel) that accompanies the sailors.

## Code of Conduct for All

Young Sailors, Coaches, Instructors, Affiliated Adults and Volunteers are expected to uphold and comply with the stated mission of ESC, its Policies & Procedures. It is expected that ALL will conduct themselves responsibly and appropriately as ambassadors of ESC, and will demonstrate sound judgment when using & caring for assigned equipment. Should there be violations of the Code of Conduct, reports will be made in writing. Reports must include the name of or description of the person suspected of the violation. The ESC Board of Directors may use its judgment regarding the investigation of verbal reports. Anonymous letters or emails reporting violations and/or unsubstantiated rumors, whether from Affiliated Adults or Young Sailors, may be dismissed by ESC. This includes irresponsible or slanderous reporting not based on fact.

### **Appearance Guidelines:**

- Hair: Neatly groomed, clean and tidy
- Facial hair: Clean-shaven, unless a mustache and/or beard are routinely worn ( adults).
- Clothing: Clothing should not have any printing or illustration referring to alcohol (except official sailing sponsors), controlled substances, profanity or unprofessional behavior. No "Speedo" or bikini-type swimwear is permissible, nor are bare chests. Tank tops without appropriate undergarments are discouraged.
- Footwear: It is strongly recommended that appropriate footwear be worn while on &/or using ESC property and ESC affiliated events. It is recommended that shoes

have closed toes & sides and have positive closure (laces or Velcro). Open-toed, open-sided sandals are not recommended and may present a personal safety hazard. There is an assumption of risk for those who choose not to comply.

- **Life Jackets:** Life Jackets with holes or tears are illegal and should not be used. Life Jackets should be of the proper size & fit, and should be properly fastened and worn at all times, afloat or on the dock. Only US Coast Guard-approved life jackets may be worn when using ESC equipment. Failure to comply with this Guideline may result in revocation of use of ESC boats &/or equipment.

### **Smoking:**

It is not permitted to smoke or use tobacco products in the company of Young Sailors by Affiliated Adults or Young Sailors. This includes any e-cigarettes or “vaping”.

### **Language:**

Young Sailors and Affiliated Adults are not to engage in the use of profanity or any language or verbiage that would be reasonably construed as sexist, racist, off-color, vulgar or otherwise inappropriate in the presence of a Young Sailor in conjunction with ESC (whether on ESC property or attending hosted and/or sponsored events/trips, etc.). Disciplinary action, including verbal warning will be taken. Repeated offenses will result in immediate suspension and/or dismissal.

### **Consumption of Alcohol and Controlled Illegal Substances:**

The use of alcohol and/or controlled illegal substances, while in session and/or when using ESC equipment, shall be considered cause for suspension and/or dismissal. ESC has binding agreements with both the City of Fort Myers and the Lee County Parks & Recreation Department, neither of which permit such use on their properties without specific authorization or temporary licensure (alcohol only).

### **Weapons:**

At no time will any Affiliated Adult, Parent, Volunteer, or Young Sailor, other than an active member of law enforcement, be permitted to have on their person or concealed, use or threaten another individual while at ESC or any related sailing center activity. This is grounds for immediate dismissal and legal action.

### **Electronic Communications:**

Young Sailors and Affiliated Adults may distribute official electronic communications (i.e. text messages, emails, web message boards, blogs, etc.) that relate directly to the positive operation and/or authorized activities of ESC with prior authorization from and approval by the designated agent for electronic communications of ESC. Be reminded that all forms of electronic communications (i.e. Facebook, Twitter, Instagram, SnapChat, email, blogs, text messages, etc.) are public transmissions. ESC is a community. As such, members and families socialize and communicate often on a variety of subjects.

ESC will distribute official information using electronic communication. No person is authorized to deliver official information about ESC without the express permission of

the Board of Directors or their representative. It is a violation of the Rules of ESC to purport to distribute information on behalf of ESC without the Board's prior approval. This does not apply to instructional communications/coaching.

Using electronic communication requires thought and responsibility. ESC's Code of Conduct apply and extend to all communications between members and their families, whether on or off premises. All such communication shall be done with dignity and respect, and no such communications that harass, intimidate or insult any member of the ESC community. Further, ESC encourages Parents and guardians to provide their email addresses to ESC so that all official communication may be sent to the child and also a responsible adult. Any disagreement among members and their families relating to ESC activities should be dealt with responsibly and appropriately. If Parents or Guardians become involved in disputes among or relating to Young Sailors, they shall not contact or communicate with someone else's child without that child's guardian's prior consent, nor shall they post any reference to such disputes on any social networking site.

Violations and/or misuse of electronic communications as they relate to Edison Sailing Center should be reported to a member of the Board of Directors for further action. Actions will be documented for substantiated violations. Consequence for such violations may include verbal and/or written warnings, or dismissal from ESC.

**Dispensing of Medication:**

Coaches and/or Instructors may not dispense medication to a Young Sailor without written permission by the parent/guardian. The parent/guardian must provide the medication in a labeled container(s) along with specific dispensing instructions. All medications will be stored in a location that is accessed only by authorized adults.

**Bullying, Threats & Harassment:**

It is expected that everyone will interact fairly and honestly with one another to ensure that the ESC environment is free of intimidation, harassment or preferential treatment. The abuse of anyone's dignity by objectionable conduct is unacceptable and will not be tolerated. Misconduct that is demeaning to another person and undermines the integrity of the relationship (peer-to-peer or Affiliated Adult-to-Young Sailor) is prohibited.

Actions, words, jokes or remarks based on an individual's sex, race, ethnicity, age, sexual orientation, religion, physical impairment or any other personal trait or legally protected characteristic will not be tolerated. This policy also prohibits bullying or harassment in any form, including verbal, physical, emotional, and visual.

Affiliated Adults should have awareness and sensitivity to perceived behavior and conduct and the effect they have on other people. Some examples of what is generally considered acceptable are: verbal praise, a "high-five", a handshake, etc. Caution must be exercised when other body contact is involved, including even the most well-meaning hug. Adults should use good judgment when in the company of minors/Young

Sailors and should avoid any setting that may be deemed compromising in nature. It is strongly recommended that there be two adults present when interacting with youth.

Displaying obvious favoritism or “picking on” an individual either privately or publicly also can be perceived as harassment or abuse and will not be tolerated.

Communicating with a Young Sailor in a constructive manner or in such a way to facilitate the improvement of his/her developmental/skill level is not to be construed as harassment.

Communicating with each Young Sailor in a constructive manner or in such a way to facilitate the improvement of a Young Sailor’s developmental skill is not to be construed as harassment.

**NOTE:** Affiliated Adults, Volunteers, Instructors /or Coaches who have extended contact with youth are required to complete the online Safe Sport training [<http://www.ussailing.org/safety/safesport/>]

If anyone feels he/she is being bullied or harassed, he/she should file a complaint with the ESC Board of Directors. Anyone filing such a complaint (see Complaints section for details), regardless of outcome of the investigation, shall be free of retaliation or reprisal.

Anyone who is found to have engaged in the bullying or harassment of another ESC member, Young Sailor, Affiliated Adult, etc. will be subject to disciplinary action up to and including dismissal.

## **Reporting of Incidents and/or Complaints**

### **Misconduct and Discipline:**

Occasionally it becomes necessary for ESC to take disciplinary action. Discipline results when a party’s actions do not conform with generally accepted standards of good behavior, when a party’s actions violates rules and/or policies, when a party’s work performance is poor or when a party misrepresents his/her credentials. The severity of the disciplinary action depends on the nature and frequency of the offense. Discipline may range from verbal warning(s), to written warning(s), to temporary suspension, to immediate dismissal.

### **Discipline Procedure:**

There is no effective method of pre-determining the seriousness or effect of any one violation of ESC policy or of making an exhaustive list of all possible violations of policy. Although some violations may be more severe than other violations, repeated violations or a combination of violations may result in immediate suspension or dismissal.

ESC reserves the right to take any disciplinary action, including suspension or dismissal in all cases it deems appropriate. Possible disciplinary actions include, but are not limited to: verbal warning and written warning.

Following a written warning, ESC may require the offending party to sign a written agreement to correct his or her behavior or performance. This agreement will include:

- A brief statement of the wrong behavior or cause of poor performance
- A statement that clearly and specifically spells out the required correct behavior or performance
- A specific, limited time frame to comply or change
- The consequences if the correction does not occur
- An acknowledgment that the party understands
- The party's signature and date signed. (signature does not necessarily indicate agreement, but that it has been reviewed by the person)

In certain circumstances, a party may be suspended. This may be protective action taken to eliminate an immediate problem and to allow proper time for investigation before taking further corrective action. The Coach, Instructor, Parent Volunteer or other authorized agent/designee of ESC will write an incident report of all facts. A copy of this memo or report will be signed, indicating receipt of the report, and will be placed in a confidential file.

## **Sailing Gear Inventory and Assignment**

All ESC sailing boats, equipment and gear are the sole property of the Edison Sailing Center and are to be utilized in a respectful manner for the enjoyment of all ESC members. All members are equally responsible for actively assisting ESC with proper handling and maintenance of all sailing equipment and gear.

Young Sailors who participate in the School Year sailing program must account for &/or return all equipment and gear assigned to them by June 1 of each year. Inventory assessment days will be planned and announced. Young Sailors may be expected to assist ESC leadership on these days to inventory ESC boats and equipment.

A log of all equipment will be kept for each fleet of team boats: Club 420, Laser, Sunfish, International Optimist and Bic. Inventory will include all: boats, sails, spars, rudders/daggerboards and associated bags & covers.

Each boat and piece of equipment listed above will be assessed for quality and labeled based on that quality according to the following scale:

- 1 = acceptable quality
- 2 = good quality
- 3 = outstanding quality
- 4 = new equipment

The Coaches will determine which fleet a Young Sailor is to participate in and when they are ready to advance to a higher level. The Coach of each respective fleet will assign equipment to each sailor in that fleet based on their level of experience in that particular fleet and their proven ability properly maintain ESC equipment. Coaches will match equipment quality with experience level based on the following criteria:

- Quality 1: Green fleet sailors and sailors new to a particular fleet
- Quality 2 or 3: Intermediate level sailors within a particular fleet of boats who have demonstrated skill in both use and maintenance of the boat/equipment
- Quality 4: Advanced sailors who have sailed in multiple regattas in their current fleet of boats and who have demonstrated advanced skill in racing, a superior record of proper maintenance of ESC equipment, consistent attendance at practices and regattas, exceptional sportsmanship and consistent volunteer service to ESC.

A list of all equipment assigned to each Young Sailor will be drafted during the assignment process. Every effort will be made to assign all equipment (boat, sails, spars, rudder/daggerboard, bags, etc.) at the same level (for example, level 3 boat and level 3 sails). Young Sailors will utilize the same equipment they are assigned at the beginning of the sailing season unless they advance to the next level based on the above criteria, in which case they must turn in the previous equipment before being assigned new equipment.

Young Sailors whose attendance is sporadic or whose membership fees may have lapsed may be assigned use of an appropriate designated “club” boat and their previously-assigned boat & equipment returned to ESC inventory.

Coaches have complete discretion in downgrading the quality of equipment assigned to a sailor at any time if that sailor does not properly maintain the equipment or fails to follow Coaches instructions about the proper maintenance of ESC equipment.

Even after assignment to a Young Sailor, all sailing boats and equipment remain the property of ESC. ESC Coaches, Young Sailors and Parents all have a responsibility to ensure all equipment is properly maintained in a safe and working condition.

Among those responsibilities are:

- Coaches:
  - Inspect all boats/equipment while in use by Young Sailors
  - Ensure prompt attention to any equipment deficiency that potentially could be a safety hazard
  - Ensure all equipment is appropriately assigned to Young Sailors based on the quality of the equipment and experience level of the Young Sailor
  - If repairs are needed to equipment, teach the Young Sailor the process for making the repair and then actively supervise the repair
  - Repair any equipment needing complicated maintenance a particular Young Sailor is not skilled enough to accomplish



- Sailors:
  - Do a safety check of the boat and all equipment prior to going out on the water before each practice and competition
  - Immediately alert the Coach to any potential safety hazard
  - Notify the Coach of any repair needed for racing and/or cosmetic reasons PRIOR to making the repair
  - Ensure proper supervision of an adult when making repairs
  - Ensure the boat and equipment is properly cleaned and maintained throughout the sailing season
  - Use a US Coast Guard-approved life jacket at all times
- Parents:
  - Immediately notify the Coach of any repair needed to ensure the safety of any and all Young Sailors
  - Notify the Coach of any repairs recommended for the Young Sailor's boat
  - Ensure the Young Sailor does his/her part to ensure all equipment is properly maintained throughout the sailing season

Because all sailing equipment is the property of ESC, ESC will be responsible for buying any and all equipment needed for routine maintenance and repair of a boat or equipment. No ESC family should feel any obligation to spend money to maintain a boat or corresponding equipment. It is the responsibility of the Young Sailor and his/her Parents to notify the Coach and/or ESC representative IN ADVANCE of any purchase needed for the repair/maintenance and obtain PRIOR approval. If a boat or equipment is damaged because of a sailor's negligence, misuse or failure to follow instructions, the Parents will be responsible for the cost and completion of repairs.

NOTE: ESC respects and encourages Young Sailors to show initiative in improving or enhancing the boat/equipment he/she is assigned. A Young Sailor may make improvements to the boat/equipment at his/her own expense, but must obtain PRIOR approval of the Coach before making the changes. For example, if a Young Sailor would like to replace the hiking strap in his/her assigned boat, he/she may do so, but ONLY after prior approval of the Coach and at his/her own expense. When it is time for the Young Sailor to turn in the boat or equipment, he/she must replace the previous equipment or leave his/her improvements as a donation. No Young Sailor may strip a boat of his/her personal improvements without returning the equipment to its previous working condition.

Young Sailors may not remove equipment or gear from another boat (not their own) to replace missing or broken items on their own boat.

A Young Sailor may supplement the equipment assigned to him/her with his/her own equipment but only at his/her own risk. For example, a Young Sailor may choose to utilize his/her assigned sails for practice only and utilize his/her own personal sails for

racing. If while using the personal sails for a race, ESC is not responsible for any tears/damage to that personal equipment.

All boats are to be stored on ESC property at all times except during traveling events or with prior permission of an ESC Coach or ESC President. Young Sailors may store associated equipment such as sails/spars/etc. at their homes for purposes of ease of packing for travel with approval of the Coach. ALL equipment must be returned to ESC by June 1 of each year or as directed by the Coach/ESC Staff.

## **Responsibilities of Instructional Staff**

The Instructional Staff of ESC are encouraged to utilize approved instructional methods, strategies and techniques taught in the US Sailing Small Boat Instructor training and materials and incorporate US Sailing's Youth Development Model of age-appropriate activities in all of its programs.

Some of the responsibilities of Instructional Staff include, but are not limited to:

- accessing &/or updating current rules and information related to each type of boat used in its programs.
- communicating to the Program Director any association dues or documentation that needs updating or renewal.
- maintaining all required certifications.
- preparing appropriate activities and lessons for weekly practices.
- monitoring and entering each Young Sailor's progress (SKILL UP) in a timely manner.
- self-reporting when necessary.
- using sound judgment regarding weather and water conditions that may be above the ability level of the Young Sailors.
- routine safety checks of Young Sailors' boats & equipment.
- charting the progress and growth of Young Sailors using the SKILL UP app
- monitoring the attendance of the Young Sailors assigned to their respective fleets; checking-in with families who have not been at practice for more than two consecutive weeks.

- maintaining contact information for the Young Sailors (families) with whom they are instructing

## **Travel Guidelines and Protocol**

All Parents and youth together are responsible for assuring boat trailers are safe for travel. This includes securing the dinghies, dollies, coach boats, and ensuring the trailer maintenance is up to date. This should be completed at least one week prior to any travel. All equipment is to be tied down prior to travel. Tie downs should be rechecked by the driver before leaving. Secure the spare parts & trailer parts pelican cases and return them to the sailing center following the regatta.

Trailers are to be towed by Adults unless permission has been granted by ESC, with advance notice. Recognizing that the ESC team cannot travel unless Parents assist with towing coach boats and trailers, all Parents are expected to share in towing responsibilities.

All Parents are responsible for their own child's housing. If a Parent cannot attend the regatta with his/her child, it is the responsibility of that Parent to make arrangements with another Parent – **not** the Coach - to transport and house his/her child. Parents who act as authorized chaperones shall have completed the Safe Sport online training provided through US Sailing(<http://www.ussailing.org/safety/safesport/>)

The Coach shall have their own housing provided by the parents. Coaches of the same sex may share a room. No Young Sailors will be permitted to stay in accommodations with Coaches, unless that sailor is his/her own child.

When packing up at the conclusion of a regatta, ALL Parents shall help Young Sailors load the dinghies, dollies and coach boats prior to leaving the event. To ensure all work is complete, no sailor/families will leave the regatta without permission from the Coach.

All communications related to the event are to be copied to [edisonsailing.webb@outlook.com](mailto:edisonsailing.webb@outlook.com).

## **Adventure Sailing/Destination Sailing Procedures**

Edison Sailing Center may partner with other organizations (like CMCS, e.g.) to sail to Fort Jefferson in the Dry Tortugas or other approved destinations. As part of this activity, *eligible* sailors (youth & adult) will perform/oversee a service project at the destination, designed cooperatively with the trip leaders and the destination "hosts". Detailed information including criteria for selection, expectations, safety checklists, pre & post-trip planning & drills, and instructions for completion of the Safe Sport training

(adults) are found in separate documents. Contact ESC for information, fees and schedule.

### Acceptance of Policies and Procedures

*I HAVE READ, CAREFULLY CONSIDERED, UNDERSTAND, HAVE THOROUGHLY DISCUSSED WITH THE YOUNG SAILOR(S) LISTED BELOW, AND AGREE TO, THE POLICIES SET FORTH ABOVE AND REPRESENT TO EDISON SAILING CENTER THAT IT MAY RELY ON 1) MY AGREEMENT TO THESE RULES, 2) THE YOUNG SAILOR(S) LISTED BELOW AGREEMENT TO THESE RULES, AND 3) THE INFORMATION SET FORTH BELOW AS ACCURATE AND BINDING ON ME AS A PARENT AS THAT TERM IS DEFINED ABOVE FOR THE YOUNG SAILOR(S) NAMED BELOW AND BINDING ON THE YOUNG SAILOR(S) NAMED BELOW.*

\_\_\_\_\_  
Parent Name, Signature, Date signed

\_\_\_\_\_  
Parent Name, Signature, Date signed

Address: \_\_\_\_\_

Parent's Work Phone: \_\_\_\_\_

Parent's Cell Phone: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

**Alternate** person to be contacted in case of emergency:

Name/s: \_\_\_\_\_

Relationship to Sailor(s): \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

