



2024 Parent Handbook

Email: mysfboard@gmail.com

On Site Location: 1321 Farwell Dr. Madison WI 53704

Website: www.madisonyouthsailing.com

Dear Parents and Sailors,

Welcome to the 2024 Madison Youth Sailing Foundation Program!

This manual was created to help participants navigate the summer sailing program to ensure that you and your sailor get the most benefit from our sailing program. It is particularly important for all participants and parents to read the Expectations and Code of Conduct section so as to better understand program rules, responsibilities, and the honored standards.

This year we are excited to introduce our new Executive Director, Brooke Blalock. Brooke has 10 years of racing, coaching and program management experience. She will be on site for all camps and regattas.

We welcome all parents to volunteer as much as they can during the sailing season as it not only helps the program at large, but helps develop a strong community bond that ultimately benefits one and all. If you'd care to volunteer to assist with our fleet and/or help in other areas, please make our Board of Directors aware as too many volunteers are just enough. Please reach out if you are interested in a leadership role and possibly interested in joining a planning committee or the board of directors.

As a participant in the Madison Youth Sailing Foundation, we also ask that you support our program by attending Regattas, sailing programs events, fundraisers, merchandise sales, and multiple summertime non-sailing events. Monies from these events directly support the program and what better way to spend an afternoon or evening than with your friends. Every little bit helps.

We always strive to create a positive and beneficial sailing experience for your young sailor with experiences to last a life-time, so welcome to the 2024 Madison Youth Sailing Foundation as we look forward to another successful year!

Thank you,

MYSF Board of Directors



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MYSF Mission Statement

The Madison Youth Sailing Foundation (MYSF) Sailing Program's mission is to:

- Provide a fun and educational program for youth interested in sailing and racing.
- Maintain a safe program and teach our students safe sailing practices.
- Impart a love of sailing as a lifetime sport while providing the fundamental skills necessary for participants to advance in the sports as far as their desire, skill, and hard work may take them.
- Provide a curriculum with current and effective techniques. Our instructors will help foster skilled and confident youths who will respect others, will care for their equipment and marine environment, and are willing to help fellow sailors on and off the water.
- Teach our sailors to conduct themselves in the Corinthian Spirit during practice and in competition.
- Work to ensure all youth sailors will emerge with an enhanced sense of self-reliance, knowledge of seamanship, appreciation of teamwork, and a solid foundation in sailing.

2023 Key Contacts

- MYSF Main Office: 1321 Farwell Dr. Madison, WI 53704
- MYSF Main email: MYSFboard@gmail.com
- On-site phone number will be provided 1 week before camp start date.

- Executive Director: Brooke Blalock
- Board of Directors:
 - President: Aaron Mann
 - Secretary: Tim Sugar
 - Treasurer: Susie Younkle
 - Fundraising: Kyle Sydow
- Non-Board Member MVP - Facilities & Equipment: Patrick Heaney



2024 Class Schedule

Kinder Pram

- 6 Week Evening Classes
 - Mondays, June 17 - July 29 5:30 -7:30PM
 - Tuesdays, June 18 - July 30 5:30 - 7:30PM

Beginner Opti

- 2 Week Camps - Monday to Thursday 1:00 - 4:00PM
 - June 24 - 27 & July 8 - 11
 - July 29 - August 1 & August 5 - 8
- 6 Week Evening Classes
 - Thursdays, June 13 - 25 5:30 - 7:30PM

Green Fleet

- 2 Week Camps - Monday to Thursday 1:00 - 4:00PM
 - June 10 - 13 & June 17 - 20
 - July 15 - 18 & July 22 - 25
- 6 Week Evening Classes
 - Mondays June 17 - July 29
- Optional Regatta information to come

Adventure Camp

- 2 Week Camps - Monday to Thursday 1:00 - 4:00PM
 - June 24 - 27 & July 8 - 11
 - July 29 - August 1 & August 5 - 8
- 6 Week Evening Classes
 - Thursdays, June 13 - 25 5:30 - 7:30PM

Madison Youth Racing Team

- 2 Week Camps - Monday to Thursday 1:00 - 4:00PM
 - June 10 - 13 & June 17 - 20
 - July 15 - 18 & July 22 - 25
- Optional Regatta information to come



What to Bring to Class

There are a few required safety items that EVERYONE will need to bring to class EVERYDAY:

- **Personal Flotation Device, a.k.a: PFD, lifejacket:** Personal flotation devices are mandatory for every class. All PFDs need to be U.S. Coast Guard approved; there is a printed label on a life jacket that indicates whether or not it is USCG approved (if it doesn't have it, then it is not approved!). A life jacket should fit properly, and allow for 360 degree rotation of the arms. It also should be tight around the body and not be able to be pulled off over the head. Avoid jackets that rise above the shoulders to avoid getting caught on the boom and allow for easy movement. In general, the PFDs designed for sailing or kayaking are best, avoid a PFD that is designed for water skiing.
- **Sunscreen:** At least SPF 30!
- **Sunglasses:** Make sure they have UV-ray protection and Croakies.
- **Shoes:** While many sailors prefer to sail barefoot, it is not safe to walk around barefoot. For the advanced racer, having a good pair of hiking boots or shoes that dry quickly is important to allow for hiking out on windy days.
- **Hat**
- **Long Sleeve Dry Shirt:** To keep arms out of the sun.
- **Gloves:** To protect and keep hands out of the sun. Gardening gloves work well and are cheap or you can find sailing gloves at West Marine or online.
- **Towel:** To wipe down the boat, blades and your sailor.
- **Dry Clothes:** Extra clothes are nice, sailors will get wet.
- **Water bottle/Snack Bars**
- **Watch with countdown timer:** For Racers ONLY. In order to be on the start line on time, they need a watch with a countdown timer.
- **Positive Attitude**

Label all your gear with your last name...really it works! MYSF is not responsible for lost, stolen or borrowed gear or equipment.



Important Information

LABEL EVERYTHING

- Please label all of your boat parts and personal belongings. This includes your life jacket, clothes, shoes, towels, water bottle, sunscreen, etc.

Swim Check

- Swim skills are mandatory. All sailors, regardless of age will be required to take a swim check on the first day of class. This allows the instructors to assess swim ability and comfort in the water. The swim check will be age appropriate.

Attendance

- Prompt arrival and continuous attendance are important for the success of your sailor. Juniors who arrive late delay the entire class and disrupt the rigging times. During scheduled class time, each sailor is the responsibility of the instructor and must remain with the class. If a junior will be arriving late or absent, please notify the Director, Brooke Blalock. Parents of sailors with irreparable boat problems or disciplinary problems will be contacted.

Life Jackets

- Life jackets must be worn at all times around and on the water. Failure to wear a lifejacket appropriately or multiple reminders will result in disciplinary action.



Frequently Asked Questions

Q: Are there classes on rainy days?

A: Classes are held rain or shine. On rainy days, if the wind is not too strong, sailing classes will be held. It is essential that students bring rain gear and be prepared to sail. Safety is our 1st priority, and we will not sail in lightning/thunder or any other threatening weather scenario. Nor will we sail in winds above 20 knots. If bad weather occurs, land-based activities will go on until the weather clears up.

Q: What if we're going on vacation and need to miss a class?

A: If you know that your child will be missing class, please let the instructors know.

Q: How is a sailor's progress in class monitored?

A: Your child will be given a Progress Report every week of the program. You can also quickly check in with an instructor before or after class times.

Q: Can I watch my child sail? How do I get involved?

A: Yes, please feel free to stay and watch your child sail, HOWEVER, we ask that you do not interrupt class time and/or the instructors. If it becomes a problem, the instructor has the right to ask you to leave. Parental involvement is important! If you are looking for ways to get involved, please don't hesitate to reach out to the Board of Directors.

Q: May I bring a friend to class?

A: Unfortunately due to liability issues, MYSF has a "no guests" policy. However, you can encourage that friend to sign up for a sailing session with you!

Q: Can my sailor use a MYSF owned club boat for regattas?

A: Club boats may be checked out for regatta use, subject to availability and a charter fee. The sailor must be enrolled in at least one session of the current season.

Q: What fleet is my sailor in and how are the ages for Red, Blue and White fleets defined?

A: White fleet is for skippers who are 10 or under. Blue fleet is for skippers who are 11 or 12. Red fleet is for skippers who are 13, 14, or 15. In all fleets, the determining date is the skipper's age at the end of the current year. At most regattas, the red, blue, and white fleets all start at the same time and race on the same course.

Q: I am an experienced racer. Can I coach my child at regattas?

A: If your sailor is participating in an event with a MYSF provided coach, we highly recommend that you leave the coaching to them. Let them do their job without undue influences. If a coach is not present and you desire to coach, you must follow the coaching rules as stipulated in the NOR. Be cognizant that your experience level will be



very different from that of a young sailor. Keep it positive regardless of race outcomes and limit your input to a few things at a time to avoid information overload. With the exception of the Optimist Green Fleet, coaching for all junior sailing is only permissible before and after, but not during individual races. Coaches can observe the racing from designated areas and provide feedback to the sailors at the completion of the race(s) observed. Coaching for Optimist Green Fleeters may occur at any time including during the race.

Q: What about this Green Fleet?

A: Green fleet is a special fleet for beginners. Green fleeters can be any age up to 15. A green fleet might have skippers who are as young as 6 and as old as 15, but sooner or later they'll move into their appropriate fleet. A ten year old green fleeter would move into white fleet, a thirteen year old green fleeter would move into the red fleet, etc. If a sailor places 1st, 2nd, or 3rd in three Green Fleet regattas, they must register in the appropriate age fleet in the competitive group. If it is obvious that a sailor has developed beyond the green fleet they should be moved up as soon as possible. The purpose of the green fleet is to encourage novice sailors.

Q: Where and when should I drop off and pick up my child?

A: Sailors should be dropped off and picked up at 1321 Farwell Dr. Madison WI 53704. We ask all parents/caregivers to drop off their child no earlier than 10 minutes before their scheduled class and pick up no later than 10 minutes after their scheduled class. Instructors will not leave the premises until all students are picked up. Students are expected to be on time each day unless there is an emergency. Late students prevent the class from getting on the water in a timely manner.

Q: How are the children supervised on the water?

A: The instructors will be with the sailors at all times. If a sailor is in any kind of trouble, the instructor will be present to provide assistance. All sailors must follow the commands of the instructors. All boats under the supervision of a single instructor leave and return to the dock at the same time.

Q: Can my child bring valuables to class?

A: NO! MYSF is NOT responsible for any valuables lost or misplaced. It is strongly advised that valuables are not left on site.



Sailor Expectations

MYSF encourages good sportsmanship throughout the program. MYSF understands that good sportsmanship needs to be taught, encouraged, and demonstrated by parents, instructors, and peers.

Sailor Expectations

Swimming Skills Are Mandatory

Sailors must complete a swim check on the first day of class.

Attention to Detail is Appreciated

Sailors must be responsible for their equipment and MYSF property at all times. Please be respectful of your equipment, other sailors' equipment and MYSF equipment.

Independence is Key

Rig your own boat, don't expect parents to do it!

Leave Promptly after Class is Over

Sailors must have parent supervision after class.

Fasten and Secure All Equipment

Make sure all your equipment is properly stowed. Keep gear loss to a minimum by marking your sail number and name on all removable gear. LABEL EVERYTHING!

Attitude is Important

A great attitude will guarantee that you will have a lot of fun and learn at the same time!

Safety is Everyone's Responsibility

Stay out of motor boats and follow MYSF rules and instructor directions at ALL times.

Time Goes By Fast

You need to be in class during class time. Do not sneak off for any reason!

REMEMBER, **S.A.I.L. F.A.S.T.**



Parent Expectations

As a parent, you play a key role in contributing to the needs and development of your child(ren). Through your encouragement and good behavior, you can help set an example of good sportsmanship on and off the water.

Parent Expectations

Independence is Key

Refrain from rigging your child's boat. Let your sailors rig (even if they struggle). This is all part of the learning experience.

Do Something

Volunteer and participate in the program. In order to make it a great summer, we need you to help out. Every parent will be responsible for filling one Part of the Day shift to start. There are various other volunteer opportunities available!

Optimism is Contagious

Support and encourage all sailors. You are a role model!

Leave it to the Sailing Instructors

Stay away from class during class times (both on and off the water). Please refrain from coaching from your boat or doc.

Remember, you are an **I.D.O.L.**!



MYSF Sailor Code of Conduct

10 Commandments!

1. Be considerate of others at ALL times. Always conduct yourself in an appropriate manner and treat all others with respect. When traveling, conduct yourself in a manner that will reflect favorably on MYSF.
2. Sailors must listen to instructors at all times. This is a key component of safety on and off the water.
3. As a matter of safety, DO NOT RUN & DO NOT play in the parking lot. Do not ride bikes, skateboards or scooters around the parking lot. Keep bikes on racks.
4. Swim with instructors' approval and supervision. NO pushing/throwing people into the water.
5. No abusive language.
6. Do not borrow anything from another boat unless you have asked for permission.
7. Help keep the park clean at all times. Be mindful of your trash and clean up your area when finished.
8. Do not stand or play on the dollies. THEY WILL BREAK! Put the dollies away after use.
9. No bare feet, sailors must wear shoes at all times.
10. LIFE JACKETS MUST BE WORN AT ALL TIMES AROUND AND ON THE WATER.



Behavior Standard & Discipline Procedures

Behavior Standard

Coaches are expected to be **Role Models**. MYSF coaches are to employ and teach best practices, on and off the water, including: adherence to the rules of sailing, high integrity and sportsmanship, strong effort, respect for fellow students and competitors, support for all MYSF staff and administration and safe personal/group behavior. MYSF expects its coaches to both set and enforce high standards, for themselves and their class, consistently and without exception.

Discipline Procedures for Behavioral Challenges (Minor Offenses)

The program expects its coaching team to immediately and positively correct behavioral challenges when they occur. Participants need to learn “right from wrong” from their mistakes. The goal is for the student to learn and for the problem to stop. Situations vary depending on the circumstances and severity of a behavior issue or deed, particularly if egregious or threatening. Depending on the issue, the following procedural guideline is in place and should be followed.

- Level 1: The sailor will be given a verbal warning from their Instructor/Coach.
- Level 2: The instructor will remove the sailor from the situation. Depending on the severity of the behavior, the Director may call the parents and the transgression will be recorded. At this time, the MYSF Board of Directors will be informed.
- Level 3: The Director and the Board of Directors may ask to meet with the student and parents to discuss the repeated offenses and make a plan to avoid any future misbehavior.
- Level 4: Issue may result in suspension or expulsion from the program. Instances may be logged, which will provide a reference to the other instructors and staff, and outside parties, if necessary.

Discipline Policy and Procedure for Major Offenses

In order to run a safe and productive program we need to have a discipline policy. Our discipline policy maintains that each participant will have three chances to correct any disciplinary problems that arise. Willfully causing, or attempting to



cause substantial damage to club property will result in 1, 2, 3 Strikes - You're Out.

1) First "strike", your parent will be called by the Director and the transgression will be reported. This will be recorded in your file and the Board of Directors will be notified.

2) Second "strike", you and your parents will be asked to meet with the Director and the Board to discuss the first and second transgression and to create a plan that will avoid any future misbehavior. The notes from this meeting will also be documented in your file.

3) Third "strike", you're out! We will notify your parents that you - the participant - have been dismissed from the program. There will be no refund.

Cause for disciplinary action may include, but are not limited to:

- Continued and willful disobedience.
- Open defiance of the authority of any instructor.
- Conduct of such nature as to constitute a continuing danger to the physical well-being of themselves or other participants.
- Physical or verbal assault upon another participant, an instructor or other club employee.
- Taking or attempting to take, personal property or money from another participant by means of force or fear.
- Willfully causing, or attempting to cause substantial damage to property.



Emergency Action Plan

Emergency or Life Threatening Injury - Steps

1. Render assistance
2. Make contact with other instructors or director via VHF or phone for assistance.
3. Call for Help & Emergency Medical Attention:
 - Emergency: 9-1-1
 - Police Department: (608) 244-1430
 - Fire Department Non-Emergency: (608) 244-3390
 - Executive Director - Brooke Blalock: (843) 655-4674
 - MYSF President - Aaron Mann: (414) 333-4655
4. Monitor and administer first-aid/AED
5. Send someone to meet/direct Emergency vehicles
6. Transfer injured to care of Emergency Team
7. Debrief and inform key people: Director, MYSF Board of Directors & Family of injured
8. Complete an incident report

Be prepared to tell 9-1-1:

- Current location of injured person
- Description of boats (if requesting on-water help)
- Where you plan to bring injured person ashore
- Age/gender/number of injured people
- Type of injury/situation
- Your name and call back number

Emergency Response Pick-Up Location:

1321 Farwell Dr. Madison WI 53704



Regatta Preparation

Most races and regattas are organized by a yacht club or combination of yacht clubs and sailing associations. An announcement called a **Notice of Race (NOR)** sets out the details of the regatta (series of races over a number of days which are scored together as a whole). The NOR provides the name of the organizing authority, the dates of racing, the venue, what classes of boats can enter, then entry fee, date of registration and other important information.

Once you register, you may receive a copy of the **Sailing Instructions (SI)**. Sometimes the SI are provided online; other times your sailor will not receive the SI until signing in at the event. The SI will include the schedule of races, a chart of the race area and diagrams of different race courses.

When you arrive at the regatta site, you need to check in at the **Registration** desk. Before the sailors are sent out to the race course, the **Race Committee** (the people who run the races) will hold a **Competitors' Meeting** where details of the regatta will be reviewed, including any pertinent local information, safety issues, etc. It is imperative that your sailor attend this meeting. He/she should already have read the SI and should ask questions about the SI at this time.

Prior to the Competitors' Meeting, all sailors should have rigged their boats and be dressed for sailing. Typically, boats leave the docks to head for the race course immediately following the Competitors' Meeting. Coaches will have a **Coach/Team meeting** either just before or immediately following the Competitors' Meeting. Be sure that your sailor attends. The coaches will discuss wind, factors specific to the venue, and weather forecast. The coaches will also collect any lunches or extra gear that need to be in the coach boat.

At the conclusion of the regatta, there will be an **Awards Ceremony**. Even if you're not receiving an award, everyone is encouraged to stay and cheer for their teammates.



Regatta Checklist

- Sailing Instructions with course chart
- Rule Book
- Water bottle
- Sunglasses & hat
- Sunscreen
- Sailing gloves and boots
- Lifejacket with whistle
- Watch with countdown timer
- Foul weather gear appropriate for expected weather conditions that day
- Spare parts: blocks, lines, shackles, electrical tape
- Blade bag: rudder, tiller, tiller extension, centerboard
- Mast
- Book
- Sail
- Salties
- Bailer/sponge and paddle
- Required safety equipment
- Snacks
- Positive attitude



Sailing Glossary

Bailer: A bailer is a required piece of equipment for a Sabot. It is used to remove water from the boat, especially after capsizing. It is easy to make a bailer out of an old bleach bottle. Simply cut out the bottom and make sure the cap is tightly fastened.

Batten: Thin fiberglass slats that are inserted in the leech of the sail for added support.

Block: A pulley that is encased in its own housing. A block will help to add purchase when pulling on a line.

Boom: Horizontal spar that supports the bottom of a sail.

Boom Vang: A line that runs from the boom to the base of the mast. The boom vang helps pull the boom down.

Bowline: Essential knot for all sailors. Used to create a loop (eye) of fixed diameter that does not slip. Can support large loads and still be untied (broken).

Centerboard: a pivoted board that can be lowered through the keel of a sailboat to reduce sideways movement.

Class: Similar boats are grouped together to form a class.

Cleat: Fitting in which a line can be secured.

Clew: The outermost lower corner of a sail is the clew. It is where the foot and the leech of the sail meet. The outhaul is attached to the clew.

Corinthian Spirit: Displaying good sportsmanship, honoring the game of sailing and playing by the rules.

Course Chart: A description of the course that will be sailed in a particular race.

Dolly: A trailer that is used to transport boats around the boatyard.

Downhaul: A line attached to the tack of the sail that pulls the luff of the sail down. It is also the Cunningham.



Foot: The bottom edge of the sail between the tack and the clew.

Gooseneck: A hinged fitting on the mast that connects the mast to the boom.

Grommet: A metal ring in a sail that allows lines to be connected to the sail. Both the clew and the tack have grommets.

Head of the Sail: The top of the sail. It is the part of the sail where the luff meets the leech.

Hiking: The action of hanging over the side of a boat in order to keep it from heeling over while sailing.

Hiking Strap: A nylon strap in the center of the boat to secure your feet while hiking.

Leech: The edge of the sail where the battens are. This part of the sail controls the amount of twist.

Luff: The part of the sail next to the mast. This part of the sail controls the depth of the sail.

Mast: The vertical spar that supports the sail.

Mast Can: A tubular shaped can in the bottom of the boat into which the mast fits.

Notice of Race: An advertisement about upcoming races. The NOR has information about the entry fee, date and location of the regatta.

Outhaul: The line that pulls the sail to the end of the boom. The outhaul is connected to the clew of the sail.

Painter: A piece of line attached to the bow used to tie up to a dock and for towing. Also called a bow line.

Port: Port refers to the left side of the boat. Port also refers to which tack the boat is on. If a boat is on port tack then the wind is coming over the left hand side of the boat. The color red also indicates port.



Ratchet Block: One way turning block that uses friction to decrease load. Ratchet blocks are commonly used for the mainsheet and jib sheets.

Rudder: A foil on the transom that steers the boat.

Shackle: A “U” shaped hook containing a pin which is used to connect objects or lines together.

Sheets: All the ropes or lines on boats which adjust sail trim.

Starboard: Starboard refers to the right side of the boat. Starboard also refers to which tack the boat is on. If a boat is on starboard tack then the wind is coming over the right hand side of the boat, and starboard has right of way over those boats on port tack. The color green also indicates starboard.

Square Knot: Essential knot for all sailors, used for joining 2 pieces of line of equal diameter.

Tell Tales: Tell tales are small pieces of yarn that are attached to both sides of the sail on the luff. They indicate wind flow over the sail and aid in both steering and sail trim.

