



**SCHOLASTIC SAILING**

**HANDBOOK FOR SAILORS & PARENTS**

**2010/11**



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## From the Executive Director

Dear Fellow Sailor,

Welcome to Charleston Community Sailing! Thank you for being a part of our organization and I hope you find scholastic sailing at CCS to be a fun, rewarding experience for you and your family.

This handbook contains CCS information, Scholastic Sailing regulations and other pertinent information. Please take a few moments to familiarize yourself with the handbook. It should answer many questions you may have about CCS, including the fleet and program information. You'll also find information on our programs, boats, special events and volunteer opportunities.

Charleston Community Sailing is a non-profit organization whose purpose is to improve the community and the sport of sailing by providing access, facilities, and sailing instruction to people of all socioeconomic backgrounds, skill levels, and physical abilities. Aside from High School Sailing, we offer multiple community and outreach programs throughout the year including Summer Sailing Camps, Buddy Sailing with the Boys and Girls Club of the Trident area and Special Olympics. There are a variety of community events to be a part of including beginner adult classes, regattas and our 4th Annual Oyster Roast to be held this year on November 21 at Bowens Island.

Being a non-profit, we need your help to continue the tradition to keep CCS strong and growing. Please donate your time and energy to one of our outreach programs, to help serve on a committee, or to help on the water activities. We will also ask you to help Charleston Community Sailing with financial support to continue to provide waterfront access for all. More importantly we ask that you enjoy your adventures in sailing!

Visit our website to donate, stay in touch and to view team and regatta photos at [www.charlestoncommunitysailing.org](http://www.charlestoncommunitysailing.org). Please call us with any questions and thank you in advance for your support!

Sincerely,

A handwritten signature in black ink that reads "Jessica Koenig".

Jessica E. Koenig  
Executive Director



## **Purpose of Handbook**

This handbook has been assembled to provide a guide for sailors, parents, or guardians involved in Charleston Community Sailing Scholastic. This includes all information pertinent to scholastic sailing. It offers a description of how the program operates, what is expected of sailors, guidance for and expectations of parents, general recommendations for gear and equipment, and much more. It is relevant for all sailors and parents – from 7<sup>th</sup> graders practicing with a team, to our race teams competing at the national level.

We operate on a year-round basis. We offer a competitive high school program for local schools, have several outreach programs and partner up with Charleston County Parks and Recreation to teach all interested youth how to sail.

## **Goals of the Charleston Community Sailing Program**

Our overall goal is simple: Safety, fun, and success.

We provide a safe and fun learning environment for young sailors, as well as:

- Teach young people safe boat handling, seamanship, and sportsmanship
- Help youth & adults learn to sail
- Help young people learn techniques of one-design racing and to help them fully develop their one- design racing skills
- Promote youth sailing competition

Charleston Community Sailing has been a leader in junior sailing for over 10 years. Thousands of sailors have had the opportunity to experience sailing through this Program. Sailors from Charleston Community Sailing have gone on to compete in collegiate, National, World competition. Also important are the many young men and women who have taken their experiences at CCS and gone on to make sailing a lifelong passion; whether it be ocean/coastal cruising, one-design racing, grand prix racing or day sailing.



## Boats We Sail

### Laser

The Laser is the single-handed option for sailors who are too big or too old to sail the Optimist. The Laser can be with three different sail plans, providing great versatility across a wide range of sizes. Lasers are best suited to sailors 13 years of age or older, over 125 pounds, and focused on racing.



Lasers are one of the fastest growing one-design classes in North America and the primary singlehanded boat used in youth sailing events. In 2008, the Laser Radial debuted as the Women's singlehanded event at the Olympics. Because of this, a number of young women are now sailing in the Radial. It is not atypical to see a significant number of female sailors at Laser Radial events.

Additional information about the Laser Class Association is at [www.nalaser.org](http://www.nalaser.org)

### Club 420 Collegiate 420 (High School Teams)

The Collegiate 420 is used for our High School sailing program in the spring and fall. Ideal for crews ranging in size from 220-310 lbs., the 420 is manageable for sailors coming out of the Optimist class and enables young sailors to learn teamwork skills that simply can't be learned in single-handed boats. The boat is the same as the Club 420 with the exception that the trapeze and spinnaker gear is removed. Sailors enrolled in the High School sailing program use CCS owned boats and therefore, are not required to own their own boat. All 13 CCS 420s are used for High School Sailing to maximize on the water participation. The 420 is simple and safe for intermediate sailors and yet quick enough to keel collegiate All-Americans interested.





## Description of Programs

### Buddy Sailing

In 2004 CCSI reached deeper into the community, bringing the joy of sailing to members of the Boys and Girls Club of the Trident area with “Buddy Sail” a program that paired a child from the Club with a high school volunteer for an afternoon on the water. The concept furthered the Boys and Girls Club’s mission; to instill young people with a sense of accomplishment, usefulness, and belonging – in this instance, through bonding with CCSI sailors. The partnership was perfect!



All sessions will be run at CCS. If you are a strong dinghy sailor and are confident that you can “single hand” a Collegiate 420 if need be then you are invited to volunteer as a “buddy”, and pair up with one of the kids from the Boys and Girls club of Charleston for an afternoon out on the water. If you would like to volunteer, but do not want to sail, we always need more help rigging up the boats and running the safety boats. Help us keep kids off the streets and make a difference in the community!

### Special Olympics Sailing Team

Charleston Community Sailing Inc. and Special Olympics South Carolina launched the first ever South Carolina Special Olympics Sailing team in the Spring of 2005. Our athletes compete in regional events spanning the south east- and hopefully soon the whole country and maybe even the WORLD. Practices are held primarily on weekends in the fall and spring, athletes learn sailing nomenclature, racing strategy and work on boat handling. This program is free of cost to athletes and Unified Partners. Since the program’s inception, we have doubled our number of athletes and look to keep on growing! Athletes need not have prior experience with sailing- our coaching staff is happy to bring virtually any perspective sailor up to speed.



Most of our athletes compete with a Unified Partner in the boat. All practices are run in a safe and professional manner, maximizing on fun and education. This program, as with many of our other programs is constantly in need of volunteers, so if you or someone you know would like to get involved in Special Olympics “Team Charleston” let us know!



### **Scholastic Sailing**

High School sailing closely parallels the collegiate sailing format. For fleet racing, teams are divided into A and B divisions comprising of different skippers and crews for each division. A team may substitute sailors as long as prescribe substitution rules are followed. Courses tend to be relatively short emphasizing starts and tactics. Teams also participate in Team Racing events where each team fields three boats to sail against three boats from another team. In team racing teammates work together to outmaneuver the other team so that their combined race scores are better than the other team's combined scores.

Charleston sailing teams are part of the South-Atlantic Scholastic Sailing Association (SAISA) District. Teams participate in a number of regattas throughout the seasons which run from August to November and January to May. The end of each season culminates in a District Championship and in the spring, for those teams that qualify the National Fleet Racing Championship (Mallory Cup) and National Team Racing Championship (Baker Cup).

Teams attend local events and travel to venues requiring overnight stays several times a season. Organization of all local and overnight trips is the responsibility of coaches, parents and team captains.

Charleston Community Sailing provides the sailboats, equipment and a safety boat for the teams to practice. Teams are responsible for finding coaches, and we can certainly help recommend qualified coaches. The following High Schools train at CCS: Academic Magnet, Ashley Hall, Bishop England, Charleston Collegiate, First Baptist, James Island Charter School, Porter-Gaud, School of the Arts & Wando.



### **For Sailors**

Sailing is a lifetime sport and pastime. Some of the friends and acquaintances you will make at Charleston Community Sailing and places visited such as yacht clubs and other sailing venues will turn into lifelong friendships. How you act towards these individuals will have a lasting impact. You need to recognize that sailing is a privilege and you are being provided with a fun and fulfilling opportunity. To make the most of this experience, we ask that you follow these guidelines:

- Sail for fun and the love of the sport. Enjoy yourself.
- Work hard to improve your skills.
- Listen, ask questions, and watch others to see how you can better your skills.
- Learn teamwork, sportsmanship, discipline, confidence and self-control.
- Be a team player – get along with others.
- Appreciate the contribution each person makes to the learning environment.
- Learn the rules, and play by them.
- Always be a good sport and set a positive example for others.

The Sailor's Code of Conduct has been developed to let you, the sailors, know how Charleston Community Sailing parents, host facilities, and coaches expect you to act while participating in CCS sponsored programs. Appropriate behavior will allow you to become a well-rounded, self-confident sailor, and respected team member. Charleston Community Sailing expects the highest level of sportsmanship, teamwork, fair play, and good behavior. As a participant in this program you represent Charleston Community Sailing, your parents and your family. When on a High School team you are also representing your school. Your behavior, on and off the water, should be to maintain this level of sportsmanship and conduct, and make teammates proud to be a part of our program.

Associated with the Code of Conduct are guidelines for Disciplinary Action to be enforced should a sailor fail to act as agreed upon. Charleston Community Sailing Staff and your coach are primarily responsible for enforcing the rules and will take appropriate action as outlined in the enclosed Disciplinary Actions.



## Disciplinary Actions

PLEASE READ AND SIGN:

The Charleston Community Sailing, staff, and coaches are responsible for enforcing certain rules and may discipline CCS participants when rules are broken at practices or while coaching at regattas. When a sailor is under the supervision of a coach and or parent, the coach/parent has been provided guidelines to enforce rules and regulations consistent with the CCS Junior Program Disciplinary Action contained herein. In all cases the decision of the CCS Junior Program Director is final. The guidelines are as follow:

**Level 1 Infractions** - Disciplined at coach discretion and may include limiting practice time.

- Failure to obey coaches' instructions.
- Failure to display good sportsmanship including foul language.

**Level 2 Infractions** - Review for suspension from one or more future program days.

- Failure to obey coaches directions after repeated (more than two) warnings.

**Level 3 Infractions** - Possible removal from practice and review for expulsion.

- Purposely damaging or destroying property of others.
- Repeated incidents of behavior unbecoming a sailor from CCS.
- Lying to Judges or Jury about Racing Rules of Sailing violations.
- Behavior or conduct which reflects poorly on CCS. These behaviors could include, but are not limited to: bad treatment of or talking back to judges, coaches, regattas officials, hosts, team members' or other competitors.

**Level 4 Infractions** - Removal from practice and review for expulsion.

- Stealing.
- Fighting and/or serious threats of violence
- Using drugs, alcohol, tobacco or non-prescribed drugs.

Sailors Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



## Sailors Code of Conduct

PLEASE READ AND SIGN:

I promise to maintain a positive attitude and to be responsible for my conduct at all times while participating in Charleston Community Sailing Program activities and will follow these rules and regulations and any other rules given by my coach:

- I will not use, or tolerate the use by other team members; alcohol, tobacco, or non-prescribed drugs, understanding that a drug-free environment is necessary in order to achieve individual and team success.
- I will maintain appropriate behavior towards opposite gender team members, and will not tolerate unseemly conduct by other team members.
- I will respect the property of others, by not stealing, damaging, destroying or borrowing another's property without permission, nor tolerating such behavior by other team members.
- I will treat my team members, coaches, competitors, regatta officials, hosts and all others with respect, regardless of race, religion, gender, national origin or abilities.
- I will follow all safety procedures given by my coaches and other responsible adults, understanding the paramount importance of safety. I will notify a coach or other responsible adult if I feel that another sailor is in danger.
- I will not abuse my teammates, whether verbally, physically, or emotionally, nor tolerate such conduct in others, understanding that every team member has a right to enjoy their participation. I understand that swearing, in any context, is unacceptable behavior.
- I will encourage good sportsmanship from fellow sailors, coaches, and parents.
- I will attend every practice and clinic that is reasonably possible and will notify a coach if I cannot.
- I will strive to listen and learn from my coaches.

Sailors Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



### **For Parents**

It is hoped that this handbook is helping you understand the full scope of the Scholastic Sailing Program at CCS and the responsibility between sailors, coaches, parents, and the other individuals that make all of this happen.

Competitive sailing teaches self-confidence, decision making, teamwork, sportsmanship, tactical thinking, organization, and sometimes humility. Sailors at any age never stop learning; there is always something to do to get better. Because of this, the CCS program strives to push responsibility as appropriate to the sailors, but we need parental support to achieve the complete objective.

### **Personal Gear**

Every sailor needs a lifejacket that is sized properly and fits comfortably. There are jackets specifically designed for sailing that provide the proper flexibility and are Coast Guard approved. The remaining personal gear depends upon the season, the class of boat sailed, and the level at which your child is sailing.

**All personal gear should be labeled (name) with a permanent marker.**

### **Swim Check**

Every child participating in a summer session must demonstrate that their lifejacket fits appropriately and are comfortable swimming.

### **Special Events at CCS**

The Sailing Center hosts numerous special events and social activities throughout the sailing season and winter. CCS sailors are always welcome with their guests. Some of the can't-miss events include:

- Work Days
- Annual Oyster Roast Fundraiser
- Sailing For the Future Benefit Regatta
- Junior Sailing Summer Dance

Charleston Community Sailing recruits volunteers for committees such as special events, fundraising, grounds and facilities. Please contact Executive Director, Jessica Koenig at [jessica@charlestoncommunitysailing.org](mailto:jessica@charlestoncommunitysailing.org) or via 843-607-4890 for additional information and get involved! We have great aspirations for the future of the Sailing Center.



## Damage Policy

Charges and Responsibility for Damage or Loss: Sailors agree to return the boat to us at the end of sailing practice and or regatta in the same condition in which you received it, except for ordinary wear.

You assume full liability for any and all damage to the boat while it is in your custody, and you are responsible for all damage or loss you caused others. You agree to pay us on demand for all charges due us under this Agreement, including transportation of boat to shop (\$25 fee) and fiberglass repair (TBD). An estimate of the damage will be provided within 1 week of the collision. This policy is in effect starting 8/13/08. *\*This policy is briefly mentioned in your Youth Medical & Liability Release For*

## Personal Equipment and Gear

Charleston Community Sailing provides teams with sailboats and all the necessary equipment. CCS is not responsible for supplying cold weather clothing. It is the responsibility of the sailor to arrive at practice with the proper sailing clothing for the conditions.

For safety reasons, we will insist that sailors be properly attired. Regardless of the season, hypothermia can occur in a matter of minutes if a sailor capsizes and is improperly dressed. A sailor with the right clothing will be able to continue sailing in comfort after multiple capsizes while minimizing their risk of hypothermia.

Insulation and wind protection are the key elements to sailing clothing. Dinghy sailing is an active sport and you will work hard and generate a lot of body heat. For this reason it is important to dress so as to not overheat and yet in a way that ensures you will stay warm if you get wet or capsize.

1. Closed toed shoes. Dinghy boots are preferred but sneakers will do. No bare feet.
2. Full body coverage; either a wetsuit or foul weather jackets and pants with an insulation layer beneath.
3. PFD- No one is permitted on the water without a proper fitting personal floatation device.
4. In colder weather sailors should wear a hat that insulates and stays on in the breeze.
5. Sailing gloves will help protect against chafing. As the water gets cooler, neoprene gloves will help keep your fingers warm.

**All personal gear should be labeled (name) with a permanent marker.**



## Sailing Regulations and Checkout Procedures

### **Sailors:**

1. Sailors are required to have a medical waiver filled out prior to sailing.
2. All sailors using CCS boats must be capable of swimming at least 75 yards.
3. Personal Floatation Devices (PFDs) must be properly secured and worn on boats at all times.
4. appropriate shoes and sailing attire must be worn at all times.
5. Before leaving the dock, carefully inspect the boat for potential equipment failures and notify the dock master if you are unsure about anything.
6. Each CCS skipper is responsible for his/her actions and will be held liable for damage or collisions caused by their use of a CCS boat. Fooling around will not be tolerated.
7. When you are finished sailing, secure the boat properly on the dock, roll the sails properly, stow all lines and gear and rinse your boats inside and out with fresh water.
8. Clean up any items or garbage.
9. Assist others if they need a hand docking or securing boats.
10. Put away all used PFDs
11. Unruly, arrogant or dangerous behavior will not be tolerated and will result in the suspension of the members' sailing privileges. It is important that teams respect the Rules of the Road and the rights of privately owned boats.

### **COACHES:**

12. Your sailors must have appropriate shoes and sailing attire must be worn at all times.
13. All CCS boats must be at CCS docks by sunset. Coaches are responsible for ensuring that they are at the dock by sunset
14. Coaches must report all accidents, injuries and collisions to the dock master in a timely manner. Coaches are responsible for "checking in" by signing the bottom of the Checkout Sheet. Failure to report any incidents will result in suspension of privileges. If you are involved in ANY type of collision with a boat, wall or other obstruction, you must report it to the dock master.
15. You need to know to your team's ability to practice as wind speed increases. Coaches are responsible for deciding if team can handle conditions, as the breeze increases to 15+. CCS will most likely close sailing center in breeze of 20+ knots.

Please read and understand the following:

- In the event of changing weather conditions and/or dangerous situations, teams must comply with the decision of CCS staff. This may include cancelling classes, scholastic sailing practices or other on-the-water programs or requiring CCS sailors to return to the dock or accept a tow
- Directors, dock masters on duty and/or staff members retain the right to limit, suspend and/or revoke any sailing privileges in the event of CCS rules or procedures violation. This includes checking out a boat without permission, not being at the dock by sunset, sailing without permission, and dangerous or risky sailing that jeopardizes the safety of the crew, fleet or other boats in any CCS program.



## Quick Facts

### General Information

Mailing Address: Charleston Community Sailing, P.O. Box 21811, Charleston, SC 29413

Physical Address: 17 Lockwood Dr. (K-Dock) Charleston, SC 29401

Office: 843.607.4890

E-mail: [info@charlestoncommunitysailing.org](mailto:info@charlestoncommunitysailing.org)

Website: [www.charlestoncommunitysailing.org](http://www.charlestoncommunitysailing.org)

Fleet: 13 Vanguard 420s, 14 Optimists, 3 Lasers, 2 Open Bics, 4 Safety Boats

About: Charleston Community Sailing is private, not-for-profit 501 (c) 3 organization.

### Directions:

**From 17 N:** Stay in right lane over Ashley River Bridge, merging Right on to Lockwood Dr, after passing Ashley marina turn Right into City Marina (17 Lockwood Dr.)\*

**From 17 S:** After crossing cooper river bridge go through five traffic lights, turn left on to Lockwood Dr. at the sixth, at third traffic light turn right into City Marina (17 Lockwood Dr.)\*

\*Upon entering City Marina turn right through parking gate (gate with booth)-Take ticket. You have approximately 30 minutes to pick up and drop off your sailor. Proceed through parking lot (towards Charleston YC). To get to the sailing center walk down main city marina dock, make an immediate right onto first dock on right (P dock)-continue on dock as if you were going to walk under the connector bridge, follow until you see CCSI.

### Staff

CCS has one full-time, year-round and about 6 seasonal staff members. Most CCS staff are US Sailing Certified Instructors and trained in American Red Cross, Standard First Aid and C.P.R.

Executive Director, Jessica E. Koenig

### Board of Directors

President, John C. Skinner

Vice President, William H. Hanckel

Treasurer, Miles H. Martschink

Secretary, Elizabeth S. Marenakos

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[www.charlestoncommunitysailing.org](http://www.charlestoncommunitysailing.org)

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