



CONANICUT ISLAND SAILING FOUNDATION
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Conanicut Island Sailing Foundation Mission Statement

Conanicut Island Sailing Foundation is a 501 (c) 3 non-profit, charitable organization. The mission of CISF is to both provide & promote marine access, marine education, sailing and sailboat racing to people of all ages, abilities, and backgrounds. In doing so, CISF hopes to develop the next generation of ocean and environmental stewards, as well as bring more people into the sport of sailing. CISF raises funds through 100% tax-deductible donations.

The Jamestown Sea Adventure staff operates as a team. Ultimately, the Head Sailing Instructor is the Chief Safety Officer for Camp and all associated activities. Instructors are responsible for providing a safe and healthy environment during camp. Instructors are empowered to enforce all the Camp rules and regulations, and to make other decisions necessary to ensure the safety of our students. While each instructor in the group has her/her own responsibilities, the group works as a team and is responsible for the Program as a group. Fort Getty and camp rules, as well as weekly camp goals, are discussed and created as a group during the first classes each week. Students are reminded of these rules and goals throughout each week. Questions and concerns can be directed to the Executive Director and Camp Coordinator, Meg Myles.



CISF Board of Director's Responsibilities

The CISF Board of Director's is responsible for the following:

- General approval of camp goals and ideological curriculum (i.e. not specific curriculum content.)
- Recommend when possible and help recruit the best possible staff.
- Attend regularly scheduled meetings
- Budgeting
- Fundraising
- Grant and scholarship requests

CISF's Executive Director & Camp Coordinator, Meg Myles, is responsible for the following:

- Program adherence to national standards for safety, instructor training, and curriculum.
- Develop site-specific policies that have to do with day-to-day administration needs, safety, and emergency situations.
- Monitor feedback from staff, children, and parents.
- Monitor and maintain Sea Adventure equipment.
- Strive to continually improve the program.
- Zero tolerance to drugs and alcohol in the program.
- Monitor and adjust the camp's class offerings and associated curriculums.
- Review Accident Reports and make adjustments to current safety policies in response to Accident Reports.
- Hiring and training staff
- Budget Adherence

The CISF Board of Directors meets approximately four times a year. Fall meetings cover Sea Adventure camp - a review of the previous year as well as adjustment and approval of budgets for the following year. Subcommittees are formed when needed for specific purposes.

The CISF Board of Director's is composed of the following volunteer members:

1. Hannah Swett - President	6. Jim Bryer
2. Suzy Leech	7. Chris Cannon
3. Tor Holtan	8. Mike Marshall
4. 11. Ralph Kinder	9. Susie Matthews
5. Suzanne Aubois	10. Cory Sertl



Orientation

Jim Bryer and Meg Myles conduct a staff orientation with the instructors prior to the beginning of each season. A safety boat and equipment survey is performed at this time. The orientation and survey identifies the use and specific condition of each safety boat being used and includes but is not limited to: hull, warnings, batteries, engines, fuel tanks, bilge pumps, VHF radios, fenders, anchors, lines, and marks. Any damage found is recorded in writing and repaired.

All policies, procedures, facilities, and equipment are reviewed at the time of orientation. All Emergency Procedures are discussed and practiced. Additionally, all insurance policies are reviewed to ensure they are current and up to date.

Instructors

All full-time instructors must be US SAILING Level I certified. This includes holding a current First Aid and CPR certification. All instructors must hold a RI Safe Boater's License or the NASBLA equivalent. All staff members will participate in power boat training, including capsizing rescue during the Staff Orientation and Training days. A review of first aid protocols and responses is also conducted at this time.

The Sea Adventure Camp instructing staff is comprised of five instructors. Three instructors are dedicated to the sailing portion of camp; two are responsible for the science portion of camp. All of the instructors know how to sail. Three of the five instructors are certified and active teachers. The remaining two are highly trained sailors, who are great with kids.

In 2014, a few junior counselors were added to camp days and weeks. These are individuals who have been identified by the current staff as outstanding individuals and who also have specific skills or personality traits that have been noted to be helpful with the day-to-day activities during camp. At this time, junior counselors are limited in numbers and are identified by Sea Adventure Staff. In turn, these individuals are then reviewed and invited to participate as JI's by Camp Coordinator, Meg Myles.

All full-time instructors are required to keep a daily log of happenings, i.e. attendance, pick up/drop off of children, damage/repair to boats, and accident and first aid reports. Logbooks are reviewed weekly by Camp Coordinator, Meg Myles. Major accidents are reported immediately to Meg Myles and then to the CISF Board. In the case of injuries, both major and minor, Emergency Action Plans (EAPs) have been developed in conjunction with the Jamestown Fire Chief. EAPs are reviewed and practiced during Orientation.



The average student to instructor ratio for each camp week is as follows:

- 1 powerboat for every 6 sailboats on the water
- 1 instructor for every 4 sailors on land

Site Inspections

During Staff Orientation, the Sea Adventure Staff inspects the grounds, equipment, sailing and land-side areas to determine if there are any hazards or off-limit areas. A list of all hazards and/or problem areas is created. Examples include:

Hazards

- *Fishing hooks on the launching ramp*
- *Poison Ivy areas*
- *Shipping channels and shipping Traffic*

Off-limit Areas

- *Fort Getty camp sites*
- *Leaving the main site during lunch*

Limited Access Area

- *Pier, beach and in the water* (without an instructor present)

Unlimited Access

- *Tent and grassy area next to the tent*
- *Restrooms*

Record Keeping Guidelines

Instructors and administrators have a responsibility to keep accurate written records. A thorough program should include the following:

- Medical Forms/Emergency Contact Information
- *Permission Slips/Waivers*
- *Participation Agreements*
- *Registration Forms*
- *Swim check Records*
- *Attendance Records*
- *Lesson Plans/Course Syllabus*
- *Class/Program Schedules*
- *Student Rosters*
- *Course Evaluations (student, parent, staff)*
- *Equipment List/Inventory/Boat Maintenance Log*
- *Accident Report Forms (Medical and Equipment)*
- *Employee Discipline*
- *Time Sheets*



Injury

Procedures are in place to deal with any injury. Our staff is trained to react to different situations and whom to contact. A medical form for every student with allergy information and reaction plans is kept in a binder on site. There is a dedicated binder for each week of camp. The staff is able to administer to minor cuts and bruises. If an injury is more serious, 911 will be called immediately, as well as emergency contacts as indicated on the medical forms. All minor injuries (cuts, bruises, etc..) that are handled by staff will be reported to parents at the end of the day, and an in-house Accident Report will be filled out.

Any injury to a sailor or instructor and any damage to the Conanicut Island Sailing Foundation powerboats and/or sailboats and other property or equipment will be reported in writing on the appropriate Accident Report or Maintenance Report Form. Forms are to be completed by the instructor involved in the incident and filed in the appropriate logbook. Depending upon the severity of the accident or incident, Jim Bryer and the Camp Coordinator, Meg Myles, will be immediately contacted at the time of the occurrence. The Accident Report will record the facts as they occurred and the actions taken by the staff while dealing with the accident.

Swim Check

All students in Jamestown Sea Adventure Camp ages 8-16 are required to have a swim check on the first day of class. Swim checks allow children to become accustomed to being in the water with their life jackets on. Also, instructors can get an idea of the individual's swimming ability, as well as their comfort level in the water.

Any children in land-based camps are exempt from a swim check. Additionally, Marine Adventurers will perform a swim check with their life jackets on in a relaxed manner. Our goal with younger age groups is to ensure a fun, non-stressful experience on, in, and around the water.

Life Jackets

Life jackets **MUST** be worn and zipped **AT ALL TIMES** when the student is on the pier, in a boat, near the water, or swimming. Life jackets must be U. S. Coast Guard approved (Type III) and must be properly fitted to an individual's size and weight. How to get a life jacket to fit properly will be taught (or reviewed) on the first day of class for all classes. Life jackets must be worn by students and staff when participating in any activity that takes a person into a boat, on a dock, ramp, sea wall or launch area adjacent to, or leads alongside of or over water. Life jackets must be properly identified with the owner's name and should be inspected regularly to ensure that it is in good functioning condition (no missing straps, isn't torn, zipper(s) works, no exposed or waterlogged flotation). It is recommended that a



whistle on a lanyard (string) be attached to the lifejacket. If a lifejacket is unsafe it must be discarded and replaced immediately. Life jackets will be provided for all students who need one.

Footwear

Closed-toe shoes are required at Sea Adventure Camp when launching, sailing, and coming in at the end of the day. Shoes may be either boat shoes, dinghy boots or regular sneakers that can get wet. Shoes must cover the toes and encircle the foot. Shoes should not have black soles since these leave marks on boats.

Eye and Skin Protection

Students should have and wear sun block and sunglasses daily. A lanyard can be attached to sunglasses to keep them from dropping in the water or being lost.

Students are responsible for providing and applying their own sun block.

Instructors will remind campers to reapply throughout the day, but it is each child's responsibility to ensure that he/she is properly protected from the sun. Hats and/or bandanas can offer further protection from the sun and are recommended.

It is also necessary to drink adequate water to prevent dehydration. Children should bring a refillable water bottle to use during their camp. Sea Adventure Camp will provide a cooler of water to refill their bottles. Instructors will monitor children for signs of dehydration, sunburn, and heat exhaustion.

Students Missing Class

When possible, parents or sailors should notify the Sea Adventure Camp Head Instructor about missing class and/or late arrivals, or early dismissals. Instructors are responsible for keeping daily attendance. Instructors will follow up with parents whenever a child does not attend class and no notification has been made.

Inclement Weather

Meg Myles and staff monitor the weather throughout the day and are aware of visual storm signs. On rainy days, if the wind is not too strong, classes will go sailing. In the case of foul weather due to fog, wind, or heavy rain and thunderstorms, the final decision on whether or not the students sail will be made by the Head Instructor in conjunction with the Camp Coordinator, Meg Myles when necessary. Camp will be held if it is decided that it is unsafe to go out on the water. Children will do arts and crafts and more science on these days.

We make every effort to avoid having kids on the water during thunderstorms. Kids will not go sailing if it appears that there is a storm approaching. Occasionally, storms pop up and do not appear on radar however. In that case, all classes are immediately cleared from the water. In some cases, putting boats on a tow line and dropping sails will allow the most control in the increased winds that occur with



sudden storms. Controlling a sailing class in inclement weather is reviewed during staff training.

General Safety Rules

The following are some general safety rules that are to be followed by everyone in the program:

1. No student is allowed on the Pier or in the water without supervision.
2. Life Jackets must be worn and secured at all times when on the pier, any docks, in a motorboat, in a sailboat, or in the water.
3. Wear proper footwear at all times.
4. No running on the rocks or pier.
5. No jumping off of boats without an instructor's permission.
6. No abandoning a sailboat while sailing.
7. No swimming (except with the permission of the instructors).
8. No pushing, shoving, running, or hitting.
9. No smoking.
10. No drugs or alcohol.
11. No playing on or near the launch ramp.
12. No pirating of boats
13. Watch fingers and feet between boats, docks, and moving parts.
14. Stay in the area where the instructors and other students are, unless you have permission from the Camp Coordinator or Instructor.
15. No foul or inappropriate language.
16. No roughhousing/horseplay/fighting.

Equipment Check/Maintenance

A daily check of all equipment is required of the Instructors. Procedures are in place to fix broken equipment. Sailboats and safety boats will be checked at the beginning of each day and again at the end of the day. A Boat Maintenance Log has been created to keep track of reports of damage and repairs. A separate log is kept and maintained for the powerboats. If a boat is determined to be unsafe, it is immediately taken out of service and fixed before it is returned to service. Any repairs made to the equipment are entered in a logbook. If a piece of equipment is broken, it is immediately repaired and a maintenance report is maintained.



Radios

Our radio system is an integral part of the Sea Adventure Camp Safety Plan. Radios provide a means of communication between the safety boats and a link to the land base. The procedures for proper use are reviewed with the staff during orientation. Every instructor carries a waterproof, floating VHF marine radio. Instructors are also asked to bring their cell phones on the water and to periodically check them.

Safety Boat Operation

Instructors are responsible for checking the amount of gas in the powerboats daily, or on a schedule commensurate with a boat's usage. Instructors are responsible for determining that all safety boats are in safe operating condition PRIOR releasing sailors onto the water. Only licensed, authorized people will drive the safety boats.

- Each class on the water will have at least one coach boat assigned to the group. Ratios of coaches to sailboats and sailors are listed on page 5.
- Safety and coach boats will be in constant communication via VHF radio &/or cell phone.
- Sea Adventure boats will not typically sail in the channel.
- Boats must return to the Fort Getty prior to 3:30

Outboard Motor Prop Guards

All CISF powerboat engines are equipped with Prop Guards to maintain the highest safety standard available.

Miscellaneous

- Any and all questions regarding a student's progress should be directed to the Head Instructor, Katie Dobbin.
- Children are to be picked up promptly as soon as their class is over by their parent or designated substitute. There is a daily sign in/out sheet. Individuals not on a child's approved list of pick-up persons will be asked to show identification before they will be allowed to leave. If no identification is shown, a child/children will not be released.
- Children may not leave Fort Getty and/or the lunch area by the tent during lunch if they are in a full-day class.
- When on the water, no sailors will be left unattended. All sailors will sail out of and return together as a group. All boats must stay within hailing distance of one another and/or the coach boat.
- Sailors will exercise great care in the use of Conanicut Island Sailing Foundation sailboats and equipment. Sailors shall make every possible effort to avoid any collisions between boats and/or other obstructions.
- Under no circumstances will students be allowed to use chemicals of any kind.

Checklist for Powerboats

Pre-trip Checklist:

- Weather forecast
- Tide and current predictions
- USCG Approved Personal Flotation Devices – worn by each person aboard
- Visual Distress Signals in a case - Flares (3), Whistle
- Fire Extinguisher Type B-1
- Anchor with appropriate rode
- Throwaway Type IV - Personal Floatation Device
- First Aid Kit
- Bowline
- Fuel
 - Appropriate amount
 - Secure fuel line connections
 - Vent open
 - Prime bulb
- Drain plugs in
- Check smell of bilge for gasoline & dry the bilge
- Check propeller and lower unit for dings
- Battery connections – clean and secure
- Lower the engine
- Check engine oil – if low fill to appropriate level, report it immediately
- Attach in safety lanyard to self
- Insert key into ignition, turn slightly wait one second and turn completely until engine starts
- *Check water discharge from indicator nozzle – if no flow, turn off engine immediately
- Allow engine to warm up for 1-2 minutes
- Perform Radio Check
- Arrange passengers, gear and other weight in boat appropriately

Post-trip Checklist:

- Secure appropriately
- Turn off engine
- Raise engine, check propeller and lower unit for any damage, report immediately
- Close fuel vent
- Remove gear and garbage
- Clean boat
- Report any problems immediately to Meg &/or Jim Bryer if he is available.
- Return key and safety



Jamestown Sea Adventure Rules & Expected Behavior

- 1. NO CAMPER IS ALLOWED ON THE PIER OR BOATS WITHOUT A LIFE JACKET ON, ZIPPED AND PROPERLY FITTED.**
2. All sailors must wear closed toed shoes when participating in CISF'S Jamestown Sea Adventure Camp.
3. No littering on land or water.
4. Personal property is the responsibility of the student and not Conanicut Island Sailing Foundation or the Instructors. No electronic devices are allowed, i.e. CD, Gameboys, Walkman's, iPods, etc.
5. No pushing, shoving, hitting, or use of profanity. No disruptive behavior, disrespectful gestures, actions or language.
6. No jumping off boats without instructor's permission. If they say you can swim, it is important to stay near your boat so you can easily get back in and so that it doesn't drift away or go up on the rocks.
7. Students are NEVER allowed to jump off out of their boats during a tow!
8. Stay in the area where the instructors and other students are, unless you ask the instructor's permission to leave.

First violation of Rules: Child will be reprimanded privately whenever possible.

Second violation of Rules: The Head Instructor and/or Camp Coordinator, Meg Myles, will speak to the child and potentially the parents as well.

Third violation of Rules: The offending child will be suspended for one day.

Continued abuse of the rules by the participant after a parent is notified will result in expulsion from the program (fee will not be refunded).



Jamestown Sea Adventure Camp Discipline Policy

CISF's discipline policy maintains that each child will have three chances to correct any poor behavior or rule transgression. Below are our three steps in order:

1. If there is a problem, depending on the severity, the Instructor will try to manage the problem on his or her own.
2. If a problem persists with the same student, or the problem is or becomes more severe, the Head Instructor and Camp Coordinator (Meg Myles) will be brought in to handle the situation.
3. The Camp Coordinator (Meg Myles) will contact the student's parents if the problem persists.
4. Incidents that persist after parents have been notified will result in one of the following:
 - The child will be required to not attend one or more classes
 - The child will be removed from the program for the duration of the week or weeks. No refunds will be given in this situation.

Behavior problems include, but are not limited to, **inappropriate language, destruction of property, physical abuse to another student or instructor, and bullying**.

Under no circumstances will an instructor leave the water for a discipline problem and leave the rest of the class on the water unsupervised.

An instructor can prevent most behavior problems by doing a few simple things:

1. Reward Positive behavior and ignore undesirable behavior when possible.
2. Pre-arrange sailing groups and/or have seat assignments for on-land activities.
3. On the first day of class, create a list of rules, goals and acceptable behavior with the class.
4. Review class rules and goals often
5. Maintain a well structured lesson plan and learning environment
6. Keep the students busy – no idle time.



Jamestown Sea Adventure Camp Damage Policy

This policy has been developed to educate and teach students how to care for boats properly and to treat CISF boats as if they were their own. Instructors are expected to be "hands on" during the launching and hauling process each day and to be vigilant in teaching proper care of boats.

Instructors will go over this policy with each class during the first day to ensure students understand what is expected of them.

Goals:

1. To prevent damage- instructors, parents and sailors need to be pro-active in taking care of equipment and to prevent damage.
2. To limit "downtime" of boats- if a boat is severely damaged and needs to be repaired, it is not available for camp which limits sailing time for the children in the program
3. To minimize repair/maintenance expenses and to extend the life of the boats
4. To discourage "pirate" behavior, meaning purposeful ramming of boats and disrespect of equipment.
5. To encourage proper care of boats and preventative maintenance
6. To hold sailors involved in an incident that causes serious damage involving a significant repair responsible financially

Campers are to report any damage or missing equipment to their instructor immediately. Student and instructor(s) together write up a damage/missing equipment report to be placed in a logbook in the enclosed trailer. The Instructors and Camp Coordinator review the log as part of a weekly routine.

"Serious" damage or loss of equipment involving the need for a repair or replacement over \$50 will result in an investigation involving all parties. The investigation will result in one of the following:

- a.) Student is/is not responsible, or damage is minimal, or damage is due to wear and tear resulting in no charge to student(s)
- b.) One boat is responsible and students on board are responsible to reimburse CISF for cost to repair damage (replace equipment)
- c.) All students involved will pay for damage. This could be a percentage of the total bill paid by each student or an equal amount depending on the nature of the incident.



Sea Adventure Camp Boat Maintenance Log

BOAT NO _____

DATE _____

SAIL NO _____

HOUR _____

CLASS _____

CREW _____

DESCRIPTION	BROKEN	MISSING	REMARKS
Hull 1			
Hull 2			
Trampoline			
Mast			
Shrouds			
Mainsail			
Mainsail Battens			
Jib			
Lines			
Trolley			
Other			

INSTRUCTOR REMARKS

Instructors Name

HEAD INSTRUCTOR: ACTION TO BE TAKEN

Head Instructor

REPAIR COMPLETED:

By

Date



CONANICUT ISLAND SAILING FOUNDATION MEDICAL RELEASE AND LIABILITY WAIVER

Name(s): (1) _____ (2) _____
(3) _____ (4) _____

Parent/Guardian: _____ Home phone: _____

Cell phone: _____ E-mail Address: _____

Best Address: _____

1.) Emergency Contact: _____; Telephone: _____

2.) Emergency Contact: _____; Telephone: _____

Physician: _____ Telephone: _____

Medical or other problems the staff should be aware of (ie: allergies, etc.):

In the event that I, or my child(ren) should become ill or injured, I authorize emergency medical care, treatment by a physician and/or a medical treatment facility. I hereby release, absolve, indemnify and hold harmless the Conanicut Island Sailing Foundation, its staff and Board Members from any liability resulting from my and /or my child(ren)'s participation in CISF sponsored activities, including, but not limited to my and my child(ren)'s arrival, departure and/or transportation to and from the activity.

Date:

(Signature: Parent/Guardian)

Person(s) authorized to pickup my child(ren) other than those persons listed above:

<u>Name</u>	<u>Relationship</u>	<u>Telephone</u>
_____	_____	_____
_____	_____	_____

Swimming: Anyone participating in a CISF program (free public sailing included) must be able to swim. I hereby certify that I can swim and tread water for at least two minutes.

Date

Signature

Signature (Parent/Guardian)



CISF Jamestown Sea Adventure Camp Accident Report

Name & title of person filing Report: _____ Date: _____

INFORMATION ON PERSON INJURED:

Name:	Date of Report:
Address:	Date of Accident:
	Time of Accident:
Phone, Home:	Location of Accident:
Phone, Business:	Age of Injured:

What week & class/age group was the injured person participating in?

Please state exactly what the injured person says caused the accident, including a description of how the accident happened.

Did you witness the incident? Yes No

If yes, is your account of the accident the same as that from the injured person?

Yes

No. If no, in detail, please describe how:

What part of body was injured? _____

What type of injury (e.g. bruise, laceration) was sustained?

Was first aid administered? Yes No By whom? _____

Was injured party referred to medical assistance? Yes No

Was an ambulance called? Yes No By whom? _____

What, if any, piece of equipment was involved in accident? _____

Corrective measures _____

Date person returned to program _____

Restrictions on activities _____



Jamestown Sea Adventure Camp

Minor Accident & First Aid Treatment Record



Jamestown Sea Adventure Camp 10 Crisis Steps

These steps were developed as a general guideline for how to respond in the aftermath of a crisis or emergency situation.

1. **Act** as quickly, responsibly, humanely, and openly as you can.
2. **Form** a small management committee but speak with **one** voice (the Foundation President or Executive Director). Have one or two friends or outside advisors on call for reality checks and to help with statements. People in a crisis need help seeing a situation objectively.
3. **Immediately contact** all people with a connection to the crisis by telephone.
4. **Call for an independent review** by a respected authority and promise to abide by it. Do not point fingers or cast blame.
5. **Send no emails** unless absolute security is guaranteed.
6. **Listen** to your insurance agent and lawyer, but don't talk like one. Show sympathy and caring while respecting their concerns.
7. **Respect the public's need to know**, while also respecting victims' privacy.
8. **Be accurate.** Say nothing unless you're **certain** it's true. "I don't know, but I'll get back to you" will be respected.
9. **Take ritual seriously.** Set aside time for your community to reflect by (for example) honoring rescuers, calling on victims' families. Consult clergy, psychologists, and other experienced specialists.
10. **Respect PTSD.** It affects everybody – victims, rescuers, and anybody else who breathes the air of a disaster (including you). Grief counseling is extremely valuable. Be as kind to yourself as you are trying to be to others. Once a day, take a brief vacation.



Jamestown Sea Adventure Camp Emergency Procedure

In the event of an emergency or incident, the Instructor involved in the situation will:

1. GET HELP

FIRE: Get children and staff out of the area

- Call 911

INJURY: Provide immediate first aid

- Call 911
- Disburse onlookers

INCIDENT: *Robbery, collision (boat/car), trespasser, stolen property/boat, ...*

- Call Police: 423-1212

For less serious incidents (i.e. Coast Guard/Harbor Police stop, etc...) contact Camp Coordinator, Meg Myles – 401-855-6643; or Board member, Jim Bryer 401-226-1684

For more serious incidents:

2. THEN CALL:

- Parents of Individual Injured

3. THE ABOVE WILL CONTACT:

- CISF Board
- Crisis Counselor

*Accidents, injuries, and incidents **MUST** be reported in writing as soon as possible after their occurrence to the CISF Executive Director and Camp Coordinator, Meg Myles.*

Jamestown Sea Adventure Camp *Accident and Incident Procedure Flow Chart*



