

# Baltimore County Sailing Center



HOME ABOUT US SUMMER CAMP HIGH SCHOOL SAILING ADULT SAILING OTHER PROGRAMS EVENTS CONTACT US

## Expectations and Policies

***Thank you for registering for a program or camp at the Baltimore County Sailing Center (BCSC). For consistency, the following BCSC Expectations and Policies apply to anyone on our site at Rocky Point Park. In addition, safety concerns that parents may have are addressed in this document.***

### **1. What are the goals for BCSC's programs and camps?**

***The Baltimore County Sailing Center (BCSC) goals are to:***

- ***Provide a fun and educational program for campers interested in sailing, fishing, and/or outdoor water-based recreation.***
- ***Maintain a safe program and teaching our campers safe practices.***
- ***Impart a love of sailing and boating as a lifetime sport while providing the fundamental skills necessary for campers to advance in the sport as far as their desire, skill, and hard work may take them.***
- ***Provide a curriculum with current and effective techniques. Use SkillUp App to track progress and identify next steps for skill development and mastery.***  
     ***Our instructors will create skilled and confident campers who respect others, care for their equipment and the marine environment, and are willing to help fellow campers and boaters on and off the water.***
- ***Teach our sailors to conduct themselves in the Corinthian Spirit during practice and in competition.***
- ***Work to ensure all sailors will emerge with an enhanced sense of self-reliance, knowledge of seamanship, appreciation of teamwork, and solid foundation of knowledge in sailing and boating.***

### **2. What is expected of a BCSC Participant/camper?**

***Participants/campers will:***

- ***Complete a swim check administered the first day of every session. The swim check is age-appropriate for each level, and at least involves swimming a portion of the length of the BCSC beach while wearing a life jacket.***
- ***Sailors will not be allowed to participate in on-the-water activities until they have completed the swim check.***
- ***Agree to abide by the rules of BCSC, and follow the direction of the instructors. The participant must always represent BCSC in an appropriate manner and at all times is responsible for what he or she says and does.***
- ***Keep all electronics secure in their bag. Although these devices are acceptable on the bus, they cannot come out during camp.***
- ***Reapply sunscreen at lunch. Wear any hats or sunglasses provided by parents/ guardians.***
- ***Drink lots of water and refrain from drinking soda, or other dehydrating beverages, while attending camp.***
- ***For sailing camp, refrain from abusing the head-injury policy to avoid challenging themselves.***
- ***Want to learn to: sail/kayak/paddleboard/fish and/or appreciate nature and the Chesapeake Bay.***

### **3. Safety Rules**

- ***Appropriate footwear with closed toes shall be worn at all times.***
- ***A fastened lifejacket shall be worn at all times on the water, in the water,***

*and on the beach.*

- *The instructor will identify the appropriately sized lifejacket for each camper and show them how to tension it properly.*
- *Swimming is not a part of sailing or fishing camp, but there will be some in-the-water time.*
- *No running, sand/rock throwing or horseplay will be permitted*
- *Avoid boat collisions*
- *No participant shall leave a class without an instructor's permission.*
- *BCSC equipment must be kept clean and in good shape.*  
*Sailors must report all broken equipment and any unusual or unsafe condition to an instructor as soon as possible.*
- *There will be no bullying or abusing other campers or instructors, physically or verbally.*
- *There will be no disruptive behavior, disrespectful gestures, actions or language.*

#### **4. All BCSC Personnel**

- *Requirements of all BCSC personnel include up-to-date First Aid and CPR training,*
- *Safesport and Maryland Safe Boating Certification.*
- *All BCSC staff are required to pass a background check, per Maryland Department of Health regulations.*

#### **5. What is Expected of the Sailing Instructors?**

*Instructors are dedicated and passionate sailors who maintain a safe situation, while keeping campers engaged and learning. Instructors will:*

- *Be U.S. Sailing Level 1 certified as a head instructor, at a minimum.*
- *Maintain visual contact with all class participants when on the water, as well as keep all participants within earshot/whistle shot at all times, while participants are under their care.*
- *Be role models and teachers. They are not babysitters.*  
*If a child refuses to participate in class activities or is misbehaving, the child will be sent to the office. Under the Camp Manager/Assistant Camp Manager/Head Instructor's discretion, the parents or guardians may be called to pick up their child.*
- *Inspect all areas of use, facilities, and equipment at the end of each day. Each instructor is responsible for an assigned area.*
- *Any damage to equipment must be fixed or reported to the Camp Manager/Assistant Camp Manager/Head Instructor.*
- *Sailing campers will not operate outboard motors or any other power equipment while on BCSC premises.*
- *Wear a securely-fastened US Coast Guard approved Personal Floatation Device of at least Type III at all times when on boats.*  
*-All sailors, visitors and volunteers must also abide by this rule.*  
*-Instructors are required to ensure that visitors and volunteers comply with this requirement.*
- *The Camp Manager/Assistant Camp Manager/Head Instructor will communicate with instructors several times per day on appropriate curriculum, safety standards, and to receive updates on sailors (major sailing accomplishments, misbehavior, injuries, etc.).*
- *Additionally, the Camp Manager/Assistant Camp Manager/Head Instructor will assign appropriate groups so that sailors are challenged, but not overwhelmed, and placed with peers*

#### **6. What is Expected of the Fishing and Chesapeake Experience Instructors?**

*Instructors are dedicated and passionate about their craft and who maintain a safe situation, while keeping campers engaged and learning. Instructors will:*

- *For the STEM/US Sailing REACH curriculum, science teachers are team leaders assisted by counselor(s)-in-training.*
- *Maintain visual contact with all class participants, as well as keep all participants within earshot/whistle shot at all times, while under*

- *their care.*
  - *Be role models and teachers. They are not babysitters.*  
*If a child refuses to participate in class activities or is misbehaving, the child will be sent to the office. Under the Camp Manager/Assistant Camp Manager/Head Instructor's discretion, the parents or guardians may be called to pick up their child.*
  - *Inspect all areas of use, facilities, and equipment at the end of each day. Each instructor is responsible for an assigned area.*
  - *Any damage to equipment must be fixed or reported to the Camp Manager/Assistant Camp Manager/Head Instructor.*
  - *Wear a securely-fastened US Coast Guard approved Personal Floatation Device of at least Type III at all times when engaged in water activities.*  
*-Instructors are required to ensure that visitors and volunteers comply with this requirement.*
  - *The Camp Manager/Assistant Camp Manager/Head Instructor will communicate with instructors several times per day on appropriate curriculum, safety standards, and to receive updates on campers (accomplishments, misbehavior, injuries, etc.).*
7. *Roles of the Camp Manager/Assistant Camp Manager/Head Instructor*
- *Provide email information to all parents/campers prior to the start of their camp session*
  - *Assist on the water, as necessary.*
  - *Communicate with parents regarding misbehavior, discipline, severe injuries, and concerns.*
  - *Ensure all policies and procedures are followed.*
  - *Diligently monitor the weather to ensure all campers are off the water in the event of a thunderstorm or adverse weather.*
8. *What is expected of a parent?*  
*Parental involvement in recreational activities is extremely important for success. Parents are expected to:*
- *Read, complete and sign the liability form, medication administration form, immunization form (if child is not registered in a MD school), and bus permit for each participant.*
  - *No one will be allowed to participate without these forms on file and full payment.*
  - *Contact the BCSC Camp Manager Assistant Camp Manager/Head Instructor or registrar with any questions or concerns.*
  - *Be early for the bus drop off and pick up. If someone else is picking up/dropping off their child, the parents will know who that person is and how to contact them.*
  - *Help ensure a drug, alcohol and tobacco free environment.*
  - *Place the emotional and physical well-being of my child ahead of any personal desire to succeed.*
  - *Provide support for instructors and coaches working with my child to provide a positive, enjoyable experience for all.*
  - *Follow the grievance/complaint procedure for any concerns.*
  - *Treat other participants and staff with respect, regardless of race, sex, creed or ability.*
  - *Acknowledge the importance of being involved in their child's recreational activities. Ask their child about their day. Try to attend the graduation ceremony on the last day of 2-week camps.*
  - *Provide their camper with the proper personal equipment necessary for sailing/fishing/Chesapeake Experience activities.*
  - *For 3 & 4 week travel programs only: Be aware that parents carpooling or supervising sailors at away regattas have not had a background check. Parental involvement is encouraged and experts (including Baltimore County) agree that parental involvement is an effective means of protecting children.*

**9. How are Emergency situations handled?**

- **Should any event of note occur, parents of all affected campers will be notified by the BCSC Camp Manager/Assistant Camp Manager/Head Instructor and/or Health Officer or session Instructor.**
- **Emergency or incident response is in accordance with the BCSC Emergency Action Plan that is practiced during orientation.**  
**This could include: getting people out of the area, calling 911, gathering campers and accounting for all.**
- **If a camper is injured, parents will be called based on their child's emergency contact form.**
- **In the event of sudden bad weather, campers will be brought ashore as soon as possible.**  
**The Camp Manager/Assistant Camp Manager/Head Instructor monitors the radar and weather forecasts to avoid sending sailors out in adverse conditions and to keep all campers safe.**
- **BCSC's full emergency action plan is available upon request.**

**10. What is BCSC's Discipline Policy?**

- **Campers are expected to behave properly during class, and treat their instructors, peers, and BCSC equipment with respect.**
- **Minor Infractions**
  - **Campers who are disrespectful or disruptive physically or verbally will be given a verbal warning.**
  - **After the first warning, if the behavior continues to occur, the instructor will send the student to the Camp Manager/Assistant Camp Manager/Head Instructor's office. Depending on the severity of the action, the Camp Manager/Assistant Camp Manager/Head Instructor may call the parents and the transgression will be recorded and a note sent home to be signed by parents.**
  - **If the inappropriate behavior persists, the Camp Manager/Assistant Camp Manager/Head Instructor may ask to meet with the student and parents to discuss the repeated incidents and make a plan to avoid any future misbehavior, a member of the BCSC Board of Directors may be included in this discussion.**
  - **Any further incidents may result in suspension or expulsion from the program.**
- **Serious Infractions**
  - **Campers who engage in violent or destructive acts, violate the law or endanger fellow participants or instructors will be immediately sent to the Camp Manager/Assistant Camp Manager/Head Instructor's office. The Camp Manager/Assistant Camp Manager/Head Instructor may call the parents and under the discretion of the Camp Manager/Assistant Camp Manager/Head Instructor, and the BCSC Board of Directors, the student may be suspended or expelled from the program.**  
**-As BCSC deems appropriate, it may also inform governmental authorities.**
  - **Campers who are suspended or expelled will receive no refunds of the program fees.**
  - **All instances will be logged, which will provide a reference to the other instructors and staff, and outside parties, if necessary.**

**11. What is the Grievance Policy?**

- **If a parent/individual has any grievance with an instructor, the BCSC summer camp program, BCSC or its staff, the person with said grievance must adhere to the "Personal Grievance Policy" as outlined below.**  
**Following an incident, please consider the matter for a minimum of 24 hours – many initial reactions to particular incidents can be stronger than intended or needed, so please carefully consider grievances before bringing them forward.**

- *Grievances regarding any aspect of the BCSC summer camp, or related incidents should be brought up with the Camp Manager/Assistant Camp Manager/Head Instructor. Any issues with the BCSC Camp Manager/Assistant Camp Manager/Head Instructor should be brought up with the BCSC Program Manager who is a member of the BCSC Board of Directors.*
- *When an issue is brought to the BCSC Camp Manager/Assistant Camp Manager/Head Instructor, a time will be arranged to talk further about the matter. A member of the BCSC Board of Directors may be asked to join in this conversation. The Camp Manager/Assistant Camp Manager/Head Instructor or, in the event the BCSC Board of Directors get involved, a member of the Board of Directors, will work to understand the situation and come to a resolution in the best interest of all parties involved.*

#### Appeal

- *If the parent/individual is not satisfied with the resolution offered by the Camp Manager/Assistant Camp Manager/Head Instructor, the person shall send a written explanation of the grievance to the President of the **BOARD OF DIRECTORS**, who shall review the explanation and any other relevant information and decide whether to uphold the prior decision, or offer amended relief.*

#### Final Appeal

- *If the parent/individual is not satisfied with the resolution offered by the President of the Board of Directors, he or she may contact Baltimore County Board of Recreation and Parks, as outlined in the BCSC bylaws.*

#### **12. What is the refund and Payment Policy?**

- *BCSC requires a 50% non-refundable deposit to hold a child's place in camp. The balance is due three weeks prior to the start of camp.*
- *Family emergencies and other unforeseen events sometimes mean that a child cannot attend a camp. On a case by case basis, and at the discretion of the Board of Directors, a voucher may be issued for a future camp.*

#### **13. How does BCSC respond to Head Injuries?**

- *BCSC is constantly working with US Sailing and other summer sailing camp programs to ensure that we are offering the best head injury prevention and response possible.*
- *All staff are trained to identify concussions and our head injury policy is available upon request.*
- *Please know that sailing helmets are available from retailers.*
  - *BCSC staff will ensure that a camper wears their helmet at all times on the water at a parents' request.*
- *BCSC teaches sailors to know when the boom is going to switch sides and how to effectively duck under it, but sometimes the boom catches a sailor off-guard when they are first learning.*
  - *The majority of boom-to-head hits at BCSC are minor, but there is the possibility of a more serious situation, including concussions. BCSC takes all head impacts seriously in order to minimize this risk.*
  - *Suspected concussions are evaluated on-site by the Health Officer or other qualified staff member.*
- *Equipment modifications including padding of booms of learn to sail boats are employed to minimize injury*

#### **14. Are Knives allowed in camp?**

- *A good sailing knife can save a life in an emergency entanglement scenario. Every sailing instructor carries one on their person while on the water. These knives are specifically designed for cutting line quickly and to withstand the corrosive marine environment.*
- *Instructors are trained in their use and keep them closed or sheathed when not in use.*

- **BCSC does not allow campers to be in possession of knives during camp. On a case-by-case basis and only with the approval of the Camp Manager/Assistant Camp Manager/Head Instructor, a parent may choose to have their child carry a sailing knife and will be subject to strict requirements, including:**
    - **1. A Knife Acknowledgement Form must be signed by a parent as well as the camper. Please contact the Camp Manager/Assistant Camp Manager/Head Instructor to receive a copy of this document.**
    - **2. The knife must not be opened or unsheathed unless the camper needs to detangle themselves in a lifesaving situation.**
    - **3. The knife must be specifically designed for sailing.**
    - **4. Failure to follow the BCSC knife policy is considered a serious infraction of BCSC's discipline policy.**
- 15. Will Use of Trapeze be taught?**
- **Sailors in the racing camps may choose to bring their own sailing trapeze harness to camp and will be taught to use it safely.**
  - **Trapezing can be incredibly fun and is a great tool for balancing a C420, however BCSC will not provide trapeze harnesses. Parents are encouraged to purchase a trapeze harness for their child from a sailing retailer to ensure a proper fit.**
- 16. My child requires medication daily, what is the procedure for this?**
- **BCSC has a nurse on-call at all times. Campers who require medication must be able to self-medicate.**
  - **Parents need to complete a medication authorization form and will be contacted by the Camp Manager/Assistant Camp Manager/Head Instructor to establish best practices for storage, administration, and contraindications, as needed.**