

**ALBERTA SAILING ASSOCIATION**  
**MOSS PROGRAM**  
**INFORMATION PACKAGE**

**2018**



This manual was developed by the Albert Sailing Association.

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### **IMPORTANT CONTACT INFORMATION**

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## OPTIMIST SAILING IN ALBERTA

Since 2010 the Alberta Sailing Association (ASA) has been making a huge push to grow the number of youth sailors between the ages of 6 and 15 years of age actively participating in the sport of sailing. As such the ASA is providing a variety of training and racing opportunities through out the year to meet a variety of different needs.



Our newest addition to the ASA program with the ultimate goal of growing the number of youth sailors in the province is the Mobile Optimist Sailing School (MOSS) which was originally introduced in the summer of 2012. What separates the MOSS program from a traditional sailing school or learn to sail program is the “M” of MOSS; this program is mobile. The mobile nature of the program allows ASA as a provincial association to bring trained and nationally certified sailing instructors as well as all of our equipment to communities that may not have as many resources as some of the bigger programs in the province. Before we get into too much more detail regarding the program and its goals and initiatives lets first look as why the optimist was chosen for this program.

- The Optis is one of the most popular fleets around the world and has become the international standard for youth sailing.
- The Optis is affordable, safe and durable.
- The Optis can be set up as one of the easiest boats to rig or one of the most technical.
- Opti Sailing plays a significant role in sailor development as outlined in the Long-Term Sailor Development Model (LTSD) that was developed by Sail Canada.
- The Opti is the right size and has the right weight range for the majority of sailors between the ages of 6 and 15 years of age. This makes it great for building big fleets and creating good competition and a fun community.

- The great majority of Olympic sailors grew up sailing Opti.
- Racing Optis is fun, especially in larger fleets of youth sailors. Racing Optimists keeps the sailors wanting to learn more and reach further and further in the sport.
- As Alberta Sailing works toward continuing to grow and develop the Alberta sailing community, we need to do it from the bottom up, starting with a large group of young sailors in an accessible boat; the Optimist is that boat.

## **MOBILE OPTIMIST SAILING SCHOOL**

### ***The main goals of the ASAs Mobile Optimist Sailing School (MOSS) program are:***

- To bring sailing to more communities in Alberta and the Northwest Territories.
- Promote youth sailing through the delivery of CANSail programs that are delivered by nationally certified instructors.
- Help new and existing programs develop local instructors that can go on to become nationally certified.
- Lay the groundwork for communities to have their own Learn To Sail and or Race Programs within 5 years through the demonstration and sharing of best practices and provincial association guidance of program development, delivery and sustainability.



## ***PROGRAMING***

Below is a list of programming options that ASA offers under the umbrella of the MOSS program. Important factors to consider when choosing a program that is right for your community are: the needs of your community, the long-term goals you have set for your organization, resource accessibility, the number of local instructor or instructor candidates in your community and the anticipated composition of your participants i.e. age, skill level, previous experience, interest etc.

## Program Options

The MOSS program aims to meet the specific needs of each community through the delivery of 3 different programs, one of which you will select as the best fit for your community.

1. **program, taking place Monday – Friday, 9 am – 4 pm for students ranging in age from 8 – 14 years old.** Max 10 participants with no local instructor or instructor candidate or if only sailing is taking place, Max 18 participants with a local instructor or instructor candidate (kayaking will also be taking place during this program).
2. **taking place Monday – Friday, with an am session running from 9am – Noon and a pm session running from 1pm – 4 pm.** This age range for this particular option is again 8 – 14 years old. Max 10 participants per session.
3. **taking place Monday – Friday, with an am session running from 9am – Noon and a pm session running from 1pm – 4 pm.** This age range for this particular option is again 6 - 7 years old. Max 10 participants per session.

PLEASE NOTE that we recommend option 2 and 3 for organizations that anticipate a wide range of sailing skills, as well as those organizations that have the ability to arrange for supervision by someone other than ASA staff or local instructor or instructor candidates when participants are not in class. In other words, these programs would truly be considered half - day programs. Additionally, Option 2 and 3 can be combined in that the AM session could be for the younger children and the pm session could be for older participants.

Although the am or pm session of option 2 and 3 can be switched as described, the age ranges for a given session are not negotiable. These age ranges have been specifically set based on our staffs understanding or age and stage development, what the national programs are designed for, the Long-Term Sailor Development model, as well as past experience running this program in Alberta.

For option 3 there will be no room for negotiation regarding class size, the maximum class sizes have been set based on age and stage development and the increased amount of attention these participants will require. The numbers for options 1 and 2 however have some room for flexibility. The numbers listed above have been determined based on the amount of resources that the MOSS program has available. That being said, some clubs or organization may have access to club optis or privately owned optis. In that case the class sizes may be increased to

allow for more sailors based on appropriate sailor to coach ratios, access to motorboats and the non-MOSS boats passing a safety inspection. For more information on best practices and safe rigging of an optimist please read through appendix 3.

If you would like more information about any of the points discussed above please contact the Albert Sailing Association Head Coach, whose information is listed on pg 2 of the document.

## **Curriculum**

MOSS is a provincial run sailing program and as such it is delivering National Certification Programs that are being taught by nationally certified sailing instructors. The primary goal of MOSS is to provide a learn to sail program to communities around the province through Sail Canada's Wet Feet and CANSail 1 programs, however, we do recognize that in some organizations the skill range may vary significantly from no sailing experience, to provincial racing experience. No matter what the situation, completion of a particular sailing level is not guaranteed, but what the ASA and the MOSS instructors can guarantee is that they will be teaching fundamental sailing skills and best practices within in the Sail Canada curriculum. When applying for MOSS please consider the level of potential camp participants when selecting the program, you would like MOSS to deliver and communicate with ASA well in advance if you anticipate having more advanced participants so that the MOSS staff can do its best to meet those participants need.

## **HOW DOES MOSS RUN?**

In order for MOSS to run a successful program at your home facility, it takes teamwork between you, the host organization, the Alberta Sailing Association and the MOSS staff. Below are a list of supplies and responsibilities of both the Alberta Sailing Association and the host organization.

### ***MOSS***

#### **Resources Provided by MOSS**

- 8 optis; including the hull, blades, sails, bailer, paddle and all appropriate safety rigging, spare parts and basis repair kits
- Dollies
- 3 Three-person kayaks
- motor boat

- marks
- safety equipments
- basic first aid kit

### **MOSS Responsibilities**

- Provide a fun and safe learning environment for all participants within the times outlined in the program that was selected by the host organization.
- Deliver CANSail programs that are best suited for the group within the restrictions and limitations of the program selected by the host organization.
- Mentor local instructors or instructor candidates.
- Maintain an appropriate level of professionalism at all times.
- Provide host organization with all appropriate information to set up and prepare for their week with MOSS at their facilities.
- Provide feedback and guidance to the host organization where necessary or requested regarding their facilities, staff, program development and or delivery.

### ***HOST ORGANIZATION***

#### **Resources Provided by Host Organization**

- Local Instructor or Instructor Candidate. This person does not require any previous instructing or coach experience; however, it is ideal if this person is interested in becoming certified in the future, has a well rounded background in sailing and intends to work for your organization in the future.
- Motor boat: preferably a RIB or inflatable coach boat that is more child friendly. Please ensure that the motor boat can be used for towing and that it is equipped with all the appropriate safety equipment. A list of coach boat safety equipment as well as sail boat safety equipment can be found in Appendix 3 of this document.
- A fully stocked first aid kit.
- Suitable facilities including; bathrooms, changing areas, an area for teaching, running water and enough space to accommodate all students for indoor activities in the case of poor or inappropriate sailing weather.



### **Host Organization Responsibilities**

Below is a basic list of steps in order to be successful in having the ASA MOSS program come to your facility. If you have any questions at all throughout this progress please contact the Alberta Sailing as soon as possible!

1. Complete the MOSS application form which can be found in Appendix 1 of this document. Send the completed application form and an Emergency Action Plan (EAP) for your facility to Provincial Coach at [coach@albertasailing.com](mailto:coach@albertasailing.com) or to the Executive Director at [info@albertasailing.com](mailto:info@albertasailing.com)

2. For help in creating an EAP for your facility if you don't already have one, please consult the EAP template in Appendix 3 of this document.
3. Receive confirmation from the Alberta Sailing Association regarding your camp.
4. Secure all required resources as listed about in the section "Resources provided by the host organization".
5. Design and execute a registration system. This includes, advertising the camp, having a registration process in place, processing registrations, accepting and processing payments and providing the Alberta Sailing Association with all relevant registration information. For registration information please consult Appendix 2.
6. Organize and provide acceptable lodging for MOSS staff from the night before the camp to the last day of the camp. When organizing lodging please contact the ASA to ensure that accommodations are appropriate for the number and gender of the MOSS staff and finalize the dates that lodging will be required.
7. Organize acceptable storage or parking for the ASA trailer and equipment for the week.
8. In the week leading up to the camp;
  - a. provide ASA with all the registration information that you have collected as well as a completed Emergency Contact Form (the formating for which can be found in Appendix 4 of this document.)
  - b. Provide ASA with the lodging information details for the MOSS staff.
  - c. Touch base with your local instructor or instructor candidate.
  - d. Touch base ASA to confirm MOSS staff arrival date and time to ensure that your or a member of your organization is onsite meet the ASA staff.
9. On MOSS arrival day, ensure that your or a member of your community is onsite and reachable via your contact information. You will then meet with the ASA staff and provide them with a hard copy of the final registration information, 3 hard copies of your facilities EAP, 3 copies of the completed Emergency Contact Form for the registrants that week, a Check in / check out form (the formating for which can be found in Appendix 4 of this document) and any additional information you think the MOSS staff may require during their stay. Equipment may be unloaded at this time, or it may be done on the first morning of the camp, this is at the MOSS instructors discession. You may need to escort staff to their lodging, buy you can decide this together with the MOSS instructors.
10. On the first day of the camp, ensure that you or a member of your organization is onsite to greet parents and camp participants. This is an excellent opportunity not only to connect with the participants and their families but also to provide any additional assistance that the MOSS staff may require.
11. Throughout the camp, your or a member of your organization, preferrable the two contacts listed on your application form must be able to be contacted at all times. This if for safety reasons.

12. On the last day of the camp, you or a member of your organization may be required to assist the MOSS staff in camp wrap up. This is at the discretion of the MOSS instructors so please consult with them on Wednesday or Thursday as to what their close day needs are.
13. After the camp, you may be asked to provide a review of the camp. Please do so if asked and additionally if you would like information from the ASA, we will do our best to give you the information that you require.

For more information, or if at anytime throughout this process you have any questions, contact the Alberta Sailing Association as soon as possible!

### **Alberta Sailing Association**

Head Coach: TBA

Executive Director: Lauri Kalkkinen  
[info@albertasailing.com](mailto:info@albertasailing.com)  
(403) 618-2393



# **APPENDIX 1:**

## **MOSS APPLICATION**

**ALBERTA SAILING ASSOCIATION**  
**MOBILE OPTMIST SAILING SCHOOL**  
**HOST FACILITY APPLICATION FORM**

**NOTE:** *This form must be completed by each organization wishing to host Alberta Sailing Associations (ASA) MOSS program for a week(s).*

**HOST ORGANIZATION INFORMATION**

NAME:	LOCATION:		
ADDRESS		POSTAL CODE:	
DIRECTIONS TO FACILITY FROM THE NEAREST MAJOR ROADWAY:			
WEBSITE:			

**PRIMARY CONTACT INFORMATION**

LAST NAME:	FIRST NAME:
------------	-------------

CELL: (      )	WORK OR HOME: (      )
E-MAIL:	POSITION WITHIN THE ORGANIZATION:

**SECONDARY CONTACT INFORMATION**

LAST NAME:	FIRST NAME:
CELL: (      )	WORK OR HOME: (      )
E-MAIL:	POSITION WITHIN THE ORGANIZATION:

**LOCAL INSTRUCTOR OR INSTRUCTOR CANDIDATE(S)**

LAST NAME:	FIRST NAME:
CELL: (      )	WORK OR HOME: (      )
E-MAIL:	POSITION WITHIN THE ORGANIZATION:

SAILING CERTIFICATIONS IF ANY:

PREVIOUS SAILING OR RACING EXPERIENCE:

WOULD THIS INSTRUCTOR OR INSTRUCTOR CANDIDATE LIKE TO RECEIVE AN EVALUATION OR ANY SPECIFIC TRAINING WHILE MOSS IS AT THEIR HOME FACILITY?

LAST NAME:	FIRST NAME:
CELL: (     ) )	WORK OR HOME: (     ) )
E-MAIL:	POSITION WITHIN THE ORGANIZATION:

SAILING CERTIFICATIONS IF ANY:

PREVIOUS SAILING OR RACING EXPERIENCE:

WOULD THIS INSTRUCTOR OR INSTRUCTOR CANDIDATE LIKE TO RECEIVE AN EVALUATION OR ANY SPECIFIC TRAINING WHILE MOSS IS AT THEIR HOME FACILITY?

## PROGRAM DATES

Below please list your first 3 preferred options for MOSS to come to your community

Option 1	
Option 2	
Option 3	

## PROGRAMING

Below please select the preferred program option that MOSS will run with your organization

	<b>RAM 1: 35 hour program, taking place Monday - Friday, 9 am - 4 pm for students ranging in age from 8 - 14 years old.</b> Max 10 participants with no local instructor or instructor candidate or if only sailing is taking place, Max 18 participants with a local instructor or instructor candidate (kayaking will also be taking place during this program).
	<b>RAM 2: Two 15 hour programs, taking place Monday - Friday, with an am session running from 9am - Noon and a pm session running from 1pm - 4 pm.</b> This age range for this particular option is again 8 - 14 years old. Max 10 participants per session.

	<p><b>RAM 3: Two 15 hour programs, taking place Monday – Friday, with an am session running from 9am – Noon and a pm session running from 1pm – 4 pm.</b> This age range for this particular option is again 6 - 7 years old. Max 10 participants per session.</p>
<p><b>COMMENTS:</b></p>	

## RESOURCES AND RESPONSIBILITIES

Below is a list of resources and responsibilities for you as a host organization in order to help ensure the MOSS program is a success in your community.

### HOST ORGANIZATION

#### Resources Provided by Host Organization

- Local Instructor or Instructor Candidate. This person does not require any previous instructing or coach experience, however, it is ideal if this person is interested in becoming certified in the future, has a well rounded background in sailing and has the intention to work for your organization in the future.
- Motor boat: preferably a RIB or inflatable coach boat that is more child friendly. Please ensure that the motor boat can be used for towing and that it is equipped with all the appropriate safety equipment. A fully stocked first aid kit.
- Suitable facilities including; bathrooms, changing areas, an area for teaching, running water and enough space to accommodate all students for indoor activities in the case of poor or inappropriate sailing weather.

#### Host Organization Responsibilities

Below is a basic list of steps in order to be successful in having the ASA MOSS program come to your facility. If you have any questions at all throughout this process please contact the Alberta Sailing as soon as possible!

1. Complete the MOSS application form which can be found in Appendix 1 of this document. Send the completed application form and an Emergency Action Plan (EAP) for your facility to Lauri Kalkkinen, the ASA Sailing Director at [info@albertasailing.com](mailto:info@albertasailing.com) . For help in creating an EAP for your facility if you don't already have one, please consult the EAP template in Appendix 3 of this document.
2. Receive confirmation from the Alberta Sailing Association regarding your camp.
3. Secure all required resources as listed about in the section "Resources provided by the host organization".
4. Design and execute a registration system. This includes, advertising the camp, having a registration process in place, processing registrations, accepting and processing payments and providing the Alberta Sailing Association with all relevant registration information. For registration information please consult Appendix 2.
5. Organize and provide acceptable lodging for MOSS staff from the night before the camp to the last day of the camp. When organizing lodging please contact the ASA to ensure that accommodations are appropriate for the number and gender of the MOSS staff and finalize the dates that lodging will be required.
6. Organize acceptable storage or parking for the ASA trailer and equipment for the week.
7. In the week leading up to the camp;
  - a. provide ASA with all the registration information that you have collected as well as a completed Emergency Contact Form (the formating for which can be found in Appendix 4 of this document.)
  - b. Provide ASA with the lodging information details for the MOSS staff.
  - c. Touch base with your local instructor or instructor candidate.
  - d. Touch base ASA to confirm MOSS staff arrival date and time to ensure that your or a member of your organization is onsite meet the ASA staff.
8. On MOSS arrival day, ensure that your or a member of your community is onsite and reachable via your contact information. You will then meet with the ASA staff and provide them with a hard copy of the final registration information, 3 hard copies of your facilities EAP, 3 copies of the completed Emergency Contact Form for the registrants that week, a Check in / check out form (the formating for which can be found in Appendix 4 of this document) and any additional information you think the MOSS staff may require during their stay. Equipment may be unloaded at this time, or it may be done on the first morning of the camp, this is at the MOSS instructors discession. You may need to escort staff to their lodging, but you can decide this together with the MOSS instructors.
9. On the first day of the camp, ensure that you or a member of your organization is onsite to greet parents and camp participants. This is an excellent opportunity not only to connect with the participants and their families but also to provide any additional assistance that the MOSS staff may require.
10. Throughout the camp, your or a member of your organization, preferrable the two contacts listed on your application form must be able to be contacted at all times. This if for safety reasons.



**SAIL CANADA**

Website: <http://sailing.ca/>

Email: [sailcanada@sailing.ca](mailto:sailcanada@sailing.ca)

Telephone: (613) 545-3044

# **APPENDIX 2:**

## **REGISTRATION AND WAIVERS**



**NOTE:** *This form must be completed for each participant prior to the commencement of the camp.* It is the participant or parent/guardian of the participant's responsibility to update the association of any changes in their own or their child's medical condition throughout the sailing season and/or program.

**PARTICIPANT INFORMATION**

LAST NAME:		FIRST NAME:	
STREET ADDRESS:		CITY:	
POSTAL CODE:		PHONE: (     )	
E-MAIL:		AGE:	
SEX: <input type="checkbox"/> M <input type="checkbox"/> F	PROVINCIAL MEDICAL PLAN #	DOB:	
Does the participant have any allergies or medial conditions? (If yes, please explain. Include relevant medications or limits to participation).			
EYE SIGHT (PLEASE CIRCLE RESPONSE) EXCELLENT    GOOD    FAIR    POOR    GLASSES    CONTACTS			
DOES PARTICIPANT HAVE ANY PSYCHOLOGICAL DIFFUCLTIES? E.g., fear of heights, of water. (If yes, please explain).			

### **PRIMARY CONTACT INFORMATION**

LAST NAME:	FIRST NAME:
CELL: (     ) )	WORK OR HOME: (     ) )
E-MAIL:	RELATIONSHIP WITH PARTICIPATN:

### **SECONDARY CONTACT INFORMATION**

LAST NAME:	FIRST NAME:
CELL: (     ) )	WORK OR HOME: (     ) )
E-MAIL:	RELATIONSHIP WITH PARTICIPATN:

### **RELEASE OF LIABILITY, HOLD HARLESS, AND INDEMINITY AGREEMENT**

In consideration of the Alberta Sailing Association allowing my child to participate in courses noted on my application, I, on behalf of myself and my child, hereby release the Host venue, Alberta Sailing Association, and their respective officers, directors and members, any volunteers, parents of other children, and other participants from any claims of causes of action that may arise as a results of my child's, or my, participation. This includes demands in respect to death, injury, loss or damage to my child or my property, howsoever caused, arising out of or in connection

with my child taking part in this course notwithstanding that the same may have been contributed to or caused or occasioned by the negligence of the same bodies, or any of them, or their agents, officials, servants, or representative. I acknowledge that by participating in this course my child may be subjected to risks of injury of every nature. My child's activities may include the maneuvering of a boat or other watercraft in deep waters and in potentially hazardous conditions which could include, among other risks, cold water temperatures with exposure to hypothermia, strong winds and high waves, sudden and unexpected immersion in deep waters as well as collision with other watercraft or stationary objects such as docks, pilings and buoys. In the event my child or other family member or anyone on behalf of my child should attempt to pursue any claim against any of the released parties, I hereby agree to hold harmless and to indemnify such parties from any and all claims that may be brought against them including actual attorneys fees or costs that may be incurred in defending such claims. I accept responsibility to determine whether my child should be participating. I also agree that my child and I are also bound by the rules, which may govern my child's participation in this event.

This Release, Hold Harmless and Indemnity Agreement is intended by me to be without exception. It applies to any and all claims that might arise under any theory of liability.

**Participant Name** (Please Print): \_\_\_\_\_

**Parent/ Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## REGISTRATION CONFIRMATION EMAIL

Dear **Parents Name**,

This is a reminder that your child is registered with us in the Mobile Optimist Sailing School (MOSS) for sailing lessons this coming week, **dates**. The camp runs **Monday – Friday** from **time** each day. The MOSS staff will be teaching CANSail material throughout the week. If you have any questions about CANSail or what we are teaching please feel free to contact us email address below or talk to a member of our staff.

We would also like to remind you that MOT-approved Personal Flotation Devices (PFDs) will be provided for all sailors and must be worn at all times while sailing, on the docks or near the water. However, if your child owns their own PFD and would like to wear if for the camp they are more than welcome, but all sailing staff has the right to ask a sailor to wear one of our PFDs if there personal one does not fit our standard. If you are interested in purchasing a PFD for you child appropriate ones can be found at any outdoors store or stores like Canadian Tire and Walmart. When shopping for a PFD or checking if your child's personal PFD is appropriate for our camp please have your child try it on to ensure that it is comfortable, allows for a full range of motion, is design for someone in their weight category, allows them to sit cross legged comfortably and MOT or Canadian Coast Guard approved. Additionally, any handles, straps or plastic parts should be taped re reduce the likely hood of them snagged on equipments and potentially cause a safety risk. If you have any questions or concerns about this please contact us prior to the start date of the camp or speak with us in person at the drop off time on the first day of the camp.

The following items must come to camp each day:

- Sunscreen (we do reapply at least once a day)
- Water bottles (refillable)
- Hat (sunglasses with some sort of securing strap are also recommended)
- Bathing suit
- Clothes that can get wet
- A spare change of clothes and a towel (Please check the weather for the day before leaving your home for camp and always air on the side of packing more rather than less clothing.)
- Appropriate closed toed footwear with a fixed heel (no flip flops!). Shoes must be able to get wet.
- A bagged lunch which does not require a microwave

- Jacket or windbreaker in case of rain or cooler conditions
- Large bag to hold all gear, clothing and food
- Large plastic bag for wet clothing

Other items that can be brought but are not mandatory are:

- PFD
- Wetsuits
- Sailing gloves
- Sailing specific foot wear

It is important to note that we are sailing so there is always a high probability of getting wet. Please ensure that all clothing and footwear that come to camp are water friendly and preferably quick drying. Additionally, please ensure that all electronics and valuables are left at home. The most staff and host organization are not responsible for any lost or stolen items. Dressing rooms and host facilities will be open to all camp participants as well as organization members at all times and lockers will not be provided. Please ensure that your child comes to camp with a large enough bag to store all their gear, clothing and food. We also recommend that you child brings a garbage bag or some sort of large bag to camp to place wet items in so that they do not mix with their dry clothing.

We will be posting regular updates and photos of the camp on our Facebook page or website. Additionally, feel free to talk to staff at drop off or pick up for any updates or details on the days activities. It is our goal to keep you informed at all time so that you feel comfortable about the camp.

We hope that you and your child are as excited about the rest of the summer as well as their participation in our camp. If you have any questions regarding your registration, the camp itself, volunteer opportunities or additional information please feel free contact me at any time at email address or phone number

We look forward to seeing you **start date, at, start time**.

Sincerely,

**Kalkkinen Lauri**  
**Sailing Director**  
**(403) 618-2393**

## **ALBERTA SAILING ASSOCIATION**

Website: <http://albertasailing.com/>

Mail: P.O. Box 52058  
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**Executive Director:** Lauri Kalkkinen  
[info@albertasailing.com](mailto:info@albertasailing.com)  
(403) 618-2393

**Head Coach:** TBA

**President:** Stacey Gibb  
[president@albertasailing.com](mailto:president@albertasailing.com)

# **APPENDIX 3:**

## **EMERGENCY ACTION PLAN and SAFETY PREPARATIONS**

# EMERGENCY ACTION PLAN FOR

---

***Emergency Medical Services Number:***

***Local Poison Control Number:***

***Phone Number of Home Facility:*** \_\_\_\_\_

***Address of Home Facility:***

*Directions to Home Facility from closest major roadway; include name and description of muster point (Also good to include a map if possible)*

*Description of Home Facility designated muster point*

***Address of the Nearest Hospital:***

Directions to the nearest hospital from the Home Facility (good to include a map if possible).

**Primary Club Contact**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Secondary Club Contact**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**IN AN EMERGENCY...**

**Assess the situation and if necessary activate the Emergency Action Plan (EAP). But first ensure that you address the following questions:**

- Are there any dangers to yourself and others?
- Is help/ first aid necessary?
- Medical condition of individual(s)?

## **EAP**

1. **Notify Head Instructor (or most senior staff member)**
  - Head Instructor:
2. **Call EMS ( ) or Poison Control ( ) if necessary**
  - Include the following information to EMS:
    - The situation
    - Injured individuals details (gender, age, current condition, medical history, etc)
    - Facility address (8601 24 Street S.W. South Glenmore Park)
    - A description of designated muster point
    - Your name and the number you are phoning from
3. **Calmly notify other coaches of the situation if possible**
  - Ask them to collect emergency contact information and medical information of the injured individual(s) from their designated location
4. **Ensure that other students or participants are cleared from the area and taken to an appropriate safe zone by another staff member or volunteer**
5. **Take victim(s) to the muster point if safely possible**
6. **Continue to monitor and record victim's vitals until EMS arrives**
7. **Fill out accident report**
8. **Inform club contact person(s) of the incident.**

# COACH BOAT PREPARATION

## COACH BOAT SUPPLIES

- Basic first aid kit
- Heaving line or throwing device
- Blanket
- Laminated EAP
- Important medical information for students/ participants
- Communication system (cell phone, VHF, FRS)
- Wire cutters
- Appropriate knife
- Properly installed kill cord
- Extra life jacket
- Small repair kit (consisting of spare line, shackles, electrical tape, duct tape, etc.)
- Bailer
- Sufficient Fuel
- Tow line
- Anchor with line
- Paddles
- Sunscreen
- Fresh water bottles
- Snacks

## ENGINE INSPECTION

- Throttle controls are operating smoothly
- Propeller is clear (intact shear pin)
- Cooling water discharging
- Oil level (two stroke added directly to the gas, four stroke has a separate oil chamber)
- Fuel level
- Condition of the kill cord
- Engine mount

- Engine tilt
- Ensure engine is functional and runs prior to beginning your class.

### BOAT INSPECTION

- Safety equipment onboard the vessel and stowed correctly
- Correct any tube inflation problems
- Bail any water if necessary
- Ensure any and all plugs are in place
- Ensure radio or communication device is on board and operational (check connection with other coaches and on shore support)
- Ensure key is attached to some sort of flotation device
- Ensure any and all lines (towline, anchor lines, heaving lines and mark lines) are clear and stored appropriately.

## OPTIMIST SAFETY CHECKLIST

	<p><b>line:</b> The tow line must be a minimum of 20' long, be buoyant, clear of any knots and secured to the mast cup and then stored appropriately in the boat.</p>
	<p><b>al System:</b> Appropriately rigged with a bridal preventor. With tension on the bridal coming from sheeting in the mainsheet there can be no more than 10 cm between the bridal and the boom, with no tension on the bridal preventor (This is very important not only for safety reasons but also because it is a class rule).</p>

	<b>Back Release Mainsheet Block:</b> (caribbeaners are NOT acceptable!)
	<b>Bailer and paddle:</b> While only one bailer is required, two is recommended and both the bailer and paddle must be tied into the boat securely with enough line to allow for full range bailing and paddling motions
	<b>Airbags:</b> The boat must have all the airbags that it requires, they must be secured properly and they must be fully functional
	<b>Securing System:</b> Each boat must be rigged with an appropriate mast securing line and or mechanism
	<b>Mainsheet:</b> Ensure that the mainsheet is an appropriate length and that the mainsheet length is rigged appropriately for the wind conditions
	<b>Major systems are rigged appropriately and safely.</b>

# **APPENDIX 4:**

## **REPORTING FORMS**

## ACCIDENT REPORT FORM

Date of report:            /            /  
                                  dd/    mm    /    yyyy

### **PATIENT INFORMATION**

LAST NAME:		FIRST NAME:	
STREET ADDRESS:		CITY:	
POSTAL CODE:		PHONE: (    )	
E-MAIL:		AGE:	
SEX: <u>   </u> M <u>   </u> F	HEIGHT: <u>          </u> .	DOB:	
	WEIGHT: <u>          </u> .		
KNOWN MEDICAL CONDITIONS/ ALLGERGIES			

### **INCIDENT INFORMATION**

DATE & TIME OF INCIDENT:	TIME OF FIRST INTERVENTION:	TIME OF MEDICAL SUPPORT ARRIVAL
<b>CHARGE PERSON, DESCRIBE THE INCIDENT:</b> (what took place, where it took place, what were the signs and symptoms of the patient)		

<b>PATIENT, DESCRIBE THE INCIDENT:</b> (see above)
<b>EVENT AND CONDITIONS:</b> (what was the event during which the incident took place, location of incident, surface quality, light, weather etc.)
<b>ACTIONS TAKEN/INTERVENTION:</b>
After treatment, the patient was: Sent home _____. Sent to hospital/a clinic _____. Returned to activity_____.

**CHARGE PERSON INFORMATION**

LAST NAME:	FIRST NAME:
STREET ADDRESS:	CITY:
POSTAL CODE:	PHONE: (     )



[Empty rectangular box]

**FORM COMPLETED BY**

PRINT NAME                    ⋮

SIGNATURE                    \_\_\_\_\_ ⋮

## BEHAVIOR INTERVENTION REPORT FORM

Date of report:            /            /  
                                 dd/   mm   /   yyyy

### **CAMP PARTICIPANT INFORMATION**

LAST NAME:	FIRST NAME:
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### **INCIDENT INFORMATION**

DATE & TIME OF INCIDENT:	TIME OF FIRST INTERVENTION:
--------------------------	-----------------------------

<b>CHARGE PERSON, DESCRIBE THE INCIDENT:</b> (what took place, where it took place)
---

<b>EVENT AND CONDITIONS:</b> (what was the event during which the incident took place, location of incident, surface quality, light, weather etc.)
--

<b>ACTIONS TAKEN/INTERVENTION:</b>
------------------------------------

### **CHARGE PERSON INFORMATION**

LAST NAME:	FIRST NAME:
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--	--

**WITNESS INFORMATION** (someone who observed the incident and the response, not the charge person)

LAST NAME:	FIRST NAME:
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**OTHER COMMENTS OR REMARKS**

--

**FORM COMPLETED BY**

PRINT NAME	:	SIGNATURE	_____	:
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# ALBERTA SAILING ASSOCIATION – MOSS PROGRAM

## ACCIDENT AND BEHAVIOR REPORT CHECK

CHARGE PERSON	DATE	PERSON(S) INVOLVED	EVENT	HOW IT WAS DEALT WITH	PARENT INFORMED	HOST ORG. INFORMED	REPORT COMP

# EMERGENCY CONTACT FORM

**HOST ORGANIZATION:**

**DATES OF CAMP:**

	<b>NAME</b>	<b>AGE</b>	<b>PRIMARY CONTACT</b>	<b>PRIMARY CONTACT #</b>	<b>MEDICAL CONDITIONS</b>	<b>NOTES</b>

# CHECK IN/OUT FORM

**HOST ORGANIZATION:**

**DATES OF CAMP:**

	<b>NAME</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>