

PARENT HANDBOOK



WICKFORD SAILING ASSOCIATION

165 Pleasant street
North Kingstown, RI 02852

Latitude: 41° 34' 37" North

Longitude: 71° 26' 51" West

Effective: March 7, 2025

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INTRODUCTION

Welcome and Handbook Introduction

Welcome to the WSA! Whether you're venturing onto the water for the first time or refining your skills on the racing team, we're excited to have you with us for the summer.

This manual and code of conduct serve as a reference to guide you through the program, ensuring a safe, respectful, and enjoyable experience for everyone.

Sailing is not just about learning to navigate the water, but also about building a strong community, where we support each other, follow safety practices, while also laughing, making memories, and having fun along the way.

Please take a moment to read through, sign the acknowledgement, and get ready for an adventure on the water!

WSA Mission Statement

MISSION STATEMENT Our mission is to train students in the art and skill of sailing. Through hands-on experience and class instruction, we hope to produce well-rounded sailors who are at home aboard a sailing dinghy, a cruising sailboat, or a racing boat. Above all, our goal is to have our students safely enjoy their time on the water.

Contact Information:

WSA President: Cam Lewis wsa.wickford@gmail.com
Mailing Address: 165 Pleasant St, North Kingstown, RI 02852
Program Director: Skip Whyte wsaprogramdirector@gmail.com
Head Instructor: Jake Demos: WSA.HEAD.INSTRUCTOR@gmail.com

LOCATION: Wickford Sailing Association operates out of Wickford Yacht Club located at 165 Pleasant Street, Wickford, Rhode Island 02852

WSA Board of Directors

Cam Lewis - Board Chair and President – wsa.wickford@gmail.com
Doug Nannig – doug.nannig@gmail.com
Anthea Resnick - anthearesnick@gmail.com
Matt Oakley - matt@vikingtoursnewport.com
Charlie Wolpensinger – cwolpensinger@yahoo.com
Kathryn McDermott – kathryn_demos@brown.edu
Phil LeBlanc- phil.leblanc@safesea.com

Guests at Wickford Yacht Club

We are very fortunate to be located at Wickford Yacht Club and wish to continue the positive relationship we have built over the years. We ask that your sailor respect and follow these

guidelines: Sailing school participants are required to follow the WYC house rules. Junior sailors have access to the following areas:

- Downstairs restrooms and outdoor shower
- Pavilion
- Junior Room
- Great Room only when accompanied by an instructor.
- **Junior sailors are not permitted on the upper deck or the 2nd floor of the clubhouse.**

Junior sailors will store their personal belongings only in the areas designated for sailing program use.

Drop off and pick up instructions

ARRIVAL/DISMISSAL:

Arrival: Students not on self-release may begin arriving at 8:50 and must be checked in by an instructor. Drop offs in the WYC lot may be permitted as long as the driver remains in the car and departs promptly. Drop offs at the end of Pleasant Street are always preferred. Students on self-release may arrive at 8:40 and wait in the Pavilion.

Dismissal: Dismissal is a challenge. We have to have some rules that are cumbersome, but you must follow them.

Do not pull into the WYC lot unless admitted by a WSA staff member or volunteer. The parking lot is for WYC members only so you should plan to meet your sailor at the end of Pleasant St where there is room to turn around or park on the street or at Pleasant Street Wharf and walk to WYC.

Parents or authorized individuals picking up sailors who are not on self-release must check out with their sailor's instructor when getting picked up. You will need to park and walk into WYC if not admitted by a WSA staff member or volunteer.

It is never permitted to park in the WYC lot and leave your car. We are always happy to speak with parents at the end of the day, but you must park on the street or at Pleasant Street Wharf.

The WSA sailing program runs from 9am-4pm, Monday through Friday

Morning: Students must sign in with their instructor between 8:50 am and 9am at the WYC Junior Sailing room.

Afternoon: Students should be picked up at 4pm from the WYC, where they need to be checked out with their instructor unless self release has been authorized during registration.

If your child is biking, they may arrive between 8:40 am-9 am, and their bikes should be placed on the provided bike racks.

If your child is sick or has a planned absence, please call and let their instructor know.

NO non-member cars can be parked in the WYC parking lot at any time. Please park on Pleasant Street and walk your child onto the property to check them in or out.

Swim Test

All students will take a brief swim test with their life jackets on, at the beginning of each session. Students will demonstrate swimming 30 yards and treading water for 2 minutes

Personal Equipment

All participants will need to bring the following items each day:

- U.S. Coast Guard approved vest-type life jacket (PFD) that is sized properly
- Hat/Visor
- Refillable water bottle
- Sunglasses (optional)
- Sailing gloves (optional)
- Swimsuit
- Towel
- Sunscreen
- Closed toes shoes that can get wet (old Seakers work great)
- Change of clothes
- Raingear (as needed)
- Bailer (eg: small bucket or)
- Gear bag

Please ensure all items are labeled. We will have a lost and found located in the Junior Sailing Room.

Schedule

Junior Sailing Class Schedule: Our junior classes begin June 23rd and end August 15th. Class schedules are found at: <https://www.wickfordsailing.org>

Holidays: No Classes on July 4th, normal schedule on Victory Day, August 11th

Information and Obligations for Racing Sailors:

Race teams have the opportunity to travel to regattas governed by the Narragansett Bay Yachting Association (NBYA). Regatta participation will be determined between race coaches, sailors, parents, and head instructor. **There are additional fees associated with regattas.**

- Families are responsible for NBYA entry fees. Families may be asked to assist with logistics associated with NBYA events.

NBYA Schedule <https://nbya.org/juniors/>

Please see our 2025 WSA RAcing Manual: [2025 WSA Racing Manual](#)

Lunch

Each student (except for Minnows) must bring their own lunch. Students will not have access to a refrigerator or microwave. A small snack for the end of the day is also suggested..

Communications between parents and staff

The program director and instructors will primarily use email when communicating with families to disseminate information for classes.

If you have a specific issue or concern that arises during the program, please use the following guidelines:

1. Speak directly to your child's assigned instructor, but not during instruction time.
2. If the issue remains unresolved, then speak directly to the Program Director at a mutually convenient time. Contact the program director to schedule the meeting.
3. If the issue still remains unresolved, speak to a WSA Board member as soon as possible.

Any non-instruction related program issues should be addressed to the Program Director.

Inclement Weather

INCLEMENT WEATHER: Unfortunately, weather conditions do not always allow for on the water lessons. Safety is our number one priority. If inclement weather conditions are forecasted, we may cancel the class by sending out an email the night before. However, shoreside classes will be held on most days when sailing is restricted. We typically sail on rainy days unless there is excessive wind or lightning or other conditions that are deemed unsafe.

Volunteer

Wickford Sailing Association relies on the participation and enthusiasm of our parents and guardians. There are plenty of opportunities to volunteer with the WSA, such as boat maintenance, communication, marketing. If you have a particular skill you would like to provide, or simply want to donate your time please let us know. If you would like to volunteer, please contact the president or head instructor for more information.

Emergencies

In the unlikely event that your child has a medical emergency, immediate action will be taken to assure their safety. The student will be assessed and either treated onsite or taken to the nearest medical facility. You will be contacted using the emergency contact information you provided during registration.

CONDUCT AND BEHAVIOR

General Conduct Guidelines

Students are expected to always exercise common sense and courtesy, for the benefit of instructors, fellow students, and our host Yacht Club. They will be respectful for the safety and security of people and property.

All WSA sailors agree to:

- follow the policies outlined in this handbook
- Show up on time
- Participate to the best of their ability
- Listen to instructors
- Refrain from bullying or harassment (as outlined in the appendices of this manual)
- Be considerate and thoughtful towards other people and their property
- Use appropriate language when conversing with peers or instructors
- Not engage in any theft or removal of property from the WYC
- Not engage in any use of alcohol or illegal drugs
- Not possess any weapon on WSA/WYC premises
- Keep Cell phones/smart devices stored in backpacks in the Junior Room during camp hours unless approved by instructors for emergency use.
- Not leave the WYC property unless approved by instructors.
- Refrain from privately contacting any staff via social media/messaging,

Please familiarize yourself (and your sailors) with our Anti-bullying Policy.

[WSA Anti-Bullying Policy \(March 2025\)](#)

Use of Equipment

Damage or loss of WSA equipment that exceeds normal wear and tear (staff discretion) will be reported to the WSA head instructor. At that point the cost of repair may be charged to the family. If damage is done to a multi-person boat, the boat responsibility will fall on both the skipper and crew(s). WSA is not responsible for damage done to privately owned or charter boats/equipment.

Photos:

WSA will be working on creating a photo library this summer. Photos taken during sailing sessions, organization functions may be included for your viewing pleasure. If you do not consent to the use of your child's image, please notify the WSA in writing.

HEALTH, SAFETY, AND SECURITY

Smoking/Drugs/Alcohol

WSA/WYC is a non-smoking, drug and alcohol free environment, and therefore, smoking, vaping, the use of chew, alcohol or drugs are not permitted on/in any Wickford Sailing Association or Wickford Yacht Club property, buildings, vessels, work sites, or vehicles.

Violence and Security

Wickford Sailing Association has a zero-tolerance policy for bullying and harassment. Maybe add: Please refer to the WSA anti-bullying policy in Appendix C for reference.

Acts of violence or intimidation of others will not be tolerated. Any student who commits, or threatens to commit, a violent act against any person while on Yacht Club premises, will be subject to discipline, up to immediate removal from the sailing program.

Any student who experiences or witnesses violence, or knows of someone who has, should report this information promptly to an instructor or manager

Any items brought to or taken off of Association premises, whether property of the student, the Association, or a third party, are subject to inspection or search unless prohibited by state law.

Electronics use

All cell phones/smart devices should be stored in backpacks in the Junior Room during camp hours unless approved by instructors for emergency use.

If you need to contact your child during camp hours, please call the main program phone number.

Wickford Yacht Club: (401) 294-9010

NOTE: Once your sailor knows who their primary instructor is, you may ask for their personal cell number.

Social Media

Students should not use statements, photographs, video, or audio that could reasonably be viewed as malicious, obscene, threatening, or intimidating toward parents, students, employees, or other people or organizations affiliated with the Association. This includes, but is not limited to, posts that could contribute to a hostile learning environment on the basis of race, sex, sexual orientation, disability, religion, national origin, or any other status protected by state or federal law.

The Association's policy strictly prohibits employees and instructors from interacting with minors on any social media platforms. Minor students are requested not to engage with any instructor, employee, or representative of Wickford Sailing Association on these platforms.

Personal Property

The Association is not liable for lost, misplaced, or stolen property. Students should take all precautions necessary to safeguard their personal possessions.



Wickford Yacht Club
165 Pleasant Street
North Kingstown, Rhode Island

House Rules of The Wickford Yacht Club*

HOURS AND FACILITY LOCK DOWN PROCEDURES:

The club will be unlocked during the Summer Season from 8:30 – 4 seven days a week. At all other times, except during club functions, all entry doors to the club should be locked. After 4 PM during the Summer Season and at all times during the Winter Season, every member is responsible for ensuring that all doors are locked when they leave the club, even when cars are in the parking lot.

The doors that members should check for security are: two sliding doors on second floor; sail locker (push button on doorknob); sliders in the Great Room; ice machine hallway; kitchen (deadbolt and door knob); WYC front door.

KEYS:

Each member shall be issued a club key. This key may not be passed to a non-member under any circumstances. Copies will not be made of club keys.

CLUB STEWARD

The Club Steward has the responsibility under the direction of the Executive Board to enforce Club rules.

The Club Steward should not be asked to perform personal tasks or run errands for club members, nor should the Steward provide waterborne transportation to members or visitors.

HOUSE AND GROUNDS:

The Club is not responsible for loss of property of members or their guests.

Members are responsible for maintaining Club property and reporting problems to the Steward or House Committee.

Members are responsible for returning all Club facilities to good order after their use.

Outboard motors, gasoline, oil or gear should not be stored inside the Clubhouse or pavilion.

Boat trailers and other personal property may not be stored on the Club grounds. The Rear

Commodore or Sailing Activity Chairperson may provide special permission during Club sponsored regattas.

Bikes must be parked in the racks provided and kept away from entrances and walkways.

The rock wall and the ISDN Septic system areas are off limits to members and guests.



Wickford Yacht Club
165 Pleasant Street
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Except when participating in WSA activities, family members and guests under 18 must be accompanied by an adult club member when on Club property. Access to the second level and upper patio require a club member to be present on the upper level with anyone under 18, and the club computer and televisions are off limits to those under 18 at all times even when adult club members may be present. Family members and guests under 12 must wear a flotation device when on the docks or ramps.

USE OF GALLEY

The main galley may be used by members for personal preparation of meals. Members are responsible for cleaning the galley, washing everything they used, and putting it away. The refrigerator in the main galley is not intended as a collective food storage space for members. Its primary purpose is to provide refrigeration for club functions. However, members are welcome to use the refrigerator to store food for a few hours. Overnight storage is NOT permitted.

Alcohol may NEVER be stored in the main galley refrigerator.

The refrigerator is off-limits to WSA staff and juniors.

The dish sanitizer in the main galley is not a dishwasher. Members are encouraged to hand wash the items that need cleaning. The sanitizer's use is limited to pre-washed plates, glassware, and utensils.

The second-floor galley is not for meal preparation or clean up. The sink is very temperamental and the space is too limited. Please use the main galley for these activities.

ICE

The ice machine is intended to be kept as a food quality environment. That means nothing other than the ice scoop should enter the ice chest.

Club members have access to ice throughout the year. To maintain the availability of ice for all members, ice use during the Summer Season has some limitations:

- At all times, the ice bin must remain approximately one-half full. If you want ice and the ice bin is below that level, please check with the steward before taking ice.
- On the day of a club function or the days leading up to a club cruise, only pre-packaged ice can be taken without permission from the steward.
- Filling multiple ice chests is not allowed. Generally, a member is limited to the equivalent of two plastic ice bags per 24 hour period, including those members "stocking up" for a cruise or a fishing excursion.

PARKING

The WYC lot is for MEMBERS ONLY. Guests must park on Pleasant Street, even if they are the driver of a car in which a WYC member is riding. Exceptions to this rule are:

- Guests may park in the WYC lot during member hosted functions that have received Board approval.
- Guests may park in the lot during weekend regattas sponsored by the club. Wednesday night participants must park on Pleasant Street.