

The Adaptive Sports Connection (ASC) sailing program is a fun opportunity for both participants and volunteers to learn to sail, or share sailing skills and knowledge they already have. To make the program, and individual events, safe, fun, and successful for everybody it requires many volunteers with a variety of interests.

Volunteers are encouraged to improve their skills and knowledge through training and on water practice opportunities provided to sailing volunteers. In addition to scheduled training and participant events on the volunteer calendar, volunteers may request unscheduled training/practice sessions on the Slack Sailing Training channel. When available, a qualified skipper will respond on that channel.

Volunteers are divided into five levels based on skills and knowledge.

General volunteers are knowledgeable about general ASC procedures (greeting and assisting participants, selecting/fitting life jackets, status board, layout of the facility and location of equipment, how to care for and store equipment, and related items).

Shore Help are Level 1 sailing volunteers. They know general ASC procedures and also about the sailboats (rigging, launching, retrieving, derigging, and boat safety), and setting/retrieving a mooring buoy

Crew are Level 2 sailing volunteers. They know general procedures, Shore Help procedures, and how to crew on a sailboat with participants onboard. They are able to teach general procedures and Shore Help skills to other volunteers as well as be mentors/teachers to participants.

Skippers are Level 3 and 4 sailing volunteers. They know general procedures, Shore Help procedures, how to crew on a sailboat with participants on board, and how to safely skipper a sailboat. Level 3 Skippers have demonstrated the ability to safely skipper a sailboat in winds up to 15 mph and can skipper sailboats they are rated for with participants on board up to their approved wind rating. In addition, Level 4 Skippers have demonstrated the ability to safely skipper a sailboat in winds well over 15 mph and also good judgement about event weather and safety, and pairings of other skippers, crew, and participants in a particular boat.

Even if a volunteer does not wish to complete all items within a Level, they are encouraged to learn as many items as practical within the different levels to be as helpful as possible to participants and other volunteers.

Volunteers should be good role models, mentors, and teachers to participants and other volunteers to the level of their training/skills.

There is preseason and in-season Dry-Land and On-Water training for ASC sailing volunteers. Please check the Volunteer calendar at adaptivesportsconnection.org for dates and times (check the calendar frequently for additions/changes). Additional on-request sailing training and practice sessions through Slack are available to sailing volunteers throughout the season for additional training and practice.

Other information:

What to wear/bring: The sun is intense on open water. Bring sunblock, sunglasses, and consider a secure hat. Shoes need to have closed toes and be okay to get wet. Clothing should not be too loose (can get caught in blocks and lines). Life jackets are available but consider bringing your own if you have one. Sailing gloves are helpful for sensitive hands (most cycling gloves work well in place of sailing gloves).

Suggested reading/reference materials: In addition to the information on the ASC website, it is recommended all on-water sailing volunteers (from inexperienced to very experienced) have their own copy of Learn Sailing Right Beginning Sailing by US Sailing as a standard reference between all volunteers and participants. Used copies are usually available on eBay and Amazon for between 4 and 6 dollars.

GENERAL HELP (WHITE name tag) and sailing SHORE HELP (YELLOW name tag) CURRICULUM v051721

<p align="center">General Help skills and Responsibilities</p>	<p align="center">General Help skills and Responsibilities</p>	<p align="center">Sailing SHORE HELP Level 1 Skills/knowledge</p>	<p align="center">Endorsements</p>
<ul style="list-style-type: none"> • Learn EECs Essential Eligibility Criteria for sailing • Guidelines/Responsibilities for sailing volunteers • Watch ASC volunteer Zoom A Zoom video talks about info ASC volunteers need to know • Greet/assess participants Learn/listen to participant needs, concerns, and goals • Sign in/register participants Learn check-in and walk-up registration procedures. • Learn shed layout/contents keep contents clean/organized lock sheds/boats when done • Learn Life Jacket/PFD types Learn types, uses, weight ranges and LJ importance • Learn to fit, adjust, check LJ Learn how to properly fit a Life Jacket starting with weight, size, and comfort. How to adjust a Life Jacket starting with the LJ loose and then tighten from bottom to the top. Check/recheck the Life Jacket • Learn Board storage/setup Learn location, safe/secure correct makers and erasers • Learn Board data/placement What information to be collected (boat ID, participant, crew, skipper names, radio, and other pertinent information) 	<ul style="list-style-type: none"> • Keep board attended/current Learn importance of keeping board up to date and having a marine radio always on hand • Set up/store radio antennae How to set up/store antennae and make connections • Coordinate participants Introduce participants to skipper/crew but keep them away from launch area until ready to load participants • Monitor/coordinate safety Scan for unsafe situations (not wearing LJ, behavior, etc.) • Assist participant into boat Listen to participant/concerns. How to get to/into/out of a boat. Mats for sand. Transfers • Maintain Sailing Event Sheet Ensure event and participant logs/notes are recorded and uploaded or returned to office • Marine Radio Endorsement fulfills ASC Marine Radio endorsement and learns the different radio models 	<ul style="list-style-type: none"> • Learn Shore Help Glossary Practice learn words/terms in the Shore Help glossary • Learn common sailing knots Become proficient with sailing knots in ASC knot guide • Learn boat/gear organization both in boats and sheds. Don't put away wet sails and lines • Learn On-Shore Checklist and perform each of the items on the On-Shore Checklist • Move/launch without injury Learn to move/launch/pull-out the sailboats without injuring yourself and/or others • Launch/pull-out w/o damage Learn the launch area, its hazards, how to safely launch, moor, and pull-out sailboats w/o damage to boats/dollies. • Electric winch use/safety Learn how/when to use winch and safe practices/issues • Beach/moor/anchor sailboats Learn how to safely secure sailboats between sailings • Learn participant adaptations Listen and learn about each participant's needs and how to accommodate them working closely with skipper and crew 	<ul style="list-style-type: none"> • Marine Radio endorsement All sailing volunteers should obtain their ASC Marine radio endorsement by taking the Marine Radio Quick Start from an ASC approved Marine Radio trainer, has read, and understands both the Quick Start guide and the full Marine Radio Training Guide (available on the ASC website under Volunteer Training and Resources), has demonstrated radio proficiency, and is familiar with each radio. • Power/Safety Boat Driver It is recommended that sailing volunteers get their ASC Power/Safety Boat Driver endorsement. Steps are: Complete and provide proof of passing a NASBLA approved Boater Education Course to the ASC office. Has received and passed training from an approved ASC power boat trainer. Has read and will follow the instruction sheets and procedures for the safety boat as well as all applicable laws. And has recited or demonstrated the ability or knowledge to tow a kayak or a sailboat.

SAILING CREW LEVEL 2 (GREEN name tag), SKIPPERS LEVEL 3 (BLUE name tag) and LEVEL 4 (RED name tag) v051721

LEVEL 2 CREW will be able to:	LEVEL 3 SKIPPERS (up to 15mph)	LEVEL 4 SKIPPERS (over 15 mph)
<ul style="list-style-type: none"> • Determine suitability for sailing/departure • Confirm all have proper size/fit LJs on • Inspect boat for readiness to depart/sail • Balance boat boarding/moving around • Finish rigging sails and lines safely • Communicate safety items to others • Learn/follow up participant concerns goals • Maintain appropriate centerboard position • Raise the sails safely and smoothly • Get underway/sail trim/boat balance • Describe/assist navigating out of channel • Assist in turning boat in a 360 deg circle • Assist in getting boat out of irons • Proper trim/balance sailing straight • Assist achieving hove to position • Proper jib trim/weight bearing off the wind • Proper jib trim/weight heading up • Properly control jib sheets and balance while tacking (let jib luff past the mast) • Balance and set proper jib position upwind • Maintain balance/trim on reach/downwind • Balance boat and wing sail on dead run • Assist skipper in safely jibing the boat • Always watch out for participant safety • Read the wind/puffs/lulls (no surprises) • Ready boat for arrival/position centerboard • Assist in bringing boat to stop/mooring • Lower sails boom safely, secure boat • <u>The following are safety procedures:</u> • Depower the boat quickly when needed • Avoid collisions. Maintain scan/watch • Set up a single line or side tow. • Assist quickly returning to person in water • Assist in getting person back into the boat • Recover a capsized boat. Use scoop method to being participant up with boat 	<ul style="list-style-type: none"> • Determine suitability for sailing/departure • Confirm all have proper size/fit LJs on • Inspect boat for readiness to depart/sail • Balance boat boarding/moving around • Finish rigging sails and lines safely • Communicate safety items to others • Learn/follow up participant concerns goals • Assure proper rudder/centerboard position • Assist raising the sails safely • Get underway/sail trim/heading/balance • Navigate safe passage out/in channel • Adhere to applicable city/state/fed laws • Turn a 360 w/proper rudder/sails/balance • Get boat out of irons on intended tack • Sail straight 20 lengths trim sails/balance • Place the boat in a safety/hove to position • Continuous turn away from wind trimmed • Continuous turn towards wind trimmed • Constant heading slow/accelerate boat • Tack boat, prep/action smooth/trim/level • Sail/beat upwind close hauled multi tacks • Sail reaches close/beam/broad • Sail dead run 20 lengths no jibe • Jibe the boat two times smooth/safe • Keep participant safety top priority • Read/teach wind changes (no surprises) • Ready for arrival/stop at specific point • Secure centerboard/rudder/boat • <u>The following are safety procedures:</u> • Depower boat quickly at desired location • Avoid collisions (constant scan/avoidance) • Set up a single line/side tow • Return quickly/safely to person overboard • Determine how to get person onboard • Recover a capsized boat while bringing a participant on board at same time. 	<ul style="list-style-type: none"> • Level 4 Skippers are able to determine suitability for departure and sailing not just for themselves but also for others and the sailing event as a whole. • Level 4 Skippers are able to perform the same maneuvers as Level 3 Skippers but in winds up to and over 20 mph with smoothness and precision with people's safety and boat safety never in question. • Level 4 Skippers have excellent sailing skills themselves and are also able to teach those sailing skills, including reading wind changes (puffs, gusts, shifts, lulls) to other volunteers and participants • Level 4 Skippers are not only able to ensure participant safety and awareness but also able to teach those skills to others. • Level 4 Skippers are able to determine appropriate pairings of Skippers, Crew, and participants, and in which sailboats. • All sailing events/sailing sessions need at least one Level 4 Skipper present, or authorization by a Level 4 Skipper, sailing program lead, or the ASC sports director. • Level 4 Skippers are able to teach capsizes avoidance, capsizes recovery (including participant recovery), and other safety techniques. • Level 4 Skippers demonstrate effective and positive mentoring and teaching skills to participants and other volunteers. • Level 4 Skippers are able to determine safe wind speed limits for a session or event. Note, we do not normally take out participants in sustained wind speeds of over 15 mph except under special circumstances and even then, only on a boat with a Level 4 Skipper at the helm.