

AYC SAIL TRAINING POLICY

AYC Sail Training Policy covers these areas: Coaches and Staff, Sail Training Equipment, Junior Sailing, Safety, Personal Grievance Policy, Free Sail Events, Cancellation Policies, Sailing Sponsorship, and TSA Appeals Procedures.

I. Coaches and Staff

1. The Sail Training Commander along with the AYC board will designate one or more AYC staff instructors as Head Coach(s). The Head Coach(s) will set and enforce safety rules, supervise class instructors, handle class administration, and oversee the upkeep of all sail training facilities and equipment.
2. An "Instructor" is an AYC staff or volunteer that holds a US Sailing Level 1 Instructor certification or an approved equivalent and is placed in charge of an AYC approved on-water activity.
3. Instructor ratios:
 - A. All beginning sailors should be supervised by not less than 1 instructor per 6 boats.
 - B. All intermediate sailors should be supervised by not less than 1 instructor per 10 boats.
 - C. Classes for advanced sailors are at the discretion of the instructor.
 - D. Additional boats can be put on the water if volunteer helpers/Counselors In Training (CITs) are placed on the dinghies with the students.
 - E. These ratios are guidelines. In severe weather conditions, the number of boats on the water should be lessened.
4. Volunteers
 - A. Volunteering for a Sail Training program is at the discretion of the class Instructor, Head Coach, and/or Sail Training Commander.
 - B. The Instructor for each class retains the responsibility and authority to conduct their class.
5. All Instructors and Volunteers are to abide by the requirements of the students they are supervising. For example, all instructors supervising Junior sailors are to wear PFDs while on the dock or on the water.

Coaches, Staff, & Volunteers AYC Abuse and Molestation Policy

6. AYC has zero tolerance for abuse or molestation of students in sail training programs.
7. All AYC sail training activities are conducted in accordance with Safe Sport and all US Sailing Level 1 instructors will be up to date with Safe Sport training.
8. Under Safe Sport, no minor or student shall be left alone with an instructor or coach with power over them.
9. All activities shall be open for observation.
10. Parents or guardians are required to stay at the club and observe when private lessons are scheduled between one instructor and one student.
11. Anyone who suspects abuse or molestation has occurred should inform the authorities.
12. If other types of infractions have occurred, inform the coach, head coach, general manager, sail training commander, or commodore.
13. A form is available on the sail training website for reporting suspected violations.
14. AYC has policies in place protecting whistleblowers. Anyone submitting a report in good faith will be protected.
15. All volunteers and employees must sign an acknowledgement that they are aware of AYC's abuse and molestation policies.

II. Sail Training Equipment

1. Sail Training Coach Boats
 - A. There must be at least one coach boat on the water or readily available in case of emergency for any centerboard training activity.
 - B. All coach boat operators must hold US Sailing powerboat certification or other form of certification/license approved by the Sail Training Commander and/or Head Coach.
 - C. Volunteer Helpers may assist on the coach boat, but the class Instructor retains full responsibility and authority for running the class.
 - D. Coach boats should have a marine radio tuned to channel 68
 - E. Coach boats must carry all equipment necessary to meet Texas Boater Safety requirements.¹
2. Sail Training Sailboats
 - A. All Sail Training boats are available for approved AYC functions only. This includes but is not limited to: Junior sailing program practices & events, adult dinghy classes, member charters, private lessons, Junior Sailing Camp, PB&J, clinics, and regattas.
 - B. No Sail Training boats may be used unless a qualified Instructor is on duty at the club.
 - C. AYC boats are to remain on AYC property and are not available for charter for out-of-town events.
 - D. AYC Boats may be chartered by members through the Sail Training *Dinghy Charter Program* (detailed below).
 - E. Any AYC member that uses AYC sail training boats outside of the aforementioned approved activities will be assessed a fine equal to the monthly rate for the member charter program for each infraction.
 - F. Any damages to AYC Sail Training boats must be reported to the Head Coach. Any damage due to negligence or intent will be apportioned to all sailors responsible. The Head Coach, in consultation with the responsible supervisor(s), will review any incident in which damage occurs and determines who is financially responsible.

III. Junior Sailing

1. Individual Training Sessions:
 - A. Individual training sessions between Applicable Adults and minor athletes are permitted at a facility under US Sailing's jurisdiction if the training session is observable and interruptible by another adult.
 - B. It is the responsibility of the Applicable Adult to obtain the written permission of the minor's legal guardian in advance of the individual training session if the individual training session is not observable and interruptible by another adult.
 - C. Permission for individual training sessions must be obtained at least every six months. Parents, guardians, and other caretakers must be allowed to observe the training session.
2. Junior Sailing Participant Expectations:
 - A. A US Coast Guard approved Personal Floatation Device Type III must be worn at all times while on the dock and on the water.
 - B. Closed-toed shoes must be worn at all times.
 - C. All participants will protect themselves sufficiently from prolonged exposure to the sun. In the case of young junior sailors, it is the responsibility of the parent to send the child to class fully prepared

¹ <https://tpwd.texas.gov/regulations/outdoor-annual/boating/required-safety-equipment>
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(sunscreen applied, sunglasses, hats, and water bottles).

- D. Personal property is the responsibility of the student and not AYC.
- E. Participants are expected to stay in designated areas under their instructor's supervision. No participant shall leave the practice area without an instructor's permission (this includes returning to the dock from an on-the-water activity).
- F. There will be no running, pushing or shoving on the docks. Diving from the docks and jumping from the upper levels of the training pavilion is strictly forbidden. No swimming without the permission and supervision of a coach.
- G. There will be no abusing other students or coaches, physically or verbally. No disruptive behavior, disrespectful gestures, actions or language. Coaches reserve the right to send sailors exhibiting such behaviors back to the dock or dismiss them from the practice session.
- H. All accidents and injuries must be reported to an instructor. The "First Aid Station" is located in the Sailing Center Bldg. 3. A log of all accidents and injuries will be kept by the Head Coach.
- I. The Head Coach reserves the right to dismiss from the Junior Sailing Program any participant whose conduct interferes with the best interest of him/her, the program, or other participants.

3. Junior Sailing Parent Expectations:

- A. Read, complete, and sign all Registration and Medical documents and pay all fees in full by the first day of the session. No one will be allowed to participate without required forms on file and full payment.
- B. Subscribe to the Head Coach's social media chat and/or email.
- C. Provide their sailor with the proper personal equipment necessary for sailing activities (see outline of required and suggested equipment in corresponding Practice Handbook). The Head Coach and/or coaches reserve the right to keep unprepared sailors on shore with a counselor.
- D. The classroom and all practice areas both onshore and on the water are "kid zones." Parents are not permitted to coach their participants or interfere with coach organized activity. Any parent who disrupts practice or behaves inappropriately may be asked to leave by the Head Coach.
- E. Adhere to the Personal Grievance Policy if there is a personal grievance with an instructor or other AYC employee, or any volunteer or fellow participant.

4. Junior Discipline Policy:

- A. Participants are expected to behave properly during practice and AYC events, and treat their instructors, peers, and AYC equipment with respect. The rules of our program are designed for the safety and comfort of all participants and to protect AYC property. Participants are expected to adhere to those rules.
- B. For minor infractions: students 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 back to the dock or AYC office. Depending on the severity of the action, the Head Coach may speak with the parents and the transgression will be recorded. If the inappropriate behavior persists, the Director may ask to meet with the student and parents to discuss the repeated transgressions and make a plan to avoid any future misbehavior. The Sail Training Commander and/or General Manager may be included in this discussion. Any further transgressions may result in suspension or dismissal from the program.
- C. For serious infractions: students who engage in violent or destructive acts, violate the law or endanger fellow participants or instructors will be immediately sent to the AYC office. The Director may call the parents and under the discretion of the Director, the Sail Training Commander and the General Manager, the student may be suspended or dismissed from the program. As AYC deems appropriate, it may also inform governmental authorities.
- D. Students who are suspended or dismissed will receive no reimbursements for the Junior Sailing program fees. If a parent or sailor has a personal grievance, he or she must follow the Personal Grievance Policy.
- E. All infractions, whether classified as minor or serious, will be logged, which will provide a reference for the instructor and staff, and outside parties, if necessary.

IV. Adult Dinghy Sailing

1. Participant Expectations:

- A. A US Coast Guard approved Personal Floatation Device Type III is required to be worn at all times while on the water and recommended to be worn on the dock.
- B. Closed-toed shoes must be worn at all times.
- C. AYC is not responsible for personal property.
- D. Participants are expected to stay in designated areas under their instructor's supervision. No participant shall leave the practice area without an instructor's permission (this includes returning to

the dock from an on-the-water activity).

- E. All participants are expected to conduct themselves with decorum. Disrespectful or dangerous behavior will not be accepted and may result in being removed from AYC Sail Training activities.
- F. All accidents and injuries must be reported to an instructor. The “First Aid Station” is located in the Sailing Center Bldg. 3. A log of all accidents and injuries will be kept by the Head Coach.

V. Safety

1. First Aid Plan: CPR and First aid should be administered only by those who hold current certifications. Fully stocked basic first aid kits will be maintained in the Sail Training room and aboard all skiffs. A more comprehensive first aid kit is located in the AYC office. There is an AED on site located in the clubhouse. All accidents and injuries must be reported to a staff member as soon as possible following the occurrence. A log of all accidents and injuries will be kept by the Head Coach.
2. Minor Ailment Action Plan: Minor ailments include headaches, stomach aches, bites, small cuts and scrapes, sunscreen in the eyes, etc.
 - A. If ailment cannot be treated onsite, contact the Head Coach (by radio or cell phone) to come get the camper and bring him/her to a safe area.
 - B. Follow appropriate first aid procedures (do NOT administer any medication including aspirin, without first receiving consent from the parent).
 - C. Call parents if not already on site.
 - D. Head Coach will document the date, time, ailment details, and action taken (including that permission was given if medication was administered) in the Medical Log.
 - E. Monitor the child.
3. Minor Emergency Action Plan: Minor emergencies include sprains, bruises, deep cuts and scrapes, etc.
 - A. Contact the Head Coach (by radio or cell phone) to come get the camper and bring him/her to the office if possible.
 - B. Follow appropriate first aid procedures if injury needs immediate attention.
 - C. Call parents if not already on site. If unable to contact parents, call emergency contact. Let them know that the child needs minor medical attention.
 - D. Head Coach will document the date, time, how the injury occurred, and action taken in the Medical Log.
 - E. Monitor the child.
4. Major Emergency Action Plan: Major emergencies include injuries to the head, neck or spine, severe cuts, breaks, and other injuries or conditions that require an ambulance.
 - A. CALL 911. The caller should include the exact location, name of child, condition, and other appropriate information. The address of the Austin Yacht Club is: 5906 Beacon Drive, Austin, Texas 78734.
 - B. Contact the Head Coach.
 - Call parents or emergency contact if not already on site.
 - A staff member, volunteer, parent, or student should be designated to wait by the gate to ensure it opens and direct EMS to the victim’s location.
 - C. No more than two certified staff and/or bystanders should administer the necessary first aid/CPR until help arrives.
 - D. Extra adults should take other children away from the scene and keep them calm and entertained.

- E. Head Coach will document the date, time, how the injury occurred, and action taken in the Medical Log.
 - F. After all emergencies, all rescue equipment should be replaced, staff debriefing should be scheduled, and post-incident counseling should be provided if necessary.
6. On-the-Water Emergency Action Plan: On-the-water emergencies include injuries to the head, neck or spine, drowning, severe cuts, breaks, and other injuries or conditions that require an ambulance.
- A. CALL 911. The caller should include the exact location, name of camper, condition, and other appropriate information. The address of the Austin Yacht Club is: 5906 Beacon Drive, Austin, Texas 78734.
 - B. Contact the Head Coach.
 - Call parents or emergency contact.
 - The Head Coach, instructor, volunteer, or parent will wait by the gate to ensure it opens and direct EMS to the victim's location.
 - C. Safety boat operator will drop off a trained staff member or bystander to assist the injured child.
 - D. Safety boat operator will retrieve any other necessary rescue equipment and/or trained help and bring to the scene.
 - E. Trained staff and/or bystander will perform the necessary treatment.
 - F. If a backboard is necessary, the backboard will be lifted aboard the safety boat and the safety boat operator will drive the victim and care provider to shore for immediate EMS assistance. Operator shall keep the boat at a safe speed to avoid further injury.
 - G. Extra adults should take other campers away from the scene and keep them calm and entertained.
 - H. Head Coach will document the date, time, how the injury occurred, and action taken in the Medical Log.
 - I. After all emergencies, all rescue equipment should be replaced, staff debriefing should be scheduled, and post-incident counseling should be provided if necessary.
7. Weather-Related Emergencies
- A. The Head Coach and/or class instructor will determine suitable activities given the existing weather conditions. Lessons will be restricted to shore during high winds, stormy conditions, or cold temperatures.
 - B. In case of tornado, all campers and counselors should go immediately to the MEN'S BATHHOUSE beneath the clubhouse.
 - C. The AYC coaching staff will follow the Basic Sailing Safety Parameters laid out below:
 - Weather conditions
 - Junior Sailing Program & Adult Dinghy Classes – If average sustained wind speed (not gusts) is greater than 25 knots or wind chill is below 40 degrees Fahrenheit, practice will be limited to classroom instruction.
 - Junior Sailing Camp – If the average sustained wind speed (not gusts) is greater than 20 knots, practice will be restricted to dry land activities.
 - PB&J Sailing Series – If the average sustained wind speed (not gusts) is greater than 15 knots, practice will be limited to the north or south cove or to a chalk talk in Sail Training.
 - Inclement Weather
 - If lightning has been recorded striking within 25 miles, immediately return to shore until 30 minutes after the lightning has moved away. If it gets to within 25 miles during the 30-

minute wait time, the clock resets to another 30 minutes. Weather apps such as WeatherBug have lightning safety features that track lightning location and time.

- If thunder is heard by any of the sailors or instructors, immediately return to shore until 30 minutes after the thunder stops sounding. If thunder is heard again during the 30-minute wait time, the clock resets to another 30 minutes.

8. Safety Precautions

- A. Before leaving the dock, all staff are required to check the weather radar on weather.com, the wind speed and forecast on the Sailflow app, and the nearest lightning strike on weatherbug.com or app.
- B. If a staff member feels unsure about leaving the dock due to weather or wind, they are to voice their concern to the Head Coach.

9. Fire Emergencies

- A. In case of a fire, try to contain the fire with a fire extinguisher and evacuate all campers and counselors to the gravel WORK AREA unless fire threatens the area. A head count should be taken to ensure everyone is accounted for. The AYC staff will contact 911 or the local fire department if necessary.

10. Missing Child Procedure: PREVENTION

- A. Staff and/or youth supervisors are responsible for knowing where participants are located at all times.
- B. Head counts should be taken at the beginning of each activity, especially after the group has moved between areas of the Club (e.g., Sail Training Cabin to the waterfront) and before and after on-the-water activities.
- C. Make a check of the immediate area.
- D. Check with the other participants to see if they know the missing child's location.
- E. Check where child was last seen.
- F. Notify the Head Coach or AYC office staff. Give the camper's name and what he or she was wearing when last seen.
- G. Assemble the group and leave at least one adult with the group and assign all other adults specific search areas (waterfront, bathhouses, Sail Training, etc.). Trained staff will be responsible for checking the pool and waterfront.
- H. If the child is not found after the entire Club is searched, the Head Coach or AYC office staff will notify:
 - Sheriff or local police department.
 - Fire Department (for possible help).
 - Parents or Guardians of lost child if not already on site.

11. Additional Waterfront Safety Procedures for Junior Sailing Camp

- A. There should be a minimum of two American Red Cross certified lifeguards on staff at all times. A Head Lifeguard will be appointed to oversee all other lifeguards and ensure that guards are upholding the standards of the American Red Cross. The following is expected of all AYC lifeguards:
 1. Guards must be free of all distractions when on duty—personal swimming, sailing, unnecessary conversation, etc. is strictly prohibited.
 2. Guards must have a whistle at all times.
 3. Guards must be responsible for their own rescue tube, including transfer between the pool and

lake facilities.

B. The following guidelines exist for different waterfront activities:

1. Lake Swimming

- Swimming off the docks is permitted ONLY when approved by the Head Counselor and lifeguards. All swimmers MUST be wearing their lifejacket and be with an assigned buddy.
- Guards must be standing with tubes when swimmers are in the water.
- Buddy checks will be called periodically to ensure all swimmers are accounted for.
 - One long whistle and a call to “buddy up”.
 - Buddy pairs must tread water, be silent, hold hands, and raise them in the air so that they can be counted by guards.
 - Two whistles and a call to either “keep swimming” or “everybody out” will conclude the buddy check.

2. Pool Swimming

- Campers are not allowed in the pool area without a lifeguard on duty. Lifejackets and buddies are not required in the pool for those who passed the swim check. Non-swimmers are required to wear a lifejacket in the pool.
- Guards are permitted to sit in a chair with their rescue tube.
- Guards must remain on active duty until all campers are out of the pool.

VI. Personal Grievance Policy

If a parent has any grievance with an instructor, the AYC Junior Sailing program, AYC or its staff, the person with said grievance must adhere to the “Personal Grievance Policy” as outlined below:

1. Following an incident, we strongly advise you to consider the matter for a minimum of 24 hours – many initial reactions to particular incidents can be stronger than intended or needed, so we recommend calculating any grievances before bringing them forward.
2. Grievances regarding any aspect of the Junior Sailing program or related incidents should be brought up with the Head Coach during office hours. Any issues with the Head Coach should be brought up with the Sail Training Commander and/or the General Manager.
3. When an issue is brought to the Head Coach, a time will be arranged to talk further about the matter. The Sail Training Commander and/or General Manager may be asked to join in this conversation.
4. The Director (or, in the event the Sail Training Commander and/or General Manager get involved, the Sail Training Commander and/or General Manager) will work to understand the situation and come to a resolution in the best interest of all parties involved.

If the person is not satisfied with the resolution offered by the Director (or Sail Training Commander and/or General Manager), the person shall provide a written explanation of the grievance to the Commodore, who shall review the explanation and any other relevant information and decide whether to adopt the prior decision or offer amended relief.

VII. Cancellation Policies

1. Practices and clinics will be held in most all conditions.
2. Should inclement weather make sailing unsafe, that time will be used for dry land drills or chalk talks. So, if you do not receive notice of a cancelation, assume your class is proceeding as scheduled.
3. All cancellation decisions will be made by the Head Coach and/or Sail Training Commander. If the event is canceled in its entirety, AYC may refund participants.
4. Should a participant cancel their registration, their fees are refunded according to the following schedule. Refunds are at the discretion of the Head Coach and/or Sail Training Commander.
5. Refund requests must be submitted in writing to the AYC office or via email to the Head Coach, and will be given according to the following table:

Time of Request	Refund/Credit	Administrative Fee
More than 21 days prior to event	100%	\$20 per registration
14 – 21 days prior to event	50%	\$20 per registration
7 – 14 days prior to event	25%	\$20 per registration
Less than 7 days prior to event	N/A	N/A

6. No refunds will be made for partial participation except in special circumstances at the discretion of the Head Coach and/or Sail Training Commander.

VIII. AYC Dinghy Chartering Policy

1. Eligibility
 - A. Any AYC member may apply to receive an AYC Skipper License. There are 3 categories of AYC Skipper Licenses:
 - B. Optimist Skipper License: available to AYC members that are at least 9 years old. Holders of an Opti Skipper License can skipper an Optimist outside of lessons and racing without passengers and with an adult on AYC grounds to supervise.
 - Junior AYC Skipper License: available to AYC members at least 12 years of age. License holders are allowed to skipper AYC double handed dinghies outside of lessons and racing with another Junior AYC Skipper License holder as crew and with an adult on AYC grounds to supervise.
 - AYC Skipper License: available to AYC members at least 15 years of age to skipper an FJ or 420 outside of lessons and racing with an unlicensed passenger who has signed an AYC waiver.
 - C. AYC staff will not supervise AYC members sailing AYC boats outside of lessons. The skipper of an AYC boat shall have sole responsibility for the safety of passengers and for the safe use and operation of the boat. Parents are responsible for the safety of Opti License and Junior License holders while using AYC boats.
 - D. The AYC Head Coach, Sail Training Commander, or designated volunteers can withhold or revoke permission for a member to use AYC boats at any time for any reason including: rules violations, unsafe behavior, inadequate or inappropriate equipment, unsafe conditions, or staff shortage.
 - E. An AYC Skipper License can be obtained as follows:
 - If over the age of 18, applicants must pass the AYC Skipper License test. AYC Skipper License tests are administered by the AYC Head coach or other instructors designated by the AYC Head Coach or Sail Training Commander. To apply, email the AYC Head Coach.

- If under age 18, an AYC Skipper License must be approved by the AYC Head Coach. To apply, email the AYC Head Coach.
 - F. Any member holding an active Skipper license will be assessed a fee to defray the cost of administering this program and maintaining the AYC dinghy fleet.
 - G. AYC Skipper Licenses must be renewed every 5 years via the AYC Skipper License test.
2. AYC Skipper License Test
- A. This skills checklist applies to AYC members 18 and over. AYC Skipper Licenses for members under 18 will be granted by the AYC Head Coach.
- Tread water for at least 5 minutes and put on PFD while in the water
 - Rig an FJ or 420 in 12 minutes, including launching the boat and raising the jib and main.
 - Demonstrate an appropriate castoff technique to leave the dock.
 - Trim sails (jib & main) appropriately for wind conditions and point of sail.
 - Perform a person overboard recovery, using a floatation aid.
 - Return to dock including selecting an appropriate location on the dock and controlling the boat's speed.
 - Perform a single-handed capsize and recovery.
 - Properly stow the boat on the dock, including securing tie downs, covering the hull, and stowing sails.
 - Describe the function and use of the following sail controls:
 - Halyards
 - Sheets
 - Outhaul
 - Vang
 - Cunningham
 - Tie the following knots:
 - Cleat hitch
 - Square knot
 - Stopper knot
 - Explain basic right of way rules:
 - Golden rule: Do not hit anyone
 - Sailboat / powerboat
 - Sailboat / human powered boat
 - Starboard / port
 - Windward / leeward
 - Demonstrate proper use of a radio.
3. Safety Policy
- A. The skipper of an AYC boat shall have sole responsibility for the safety of the passengers and for the safe use and operation of the boat.
- B. Holders of an AYC Opti Skipper License or AYC Junior Skipper License must be supervised by an adult on the AYC premises at all times while sailing.
- C. A USCG approved Type III PFD must be worn by all sailors, including skipper and crew.
- D. Club boats may be sailed if steady winds are less than 20 kts and gusts are less than 25 kts.
- E. Club boats may be sailed if there is no lightning within 30 miles of AYC within the past half hour. Apps like Weatherbug have features that show the distance of the nearest lightning strike in the last half hour.
- F. It is the skipper's responsibility to check the condition of all boat parts, standing and running rigging, and sails before leaving the dock. Any damage to the boat should be reported to the AYC Head Coach via email and/or reported on the Boat Repair form.
- G. Skippers must check in by radio with the AYC Head Coach prior to leaving the dock for their outing. Checking in may be done in person or by radio on Channel 68.

- H. All boats need to have access to a marine handheld VHF radio. Radios can be borrowed from Sail Training Cabin #2 if needed. AYC Skipper License holders should keep the radio with them while sailing. The adult supervisor of Opti and Junior License holders should hold onto the radio during their outing.
 - I. While sailing, remain in the vicinity of AYC.
 - J. Skippers shall return AYC boats by the end of their reservation timeslot. No sailing is permitted outside of the available reservation timeslots.
 - K. Skippers must check out with the AYC Head Coach when they complete their outing. Checking out may be done in person or by radio on Channel 68.
 - L. No alcohol or illegal drugs are allowed on board AYC boats at any time, nor may AYC boats carry anyone under the influence of alcohol or illegal drugs.
 - M. Unauthorized use of AYC powerboats is strictly prohibited. If a rescue of a distressed boat is necessary, contact the AYC Head Coach using the marine VHF radio on Channel 68 to request assistance.
4. Reservation Procedure
- A. Lessons, races, and regattas have priority use of AYC boats. Outside of lessons, races, and regattas, AYC boats are available to reserve on a first come, first serve basis whenever the AYC Head Coach or designated staff or volunteer is available to administer the program. Check Clubspot for reservation availability.
 - B. For each outing, reserve a boat on Clubspot at least 24 hours before.
 - C. The AYC Head Coach will approve all reservations based on boat availability, weather, and AYC staffing availability.
 - D. Boats blocked out on the reservation system are unavailable.
 - E. When you arrive for your outing, pick up the sail number that matches your boat's hull number and a handheld marine VHF radio from Sail Training Cabin #2.
 - F. The combination for Cabin #2 will be provided. Please do not share the combination.
 - G. After picking up your sails and radio, contact the AYC Head Coach in person or on Channel 68 using the marine VHF radio to confirm they are on duty and that conditions are favorable for sailing.
 - H. Reservations are in 2-hour blocks. You may reserve a boat for multiple blocks, but boats must be returned by the end of your reservation time slot.
 - I. At the end of an outing, all boats are to be returned to the sail training dock, be fully derigged and properly secured, and sails/radios are to be returned to Sail Training Cabin #2.
 - J. Check out with the AYC Head Coach either in person or on channel 68 using the marine VHF radio before leaving AYC. Let the AYC Head Coach know if there were any issues with the boat.

IX. Private Lessons

1. The Head Coach oversees the scheduling of **private** lessons and the assignment of private lessons to approved instructors.
2. Private lesson compensation rates are to be set by the AYC Board
3. Only instructors active in AYC programs are eligible to teach lessons.
4. Private lesson instructors under the age of 18 must have a supervisor on the grounds during a lesson.
5. Private lessons may only be scheduled if it does not interfere with any other approved AYC function.

X. Sailing Sponsorship

Effective September 30, 2015, in order to encourage sailing at elite levels, the Austin Yacht Club gives financial support to its members who participate in certain sailing competitions. The AYC policy for support for specific types of events is outlined below:

1. US Sailing Assoc. Championships: AYC shall directly pay for the actual cost of Entrance Fees and Boat Charter Fees at a US Sailing Assoc. National Championship Event along with submitting the

individual/team's registration. Only those elimination events listed on US Sailing's website for Adult Championships and Junior/Youth Championship are considered in this category. Events gained by sending in a resume will not be considered. All requests to AYC to pay these fees must be submitted 30 days prior to the event with the registration information or they will not be considered. Should a registration be paid and then the participant not go, they will then need to reimburse AYC for the cost of the event should the event sponsors not refund the fees paid.

2. **National/International Events:** AYC **may** choose to reimburse participants, after approval by the Board of Directors, for the actual cost of Entrance Fees, Event Related Insurance Requirements and Boat Charter Fees at a National/ International Event. This policy is intended for events where participation is limited, or restricted, based on sailing ability/accomplishment by the event organizer (i.e., subject to qualification, resume or invitation). AYC will not reimburse participants for events with open registration. For consideration of any event under this category, members are first expected to seek other sources of funding, such as fundraising activities and the AYC Fund, before requesting funds from AYC. All requests to AYC to pay these fees must be submitted 30 days prior to the event with the registration information or they will not be considered.
3. Notwithstanding anything contained herein to the contrary:
 - A. In order to qualify for reimbursement, a participant must be an AYC member in good standing in one of the following membership categories: Senior, Associate, Young Adult, Honorary, Life, or Junior. Also included is a member's spouse or a child under the age of 22.
 - B. Those requesting financial help for travel, lodging, etc. need to request funding from the AYC Fund.

4. **Category 1 Events (As of September 30, 2015)**

US SAILING ADULT CHAMPIONSHIPS (Note: Not all of these events are elimination events. Some are on the resume.)	US SAILING JUNIOR CHAMPIONSHIPS (Note: Not all of these events are elimination events. Some are on the resume and therefore will not be considered.)
US Adult Championship US Multihull Championship US Match Racing Championship International Women's Keelboat Championship US Singlehanded Championship US Team Racing Championship Championship of Champions US Disabled Championship US Offshore Championship US Women's Match Championship	US Youth Championship Chubb US Junior Championship US Junior Women's Doublehanded Championship US Junior Women's Singlehanded Championship US Youth Match Racing Championship

XI. Texas Sailing Association (TSA) Appeals Procedure

1. The Racing Rules of Sailing 70 and 71 cover the Appeals Procedure. Any party to a protest may appeal a decision of a protest committee by mailing a notice of appeal to the TSA Appeals Committee not later than 15 days after receiving the protest committee's written decision. The notice must contain the grounds for the appeal along with particulars described in Appendix F.
2. Note that appeals must be made solely on the interpretation of a Rule or its procedures. The Appeals Committee shall accept the Protest Committee's finding of fact. It may also request the Protest Committee to rehear the protest.
3. The Appeals Committee will notify all parties to the protest that an appeal has been filed. The Protest Committee shall send to the TSA Appeals Committee the particulars called for in Rule 71 that were not supplied by the appellant. Note: A diagram endorsed by the Protest Committee is normally required. Observations on the appeal by the Protest Committee or any of the parties to the protest may be submitted. Obviously, it is desirable to have the most complete information possible —and to reach fully informed decisions on appeals promptly. The Protest Committee should make every attempt to provide all relevant information in a timely fashion.

Please contact the TSA Appeals Committee for current filing fees. A check made payable to Texas Sailing Association must accompany the appeal. The appeal will not be heard unless payment has been enclosed. All documents should be submitted in an 8" x 11" format. Rules, US Sailing Appeals, and ISAF Cases should be cited by number and short quotation. All parties are to observe the requirements of Appendix F. Failure to adhere to these guidelines may result in delays and /or additional fees for duplication.