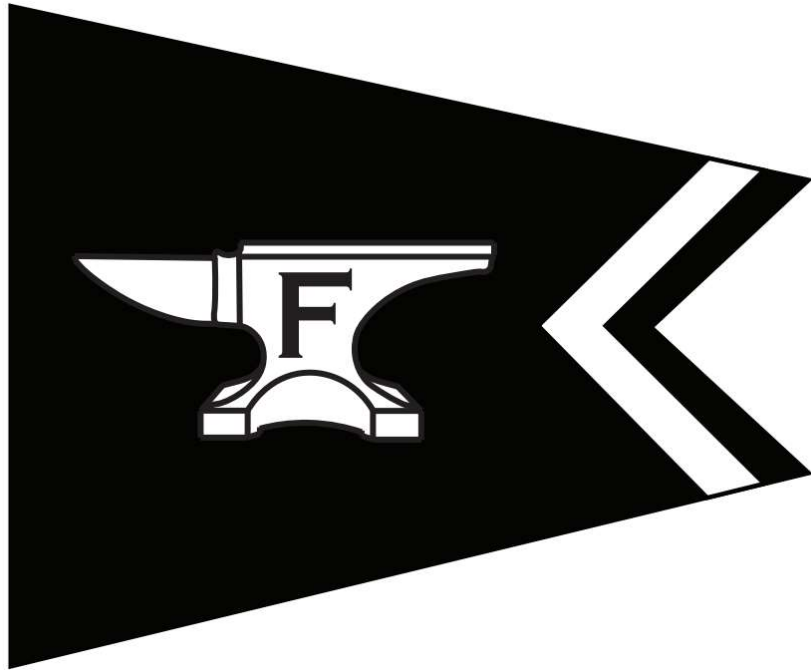


# CLEVELAND FOUNDRY SAILING HANDBOOK



## MOVE AS ONE

### TEAM POLICIES

#### **Mission, Vision & Values:**

##### **Mission:**

The mission of the Cleveland Foundry (CF) is to provide Cleveland's youth access to our recreational waters through the sports of rowing and sailing.

##### **Vision:**

To value the whole athlete through serving as mentors to instill integrity, discipline, teamwork, honesty, and respect.

##### **Diversity, Equity, and Inclusion Statement:**

The Cleveland Foundry believes that people of all backgrounds should have equal access to rowing, sailing, and fitness. We are committed to fostering a diverse and inclusive environment for all our members.

## **Registration**

No sailor will be permitted to participate in practices until the online registration steps including all waivers and releases asked for as part of the online registration are complete and fee payment has been made. Registration is done online through the Cleveland Foundry website at <https://www.clevelandfoundry.org/high-school-sailing>. **A parent/guardian is required to initiate registration and will become the account holder.** Please retain your password. Additional waivers and releases will be found within the online process and include Cleveland Foundry General Waiver, Medical Release Waiver, Code of Conduct, Concussion Acknowledgement, Travel Release, Team Policies, and Payment / Refund agreements.

To be fully registered a parent/guardian must:

- Register /Pay online with the Cleveland Foundry at <https://www.clevelandfoundry.org/high-school-sailing> And accept the Sailing General Waiver, Medical Release Waiver, Concussion, and Code of Conduct Acknowledgements, Travel releases, and Payment / Refund agreements.
- Print and turn in required forms: Foundry General Waiver, Swim Test, Team Policies, and Travel Release, Concussion Acknowledgement.

## **Fees**

Fee payment is done at the time of registration, either online by credit card payment or by check to Cleveland Foundry c/o The Foundry 1831 Columbus Road, Cleveland, OH 44113. If paying by check, Fees must be received by the first on-water practice of each season, typically the middle of March for the spring season and the middle of August for the fall season. While Cleveland Foundry is a 501 (c)(3) non-profit organization, fees for participation are not tax deductible. The Fee is used to pay for Cleveland Foundry's operational expenses including but not limited to coaches' salaries, insurance, membership fees, equipment maintenance, boat storage and registration, trailer towing & gas, a portion of regatta race registration, uniform, and some travel and lodging expenses. Additional Fee payments for Ancillary costs incurred each season will be discussed during the parent/guardian meeting. A two-part payment is available in the system. Financial assistance may be available to students of families experiencing economic hardship, to ensure that financial limitations never prevent youth from participating in our programs. For further information, email [financialaid@clevelandfoundry.org](mailto:financialaid@clevelandfoundry.org).

## **Regatta Coaching Fees and Expenses**

The Cleveland Foundry will pre-determine associated sailing staff and coaching availability in setting all hosted and travel schedules for regatta, practice, and any additional events prior to each season start.

For all Foundry hosted or away Tier 3 regattas associated Foundry coaching is included within the Foundry seasonal registration fee. No additional coaching expenses will be required.

Other Sanctioned Regattas: For MISSA qualifying or advancing Tier 2 or Tier 1 **away** regattas scheduled by the Foundry, a coach may be assign based upon availability and pre-approved travel itinerary. The student athlete and their family understand and accept they may be responsible for additional expenses associated with these events. These charges are outside of the Registration Fee(s), and may include coach travel expenses (mileage, airfare, housing), coach daily meal per diem, etc. These fees will be equally divided amongst all the student athletes attending the event.

### **Refund Policy**

Full refunds will only be made for cancelled programs. Programs may be cancelled if minimum enrollment is not met. Should an individual be unable to complete a program due to significant medical reasons, a prorated refund will be issued upon receipt of an acceptable written notification from a licensed physician (medical excuse). Sailing is an expensive sport – the registrations received are quickly and irretrievable committed to the season logistics of practices and competitive racing. Fees beyond the program fees/membership, such as transaction fees or credit card fees, will not be refunded at any time. There is no refund if a sailor is dismissed for his or her disruptive actions, attitudes or performance or failing to comply with the Team Policies, as may be amended from season to season. **Exception:** At the discretion of the Head Coach new student-athletes may be offered a two-week trial period from the scheduled seasonal start date of practices.

### **The Sport of Sailing**

**Sailing is an escalating high performance, endurance building, all weather sport! Running, swimming, sailing, erging, land calisthenic, agility, flexibility and stretching exercises including team building activities in varying water and land conditions are training elements of this competitive racing sport. The object of the racing is to produce boats with the fastest speed. The Sailors with the ability to work together will produce the best results. To this end a moderate to high level of physical conditioning is required to perform well. Those student-athletes new to the sport of sailing are encouraged to gain introductory and learn to sail experiences throughout shorter summer intervals such as learn to sail or learn to race camps. For information on ways to engage your group, organization or school with the Foundry Community Rowing and Sailing Center please contact [www.foundrysailing.org](http://www.foundrysailing.org)**

### **Medical Notes**

Any Medical notes concerning your sailor indicated during the online registration process are solely for information and reference. Please understand that the coaching staff / directors /volunteer administrators / volunteer parents/guardians / other nearby athletes / representatives have no medical ability to assess or manage your child's medical condition should a noted emergency occur and will not assume any duty to provide and will not provide any medical care. Parents/guardians who register their athletes with known medical conditions such as Asthma, Diabetes, Severe Allergies or other conditions which may require "action plans", "advanced care" or "medical prescriptions for treatment" are doing so at their own risk and must provide a written letter of approval from their child's doctor authorizing participation in this high performance, endurance building racing sport.

Please Note:

- All athletes are participating *at their own risk*.
- The Parent / Guardian of any athlete with medical notes are consenting to the athlete's self-managed preparation for performance increasing calisthenic and endurance exercises associated with learning to row, competitive racing, practice and travel regatta environments.
- Any parent/guardian indicating medical notes including Asthma, Diabetes, Severe allergies or other medical conditions, prescriptions or remedies of advanced care needs to speak to a coach along with the athlete each season prior to participating.
- Cleveland Foundry coaches/ administrators/ parent/guardian volunteers / fellow athletes or boathouse / regatta communities do not have medical training, to assess or manage "action plans" or "advanced treatment" and will have no duty, will not provide care / management of medical conditions.

### **Communication**

Both sailors and parent/guardians must provide an e-mail address to receive all Cleveland Foundry Scholastic Sailing Program communications. Announcements regarding practice schedules/cancellations, regatta updates, volunteer updates, and all other general information will be through email. Coaches will also use the app "Group Me" to notify athletes of minor changes to the schedule.

Communication regarding team selection and placement, personality conflicts, bullying or other contentious issues that may be in violation of the Cleveland Foundry Code of Conduct or Program Handbook will take place between the student athlete, parents/guardians, and the Director of Operations along with coach if matters are not first resolved between student-athlete and Head Coach in person. If an in-person meeting is not possible, a phone call will be coordinated.

Prior to regattas, the Head Coach will distribute the Notice of Race (NOR) and Sailing Instructions (SI's) to all team athletes, team athletes, parent/guardians with other important race day instructions. Please look for this to arrive by mid- week of the scheduled regatta. Parents/guardians need to respect the athlete to coach relationship during practices and regattas and need to understand the proper channels to communicate:

Athlete → Coach  
Coach -> Athlete  
Coach -> Director of Operations  
Director of Operations -> Coach & Parent/guardian

## **Team Expectations and Requirements**

### **Practices**

Sailors who are unable to attend practices or regattas must inform their coach by the practice prior (in person) and **follow up with an email to the head coach that copies the parent or guardian no later than the evening prior to the next practice**. Lack of attendance at practice may affect being scheduled in both practice and regattas.

Student athletes registered in the program are required to attend practices. **Unexcused practices are those which a sailor did not provide prior notice to coach and parent/guardian**. Unexcused absences will be noted on the attendance record.

Sailors may not be guaranteed a full practice on-the-water at each practice, due to an odd number of sailors and / or limited number of boats available. Every sailor will get an opportunity to sail at every on-the-water practice, weather permitting and based upon sailor skill readiness levels.

Advanced level sailors may be asked to sail with intermediate / beginner level sailors at times in an effort to help the progression and development of the team. Athletes from one school may be asked to sail with athletes from another school at the discretion of the Head Coach.

### **Regattas**

Cleveland Foundry Scholastic Sailing Program may attend 10 or 15 regattas each season, **on weekends**. Typically, these take place in Ohio or neighboring states. A regatta schedule will be produced and distributed at the beginning of each season. Student athletes registered in the program are expected to attend Regattas for which they qualify, team lineups are critical to successful regattas, so please check the regatta dates to plan for any potential conflicts, around the weekend regatta schedules. It is expected that sailors will be there for their team on race and practice days giving the team the top priority. ***Please notify your Head Coach with any direct conflicts prior to registering.*** **For all away regattas parent/guardians will need to pay a**

**separate registration fee to the hosting organization. The Foundry coaching staff will handle the registration process for all scheduled home and away Regattas, by collection of sailors Intent to Race and/or manual or online confirmation of payment registration.**

### **Equipment – Rigging, Re-Rigging and De-Rigging**

Sailors will learn how to appropriately handle all equipment safely as careful protocol and discipline is a part of the sport. Sailboats are expensive and any damage to equipment will result in a significant loss of practice hours and added costs to the program for all.

### **Parent/Guardian Involvement**

Parents/guardians are the backbone of the Cleveland Foundry Sailing team. Parents/ guardians of athletes support the sailors by providing transportation to and from regattas, and modeling an atmosphere of encouragement, restfulness, and respect for their sailor's dedication to the team and by assisting them with time management for studying, sleeping, and eating a nutritional and healthy diet. Parents should respect the work between the coach and the team by keep their distance from the boat rotation area at regattas, as well as during team meetings.

### **Guidelines for Parent / Guardian / Volunteers**

- Support the coaching staff's decisions.
- Place winning in the context of fun, good sportsmanship, and fair play.
- Emphasize performance goals rather than outcomes.
- Promote the total sport of sailing, not just racing.
- As spectators, remain in designated viewing areas (outside of the boathouse, ramp and dock areas). Spectators may not use, or ride along on any Foundry Equipment at any time.
- As a Volunteer, remain in designated areas, and follow instructions, boundaries and rules as organized by the Head Coach.
- Coaching during a race is prohibited under the Racing Rules of Sailing and Interscholastic Sailing Associations policy.
- Understand that alcohol, tobacco, and other controlled and illegal substances have no place at a scholastic sailing event.
- Encourage all sailors to develop as a whole athlete and to their fullest potential.
- Insist that sailors respect the property of Cleveland Foundry, Cleveland Metroparks, and all others providing sailing programming whether home or away.
- All community or parent/guardian volunteers must register for SafeSport training (below.)

### **Per US Sailing regulations, all sailing volunteers need to complete the required SafeSport training (approx. 1.5 hours)**

Through the Cleveland Foundry US Rowing and the National SafeSports Training Association, this requirement is offered free of charge, please see access instructions below:

SafeSport Volunteer accounts can be made at <https://membership.usrowing.org/individual/join>

1. For Team Name enter The Foundry
2. For Club Code Enter: NVAEF
3. SafeSport information – <https://usrowing.org/sports/2016/6/1/safesport.aspx>
4. Please scroll to the paragraph for **SUPPORTING STAFF** and click **HERE**

Parent/guardian volunteers are needed for:

- Person on Deck to monitor activity on shore for each practice
- On-The-Water Instructors or powerboat drivers for each practice OBEC (Ohio Boating Education Course) is required.
- Race committee for regattas

On the day of the regatta, arrival time for the sailors is usually about 8 am. If not previously completed, upon arriving at the regatta site in the morning, sailors and their parents/ guardians should look for the registration desk to complete the necessary registration paperwork and pay the entry fee (required for all away regattas). Upon registering, sailors meet with the coaching staff and rig boats. All sailors must remain at the regatta site until the Head Coach has dismissed them. Most regattas provide breakfast and lunch for the sailors; however, the sailors should plan on bringing proper sailing gear, snacks and a reusable water bottle, along with sun protections and a dry change of clothes.

### **Nutrition**

Individual nutrition is a key component to competing. Sailors cannot expect their growing bodies to perform at an optimum level if their nutritional intake contains junk foods and drinks. As a minimum, all sailors should not consume carbonated beverages (i.e., pop) or eat at fast food restaurants. These contain items that are of low nutritional value and only harm the sailor who is trying to develop and maintain a high level of physical performance. An athlete can expect his physical performance output to be directly affected by his nutritional input. As a parent /guardian If there are special dietary concerns or restrictions, please offer to assist in the coordination of team meals or otherwise prepare for your sailors needs while traveling.

### **Coaches' Expectations**

Coaches' Expectation of Team Members

Participation in sailing requires dedication and practice. Each sailor accepts the responsibility of being part of a team. Sailing is a rigorous and complex sport, to develop as a team, an individual sailor will need to contribute numerous hours of practice to gain technical skills, conditioning, and uniformity to safely be a part of racing regattas. All sailors must attend all practices to be able to participate in regattas. All sailors must come prepared for all practices. These attendance requirements will be enforced.

The following are acceptable reasons for missing a practice or race:

1. Family emergency
2. Illness that requires absence from school (if you missed school, do not come to practice)
3. Religious or spiritual obligation

If, because of the reasons above, an athlete is scheduled to miss practice, please send an email to the Head Coach.

If an athlete wishes to be excused from a practice for any other reason, he or she must see a Head Coach in person and follow up with an email copying your Parent(s) or Guardian.

Excessive unexcused absences throughout the season can result in an athlete not participating in one or more regattas. Since practicing set lineups is crucial to the team's success, an athlete with two or more absences (excused or unexcused) during a race week risk not racing at that regatta.

Parents/guardians: Except for an emergency, please do not contact the coaching staff about an absence before your sailor has spoken to a coach.

Injury: Any team athlete not participating in a workout / practice due to injury will need to secure a doctor's note clearing them to resume normal practices. An athlete will not be permitted to practice until a doctor's note is presented to the coaching staff. Notes from parents / guardians will not be accepted.

Substance Tolerance: Athletic performance cannot include the use of drugs, alcohol, or tobacco, including the smokeless varieties (vapes, e-cigarettes, chewing, etc.). Sailors may not use and/or possess alcohol, any tobacco product or illegal or illicit drugs. Violation of this standard will result in expulsion from the team. Trendy supplements such as Caffeine and protein drinks should be monitored closely by a parent/guardian.

### **Travel Requirements**

Understand that all athletes must provide their own transportation to practices and regattas, and if applicable, housing at regattas. Parents/guardians are welcome & encouraged to attend regattas. Any athlete who is unable to comply or has team approved conflicts for a specific regatta should discuss the situation directly with their Head Coach prior to registration.

**Sailors are not permitted to drive themselves or other athletes to or from regattas.**



Team Travel: At practices and regattas, sailors must behave in a manner befitting the representation of the Cleveland Foundry. Sailors must conduct themselves as not to call attention to themselves or to disturb those around them. Each member of the team will follow the coaching staff's instructions. After racing the team will meet for a race day debrief with coaching staff prior to departing.

### **Performance Standards/Team Selection Criteria**

The Coaches will work with each student-athlete to develop as a whole athlete and to understand the performance goals and targets that aid in the overall objectives of the team along with strategies and tactics to achieve said goals and targets. Each student-athlete is encouraged to ask questions about his performance progress and personal goals. The coaching staff will inform any athlete if their actions, attitude, or effort need to be addressed and may recommend additional skill building programs prior to participating in racing regattas.

All lineups are at the Head Coach's discretion. Our coaching staff uses a 5-point plan to help establish the lineups.

1. Ability (competency and aptitude for safe sailboat racing)
2. Attitude (commitment, dedication, effort, sportsmanship)
3. Fitness (a recognition of the whole athlete and a desire to self-manage goals)
4. Team Combinations (sailor chemistry, overall weight, and skill level)
5. Attendance

Athletes may not race at every regatta pending their performance under the 5-point plan

### **Time Management**

It is expected that during sailing season, sailor will be given priority over other school activities except your studies. Sailors should not expect to be excused from a practice because they need to "catch up" on their studies or "finish a paper or report."

Sailors are expected to plan their ACT and SAT testing so that it does not conflict with our regatta dates. Sailors are expected to plan their college visits so that it does not conflict with our practice or regatta schedules. Please plan in advance for conflicting dates from social events such as school dances or proms which may result in the entire team's inability to attend regattas.

### **Sportsmanship**

Good sportsmanship is mandatory. Sailors are expected to accept victory and defeat with grace. We do not taunt, chide, trash talk or badmouth our opponents. If we beat them, we tell them "Good race." If they beat us, we tell them "Good race." Likewise, we will treat regatta officials with respect and deference. We expect that occasionally officials will be less than perfect in the performance of their duties. This is part of any sport. We support one another, and cheer on your teammates!

### **Academic Eligibility**

Athletes are expected to keep up their grades and academics. Any athlete who becomes ineligible from extracurricular activities at school due to academics or disciplinary reasons will not be permitted to attend Foundry related sailing activities, practices, or regattas until the Foundry receives notification.

### **Social Media Policy**

Sailing and competing for the team is a privilege not a right. Student athletes at the Cleveland Foundry are held in high regard and are expected to serve as role models in the community. As leaders we have the responsibility to always portray our team and ourselves in a positive manner. The goal is to benefit the whole team.

In recent years, Facebook, Twitter, YouTube, Instagram, TikTok and other social networking sites have increased in popularity and are used by most student athletes at Cleveland Foundry.

Student athletes may not be aware that third parties including the media, faculty, and future employers can easily access their profiles and view all personal information. This includes all pictures, videos, comments, and posters. Inappropriate material found by third parties affects the perception of the student and the Cleveland Foundry. This may also be detrimental to a student athlete's future employment option.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

1. Posting photos, videos, comments, or posters showing the personal use of alcohol, tobacco, e.g., no holding cups, cans, shot glasses etc.
2. Posting photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
3. Posting pictures, videos, comments, or posters that condone drug related activity. This includes but is not limited to images that portray the personal use of marijuana, and drug paraphernalia.
4. Using inappropriate or offensive language in all comments, videos, and other postings. This includes threats of violence and derogatory comments based on race and/or gender.

If a student athlete's profile and its contents are found to be inappropriate in accordance with the above behaviors, he/she will be subject to the following penalties: 1.) written warning; 2.) a meeting with Head Coach and Foundry Executive Director 3.) penalties as determined by the Cleveland Foundry, for example, suspension or termination from the team. Other offensive behaviors may also be subject to discipline so please use proper judgment when posting content.

For your own safety, please keep the following recommendations in mind as you participate in social networking websites:

- a.) Set your security settings so that only your friends can view your profile.
- b.) You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.

c.) Be aware of who you add as a friend

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as the Cleveland Foundry's.

### **Fraternization Policy**

This is a co-educational team, and sailors are expected to conduct themselves as teammates, not boyfriend/girlfriend. No public displays of affection will be tolerated during practice, while traveling or at regattas. At regattas where sailors are staying in a hotel, there will be no boys in a girls' room and no girls in a boys' room, unless a guardian or adult coach is present. Any infraction of this policy will result in a sailor being sent home from a regatta as soon as practical. Additionally, sailors must comply with all policies established by The Foundry.

### **Safety**

Safety is the paramount consideration at the boathouse and on the water. As a member of both the US Sailing, [ISSA] (Interscholastic Sailing Association)], [MISSA (Midwest Interscholastic Sailing Association)], and [I-LYA] (Inter Lake Yachting Association)] the Cleveland Foundry adheres to all safety requirements of each organization. Boats practice under the supervision of a safety-qualified coach who accompanies the boats in a coaching launch. To avoid conflicts with other on-the-water traffic, each coach is in radio contact with other vessels on the Cuyahoga River and Lake Erie.

**Boathouse/Foundry Access: Except during practice when the coaching staff is present, the boathouse is OFF LIMITS. Once our season has ended, athletes are not authorized to be at the boathouse unless they are with a parent/guardian or are participating in a sanctioned Foundry function. There are no exceptions to this rule.**

- Laser's - personal launching or access outside of the schedule program practices or times is not permitted. For in-season registration of laser please obtain a Foundry storage/use agreement letter prior to the start of each season.

**(This Page Left Blank)**

**I have read and understand the policies of the Cleveland Foundry Scholastic Sailing.**

\_\_\_\_\_  
Participant/Sailor (Printed)

\_\_\_\_\_  
Parent/Guardian (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

OR

Participant & Primary Parent /Guardian have agreed & consented to the Team Policies during online registration.

\_\_\_\_\_  
Name of Parent or Primary Guardian

\_\_\_\_\_  
Name of Participating Student-Athlete

The Following must be signed and on file with the Foundry:

- Foundry Waiver and Release of Liability (Current Year)
- Foundry Swim Test Form (If not previously completed)
- Foundry Travel Release Form
- CDC (Centers for Disease Control) HEADS UP Concussion Advisory Form
- Cleveland Foundry Scholastic Sailing Program Handbook Acknowledgement