



## **Columbia Sailing School Instructor Guidelines**

- Be on time and enthusiastic
- Be responsible for your class. Respect and have pride for yourself, your class and Columbia Sailing School
- Be prepared for your class – refer to your lesson plan and use it as a guide.
- Be safe, on and off the water – set a good example
- Enjoy yourself and have a great summer!

### **Instructor Goals**

- To give students an appreciation of the pleasures and enjoyment of sailing both as a competitive sport and a leisure activity
- To instill in the sailors a high degree of competence in boat handling and boat maintenance. Teach the kids to take care of their equipment, together with an understanding of the basic elements of seamanship and safety
- To develop in the sailors – skill as competitive skippers and crews, with thorough knowledge of the rules, racing tactics and techniques
- To build a group of Corinthian sailors who have an appreciation of the requirements for self-reliance, dependability, courtesy, sportsmanship, teamwork and respect for property.
- To develop and institute a program for the future – keeping it fun keeps them coming back!

### **Key Points**

**Be on time** – being late will not be tolerated. Your students and employers depend on you. Set a good example by being on time and enthusiastic. Upon arrival each day, check in with Katie, get your attendance sheet, coach box and radio, check your coach boat over, refill gas if necessary – start it – get marks if needed (before class). At the end of each day, clean your zone and check out with Katie to make sure it's okay to leave. Each day, please arrive 45 minutes early. Our morning staff meetings will be at 8:15am daily. You are excused when your zone has been cleaned and you have checked out with your manager for the day.

**Enthusiasm** – Enthusiasm is key in being an effective instructor. No matter what topic you are teaching, your enthusiasm will make every topic you discuss fun and interesting for the sailors. Make everything have a purpose, never say that an area is

not important. Always speak in positive tones. Your stories and past personal experience gives the kids something to relate to – it will keep them engaged too.

**Respect** – Respect is critical for the success of your summer. The best way to gain respect is to respect your students by treating all of them fairly and equally. Students understand fairness. There will be good times and maybe a few tears from younger students throughout the summer (ex: capsize drill/swim test or a windy day), but it is your job to keep everything aimed at your goal. If your students respect you, you will be more effective as a coach.

Remember, you can NEVER be on the same level as your students. They must realize this immediately. Be firm with the kids who want to run the show – if a student becomes disruptive, give them one warning. If the misbehavior continues, send them to Katie (you do not have to deal with it, nor does the rest of your class). Always treat your students with dignity in front of other students (praise in public, reprimand in private). Do not discuss any student problems with other students or in front of other students. Always take care of problems early. Do not play favorites – this is picked up easily by the class and can cause low morale.

You are the coach. You are responsible for your class. It's up to you to set the tone and guidelines for the class. Know the COLSS policies and follow through with them. You are accountable for the success of each of your students. You are striving for a safe, educational and fun summer of sailing.

**Boats** – each instructor will be assigned a boat for the summer. It is up to you to maintain your boat's cleanliness and working order (if you need help tell me ASAP). Students are NOT allowed to drive the boats under ANY circumstances. Keys for your boat should remain with you. Radios will be provided for your use. You will be contacted on the radio frequently, so please have it on and audible at all times.

**Injuries** – Report all injuries immediately to Katie; fill out incident report if warranted

**Lunch** – Lunch is 30 minutes long – Lunch will begin at 11:45am for racing classes and 12pm for non-racing classes. Please plan accordingly.

**Dress Code** – Columbia is a casual environment and we understand trends and comfort. However, during the summer program, you are a role model for young people and represent COLSS – thus, you are expected to maintain good clean cut grooming. Each instructor will be given two instructor shirts to be worn all summer, last year's instructor shirts are also okay to wear – if they are clean and neat. Shorts must be solid colored – no printed board shorts. No cut off shorts or clothing with holes in it. Do not wear shorts that you think may be “too short” as you are working around children. Keep it appropriate ☺. Shoes must be close toed – no flip-flops.

Once you are in your coach boat you may kick them off, but while on the docks and on COLSS property you are expected to wear them.

**Conduct** – you are to conduct yourself in a professional manner during your hours, at all COLSS events and while at regattas and other clubs. Habitual tardiness, any use of profanity or alcohol/drugs during this time will result in an immediate meeting in front of the Board of Directors and possible termination of your employment. No outside visitors are allowed during class time.

**Parents** – When you see parents of your sailors, always greet them. At COLSS Social events, say hello to the parents and comment that their son or daughter is doing well (or give them constructive criticism...you don't have to lie). It is always good to pick up one or two things that the student is working on and share that with the parents. Refrain from getting into long chats with parents during class hours. They care about how their sailor is doing and forget that you are responsible for other children too. Best solution – keep moving, say “hello, Bobby is really improving on starts...I need to get back to class, great to see you” and keep moving. If a parent wants to discuss their child in depth, share with them that you need to be with your class and advise them to see Katie for an appointment so you can talk with them at a convenient time and give them the attention they deserve. You do NOT have to deal with parents during class. Pass the buck.

**Students** – Student safety is the MOST IMPORTANT consideration at the COLSS. On the water, you should be able to see ALL of your students at ALL times. Do not stray from the group to rescue one student; rather bring the group to that one student. While on land, this includes other yacht clubs – do not let students wander around unsupervised. You are ultimately in charge of their whereabouts and behavior.

**Remember, while they are in your care, you are legally and morally responsible for them.**

Your job is to teach whatever walks through our doors. The first week will determine if the students are in the right class. Be firm the first week. Lay down your expectations, the ground rules...and live by them. Think of it as a game. If you establish the rules ahead of time, everyone can play by them. It's not fair to you or your classes to make up the rules as you go along. Remember, you must enforce your rules. If you do not apply the rules daily, your risk losing the respect of your entire class. Focus on the positive. Encourage and praise what they are doing well. Be specific. Teach them the tools so that they can improve on all the skills. Work on one or two skills at a time. Nail the skill down and then move on to another. Too much information all at once will overwhelm and frustrate students. Pretend that they know nothing – teach to the most inexperienced sailor's level. This way, you will make them feel confident in their own knowledge, you will know that they all have the same solid foundation plus not embarrass them. Don't hesitate to advise Katie if your student needs to move classes. Remember what it was like to learn to sail and how you felt. These memories will serve you well when helping your class be the best they can be.

**Discipline** – you need to be consistent and always fair. If a problem persists, for the safety of your entire class you must get rid of the problem. This means that the sailor is sent to Katie. This is a serious step – the students don't ever want to see me. What follows is the COLSS rules and discipline procedure.

### **The Best Instructor**

“There remains yet to be discovered a better way to develop self reliance and responsibility than through the teaching of seamanship. A mother's apron strings will not stretch to the pram-sailing starting line, nor will dad be there to decide when to tack, or to give advice on decisions that must be made quickly and accurately if one is to excel in the sport of sailing (and later to excel in adult life) The sea is an exacting instructor which teaches on the necessity to think clearly, to visualize consequences, to make quick judgments, and most importantly, to accept the responsibility and consequences for unwise decisions. Through the process of becoming good sailors, our children learn to shoulder responsibility, to accept victory and defeat with equal grace, and best of all, they acquire an affection for the sea that never wanes.” -Ralph Fisher

# Daily Clean-Up – Check List

- Clean up any garbage off docks and out of C420s, make sure that all C420's are positioned to drain properly and that they are secured to the dock:  
*Chandler, TJ*
  - Make sure that all dollies are stacked neatly and that all optis and prams are put away neatly and secured every night, and any trash left on the dock in the opti area is disposed of appropriately: *Cian, Bridget, Colleen P*
  - Pick up any items left on the floor in the classroom and hang up all foul weather gear/PFD's in the appropriate area of the classroom, make sure all pram and opti sails are stored in the correct spots: *Colleen B, Audi*
  - Make sure that the sail room is completely spotless, each sail should be in the appropriate sail bag and rack. Nothing should be left on the floor: *Phoebe, Ray*
  - Make sure that all kayak and paddle-board equipment is stowed properly. This includes seats, paddles, boards, fins, and pedals: *Joe*
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- All Coaches: Return all equipment – radios, loudhailers, white boards, etc. to the sailing school office. Each instructor is responsible for his or her own radio.
  - All Coaches: Garbage needs to be removed from coach boats daily – keys need to be placed on the wall in the sailing school office. Boats need to be tied up securely on whips each night, with engines raised and battery in “off” position if appropriate.
  - Sailing Director will check zones prior to instructors leaving for the day.
  - Any issues with any students, parents, or classes should be brought to director at lunchtime or at the end of the day.