

Orleans Yacht Club, Inc. Junior Sailing Program

What to Bring, What to Expect & Some Basic Rules

P.O. Box 145 ~ 39 Cove Road ~ Orleans, MA 02653 ~ 508-255-9091 ~ email: juniorsailing@orleansyachtclub.org

WHAT DOES MY CHILD NEED TO BRING?

To each lesson, bring a backpack or bag (labeled with student's name) with the following:

- U.S. Coast Guard Type 3 approved Personal Flotation Device (PFD) with whistle attached. West Marine has a great selection of PFDs online. Please avoid purchasing a PFD with straps that wrap all the way around the waist (water-ski type). They are cumbersome and uncomfortable when sailing.
 - *LAST NAME MUST BE CLEARLY MARKED ON BACK*
- Appropriate protective footwear that can get wet (shoes with covered toes that won't fall off – *no flip flops or slides*)
- Sunscreen with at least SPF 25+ (please apply first application *before* class)
 - Students should reapply as needed – staff will assist when necessary
- Insect repellent with DEET
 - Should be applied before sunscreen
- A filled water bottle – please *no glass bottles*
- A non-perishable peanut free snack if needed
- Sunglasses
 - Sunglasses and eyeglasses **MUST HAVE** leashes/straps attached
- Bathing suit, hat and towel (rashguards, SPF shirts, and swim shorts are great) – your child will get wet!
- Dry clothes for after lessons (a sweatshirt will warm them up nicely)
- A light windbreaker - open water is frequently cooler than the land air temperature
- Rain gear if the weather calls for rain - we sail in the rain!
- A watch with a countdown timer (Skipper, Advanced, and Racing Team levels)
- Medications as indicated on application.
 - EpiPens, inhalers, insulin that may be self-administered should be carried in a waterproof container by the student (see medication administration/storage form).

SOME BASIC JSP RULES

1. Classes start PROMPTLY at 9am or 1pm.
 - a. Please call the office if your child will be late
2. Students are expected to follow the Code of Conduct.
3. PFDs and protective footwear are to be worn at all times while on the docks and floats, and in the boats.
4. Once sailors arrive at the OYC, they are under the camp/instructors' jurisdiction.
 - a. Instructors' directions and safety signals regarding boats, skippers and crews, weather, etc. must be obeyed.
 - b. Students are not allowed on docks or boats without supervision at any time.
5. Sailors are assigned to boats by skill level - *they may not always be sailing with friends or family.*
6. Students are required to leave boats, sails and equipment cleaned and stored properly. Leaving things shipshape is part of learning to sail. Occasionally classes will run late as a result.
7. It gets hot on the water! Talk to your children about the importance of wearing hats, sunglasses and sunscreen, and drinking water *before* they feel thirsty.
8. Parents and students, please be respectful of our neighbors.
 - a. Observe the posted speed limit on Cove Road.
 - b. No parking in the Town lot in front of the boat ramp without a resident sticker.
9. The OYC is not responsible for damaged, stolen, lost or broken personal items, or items left on the property.
10. The JSP has a **NO CELL/SMART PHONE/DEVICE USE DURING CLASS** policy. Devices must be turned off and put away.
11. Skateboards, rollerblades, illegal drugs, smoking, alcohol and weapons of any kind are NEVER allowed.
12. Bicycles may be locked on the bike rack across from the Bosun's Locker.

WHAT CAN MY CHILD EXPECT?

- To safely learn how to sail!
- To have fun! We teach sailing and water safety in a fun and interactive environment on Town Cove.
- They will get wet!
- There will be a Swim Check for all students on the first day of class.
 - It consists of a 10 yard swim (no extra style points for technique!) and treading water without a PFD.
 - The goal is to assess comfort levels in the water and is always overseen by an American Red Cross certified lifeguard.
 - Students must pass the swim check to participate in classes.
 - With the exception of the swim check, students will wear their PFDs during sailing classes.
- There will be weather changes: Sailing in different weather conditions is part of the sailing experience. Classes are conducted in the rain - students are expected to be dressed appropriately for the weather.

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HOW CAN I HELP MY CHILD HAVE A GOOD EXPERIENCE?

EASY - be involved and supportive!

1. Ask your child, "What interesting thing did you learn today?" "What skill did you practice?"
2. Sailing has a vernacular all its own: "Can you name the parts of the boat for me?" "What are the points of sail?" "Can you name a particular knot and what it's used for?"
3. Your asking reinforces what they've learned.
4. If you ever suspect your child is not enjoying their time with us for any reason, please let one of the staff members know so we can address your concern. We want everyone to enjoy themselves while learning to sail!

WHAT ELSE SHOULD I KNOW AS A PARENT?

1. We are a Licensed Recreational Day Camp:
 - o Our rules and regulations are in place for a reason and we ask for your cooperation.
 - o The OYC complies with the regulations of the MA Department of Public Health and is licensed by the Orleans Board of Health.
 - o Parent/guardians may request verification of background checks, copies of health care and discipline policies, and procedures for filing grievances from the OYC Office.
 - o All applications, medical information and personal information are kept confidential and comply with HIPAA regulations.
 - Information from applications is distributed to program staff on a need to know basis (such as allergies, if student has EpiPen/inhaler/insulin, physical issue, etc.).
2. Arriving to Class/Dropping Off Students:
 - o Plan to arrive at least 10 minutes early. Instructors will not be able to come back to shore to pick up late campers once the class is out on the water.
 - o Students may have a seat under the tent – this is the pick-up drop-off location.
 - o Always confirm student's arrival/departure with a JSP Senior Instructor.
 - o For Beginners there is a short group orientation on Monday morning before the beginning of class.
3. Missing Class/Absence/Tardiness:
 - o If your child is going to be absent from class for ANY reason, or needs to arrive late or leave early, please notify the OYC in advance of class session by calling (508) 255-9091 or emailing juniorsailing@orleansyachtclub.org.
4. Questions About Moving Up:
 - o Questions about placement/advancement should be directed to the Camp/Program Director. After class is the best time to have that conversation, or call or email the OYC.
 - o Each child learns at a different pace so we cannot predict how quickly a student will master each level. Students determine their own advancement by demonstrating required level-specific skills and confidence on and off the water to their instructors.
 - o The more frequently a student sails, the faster they will advance. Like any other sport, learning to sail takes practice.
 - o Students and their parents will be notified of changes to class placement.
5. Communication:
 - o Please don't hesitate to talk with the Camp/Program Director or OYC Club Administrator about any issues, concerns, expectations, observations, etc. We value your feedback and communication!
6. Observing Class:
 - o You are welcome to sit under the tent to observe our lessons and/or wait for your child to finish class. Guests, parents and siblings *cannot* be accommodated in the classroom, on the docks, or in any of the boats during instruction. Thank you for your cooperation.

*Thank you for choosing the Orleans Yacht Club's Junior Sailing Program
and we really look forward to seeing you this summer!*

Orleans Yacht Club ~ Junior Sailing Program
39 Cove Road – P.O. Box 145 – Orleans, MA 02653 ~ 508-255-9091

Illness/Injury, Medication Management, and Emergency Health Care Policy

The safety and well-being of all of our sailing program participants is our chief concern and our policies below have been approved by the JSP's Health Care Consultant and the Orleans Board of Health. The JSP staff will monitor participants/campers for sun and/or heat related issues, application of sun screen and insect repellent, conduct tick checks and promote allergy awareness.

Health Care Staff

Emergency/Police/Fire/Rescue: 911 Fontaine Medical Center Urgent Care (Harwich): 508-432-4100 Cape Cod Hospital (Hyannis): 508-775-1800

Health Care Consultant (HCC):

Carl Sigsbee, MD

Qualifications: Emergency Medicine Physician, Cape Cod Hospital. Duties: The HCC will assist with the development of the JSP's health care policy, reviews it annually and may make or approve any changes to it. The HCC may be available for consultation at all times and to develop and sign written orders including delegation of responsibility for prescription medication administration, to be followed by the on-site camp Health Care Supervisor in the administration of his/her health-related duties.

Health Care Supervisor (HCS):

Junior Sailing Program & Camp Director (primary)
Assistant Camp Director (secondary)
c/o Orleans Yacht Club, Inc.
(508) 255-9091

Qualifications: Approved by HCC and American Red Cross First Aid, CPR & AED certified. Duties: The HCS position is on site at all times during camp sessions and oversees daily health supervision, infection control, medication storage and administration, including self-administration when appropriate, conducting tick checks, promoting allergy awareness, handling health emergencies and accidents, including parental/guardian notifications.

JSP Staff:

Qualifications: JSP staff and Camp Director are American Red Cross First Aid, CPR & AED certified, CDC "Head's Up" Concussion trained. Three staff members are American Red Cross certified Lifeguards. Duties: JSP Staff members are responsible for providing first line of care and reporting any signs of illness or injury to the Health Care Supervisor who assesses each situation.

Medical Logs & Records

Medical Log & Records:

A medical log is maintained by the HCS which contains a record of all JSP participants/campers' and staff health complaints and treatments listing dates, time, name of person, complaint and treatment for each incident.

Injury Reports:

A MA Department of Public Health form shall be completed for each fatality or serious injury as a result of which a JSP participant/camper, JSP staff person, or volunteer is sent home, or brought to the hospital or to a physician's office, and where a positive diagnosis is made. Relevant medical records will be readily available to the health care staff, emergency health care professionals or other emergency health personnel as necessary; they will also be made available upon request to authorized representatives of the MA Department of Public Health and/or of the Orleans Board of Health.

Health & Immunization Forms: All sailing program participants/campers are required to have a physical examination & immunization report which are valid during their enrollment period. These forms must be completed, dated and signed by a physician or licensed health care provider each year. Participants/campers without these forms on file, or valid exemption, may participate in our program.

First Aid Equipment

The primary First Aid supply station for the OYC is located in the OYC's kitchen; this is a ANSI Class B commercial kit maintained regularly by Cintas First Aid & Safety, Inc. and includes the following (but is not limited to): non-perfumed soap, sterile gauze squares, compresses, adhesive tape, bandage scissors, triangular and rolled bandages, masks with one way valves, tweezers, cold packs, and barrier protection gloves of non-latex composition. An ASI Class A kit is located in the Bosun's Locker (sailing preparation/storage area). Portable First Aid kits are on-board every OYC owned powerboat.

Illness/Injury, Medication Management, and Emergency Health Care Policy

Care of Campers Who Are Become Ill or Are Injured

Should a participant/camper or staff person be injured, fall ill, or otherwise need medical attention, the necessary appropriate First Aid will be administered by qualified JSP staff or the HCS.

JSP staff report all illness and injuries to the HCS who then assesses each situation and determines appropriate action (whether the child may be treated safely on-site, should be transported home, or if they should be seen by a physician or emergency personnel). Should it be determined that treatment off-site is necessary, The HCS will contact the parent/guardians or designated emergency contact immediately. In the unlikely event efforts to contact the parent/guardian or emergency contact are unsuccessful, the HCC will proceed as directed by the MEDICAL TREATMENT waiver on the camp enrollment application or on the staff information form. All attempts to notify parent/guardian will be documented.

A quiet location within the OYC building will be provided as is possible and the participant/camper will be supervised by a qualified and appropriate qualified adult.

In all instances, the illness or injury will be reported in a timely manner to the parent/guardian.

Emergency Treatment: In the event emergency treatment and/or transportation is required, it will be provided by the local 911 service to Cape Cod Hospital or to Fontaine Medical Center's Urgent Care. A JSP staff member will be sent with the participant/camper along with a copy of the participant/camper's medical/health forms which includes a signed permission to treat form.

Communicable Diseases: The OYC will immediately report each case of communicable disease immediately to the OYC's Vice Commodore and to the Orleans Board of Health and to the MA Department of Public Health. Until action on such case has been taken by the Health Care Consultant, strict isolation of affected individuals shall be maintained.

Storage & Administration of Medications

The JSP follows MA DPH CMR 430.160 "Storage & Administration of Medications":

1. All medication prescribed for participants/campers or staff shall be kept in a secure locked storage box under the controlled possession of the Health Care Supervisor (HCS) except as per #6 below. Only a 1 day supply will be kept at the OYC.
2. Oral or topical medications shall only be administered by the HCS or by Health Care Consultant (HCC) or an Orleans Board of Health preapproved substitute.
3. Medication prescribed for campers shall be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements, if any, contained in such prescription or required by law, and if tablets or capsules, the number in the container. All over the counter medications for campers shall be kept in the original containers containing the original label, which shall include the directions for use.
4. All medication will be accompanied by a health care provider's "Action Plan" and a signed and dated copy of the JSP's "Medication Storage-Administration Authorization" form submitted with enrollment application and which identifies who will administer medications.
5. The HCS and JSP staff are trained in the use of epinephrine injections systems (EpiPen) during orientation by the Health Care Consultant or other certified medical professional (and documented) as well a review of any other medication administration requirements as needed.
6. Exceptions for the HCS to administer medication is when a participant/camper or staff person is allowed (with written permission from the parent/guardian) to self-administer a prescribed epinephrine injection system, inhaler, blood sugar monitoring, insulin injections. All self-administration will be done in the presence of the Health Care Supervisor.
 - a. These medications will be kept on the camper's person.
7. Any medical waste (needles, etc.) will be disposed of properly.
8. Unused medications will be returned to parent/guardian whenever possible. If it cannot be returned, it shall be properly disposed of in accordance with guidance provided by the Department of Environmental Protection or through the Orleans Police Department. All returns or disposals will be documented in the Medical Log.
9. Herbal and/or homeopathic medication will not be administered.
10. If a participant/camper or staff person refuses to take prescribed medications, this refusal will be documented in the Medical Log.
11. All medication administration will be documented in the Medical Log.

Information About Recreational Camps for Children in Massachusetts: Questions and Answers for Parents and Guardians



WHAT IS A LICENSED RECREATIONAL CAMP FOR CHILDREN?

A licensed recreational camp for children may be a day or residential (overnight) program that offers recreational activities and instruction to campers. There are certain factors, such as the number of children the camp serves, the length of time the camp is in session, and the type of entity operating a program, that determine whether a program is considered a recreational camp under Massachusetts law and regulations and therefore must be licensed (see M.G.L. c. 111, §127A and 105 CMR 430.000: Minimum Standards for Recreational Camps for Children).

WHAT DOES IT MEAN FOR A RECREATIONAL CAMP TO BE LICENSED?

If a camp meets the definition of a recreational camp it must be inspected and licensed by the local board of health in the city or town where the camp is located. It must also meet all regulatory standards established by the Massachusetts Department of Public Health (MDPH) and any additional local requirements.

ARE ALL SUMMER PROGRAMS REQUIRED TO BE LICENSED AS RECREATIONAL CAMPS FOR CHILDREN?

No. Programs that do not meet the legal definition of a recreational camp for children are not subject to MDPH's regulatory provisions and therefore do not have to follow the requirements that apply to licensed recreational camps and are not subject to inspections by either MDPH or a local board of health.

WHAT IS THE PURPOSE OF THE REGULATIONS?

The regulations establish minimum health, safety, sanitary, and housing standards to protect the well-being of children who are in the care of recreational camps for children in Massachusetts. These regulations include:

- requiring camps to perform criminal record background checks on each staff person and volunteer prior to employment and every 3 years for permanent employees;
- requiring proof of camper and staff immunizations;
- requiring proof of appropriate training, certification, or experience for staff conducting or supervising specialized or high risk activities (including swimming and watercraft activities).

WHAT DOES THE LOCAL HEALTH DEPARTMENT EVALUATE AS PART OF A CAMP INSPECTION?

The primary purpose of the inspection is to ensure that the camp provides an appropriate environment to protect the health, safety, and well-being of the campers. Examples of things inspectors look for include: safe structures and equipment; adequate sanitary facilities; sufficient supervision of the campers; appropriate plans in case of medical emergencies, natural, and other physical

disasters; sufficient health care coverage; and injury and fire prevention plans. Contact the local health department or local board of health in the community in which the camp is located to find out mandatory requirements, policies, and standards.

WHERE CAN I GET INFORMATION ON THE STATUS OF A RECREATIONAL CAMP'S LICENSE?

Contact the local health department or board of health in the community where the camp is located to determine if the camp is a licensed recreational camp for children, confirm the status of the camp's license, and obtain a copy of the camp's most recent inspection report.

ARE RECREATIONAL CAMPS REQUIRED TO PROVIDE COPIES OF OPERATING PLANS AND PROCEDURES?

Yes. The camp must provide copies of any of the required plans and procedures on request.

ARE THERE MINIMUM QUALIFICATIONS FOR CAMP COUNSELORS IN MASSACHUSETTS?

Yes. All counselors in licensed recreational camps are required to have at least four weeks experience in a supervisory role with children or four weeks experience with structured group camping. Counselors must also complete an orientation program before campers arrive at camp. Any counselor who supervises children in activities such as horseback riding, hiking, swimming, and other events must also have appropriate specialized training, certification, and experience in the activity. You may ask to see proof that a counselor is certified in a particular activity.

HOW OLD DO CAMP COUNSELORS HAVE TO BE?

There are different age requirements depending on the type of camp. A counselor working at a licensed residential (overnight), sports, travel, trip, or medical specialty camp must be 18 years of age or have graduated from high school. Counselors working at a day camp must be at least 16 years of age. All counselors at licensed camps in Massachusetts are required to be at least three years older than the campers they supervise.

IS THE CAMP REQUIRED TO CONDUCT BACKGROUND CHECKS ON CAMP STAFF?

Yes. For all camp staff and volunteers, the licensed recreational camp for children must conduct a background check that includes obtaining and reviewing the applicant's previous work history and confirming three positive references. The camp must also obtain a Criminal Offender Record Information (CORI) history/juvenile report history from the Massachusetts Department of Criminal Justice Information Services to determine whether the applicant has a juvenile record or has committed a crime that would indicate the applicant is not suitable for a position with campers. The camp must conduct CORI re-checks every three years for permanent employees with no break in service.

The local health department will verify that CORI checks have been conducted during their annual licensing inspection. If an applicant resides in another state or in a foreign jurisdiction, where practicable, the camp must also obtain from the applicant's criminal information system board, the chief of police, or other relevant authority a criminal record check or its recognized equivalent. The camp is required to hire staff and volunteers whose backgrounds are free of conduct that bears adversely upon his or her ability to provide for the safety and well-being of the campers.

IS THE CAMP REQUIRED TO CHECK STAFF AND VOLUNTEER BACKGROUNDS FOR A HISTORY OF SEXUAL OFFENSES?

Yes. The operator of the camp must obtain a Sex Offender Registry Information (SORI) report from the Massachusetts Sex Offender Registry Board (SORB) for all prospective camp staff, including any volunteers, and every three years for permanent employees with no break in service. The Sex Offender Registry Board is a public safety agency responsible for protecting the public from sex offenders. The local health department will verify that SORI checks have been conducted during their annual licensing inspection. For more information concerning the Sex Offender Registry Board, and SORI information and

policies available to the public, visit the SORB website at www.mass.gov/sorb.

HOW CAN I BE SURE THAT SUCH BACKGROUND CHECKS HAVE BEEN CONDUCTED?

You can request a copy of the camp's written policy on staff background checks from the camp director and ask the Board of Health to confirm that background checks were completed at the camp. Please note, however, that you are not authorized to review any staff person's actual CORI or SORI report.

IS THE CAMP REQUIRED TO HAVE A PERSON ON-SITE WHO KNOWS FIRST AID AND CPR?

Yes. All licensed camps are required to have a health care supervisor at the camp at all times who is at least 18 years of age and is currently certified in first aid and CPR. The camp must provide backup for the health care supervisor from a Massachusetts licensed physician, physician assistant, or nurse practitioner who serves as a health care consultant. Medical specialty camps and residential camps where there are a large number of campers and staff must have a licensed health care provider, such as a physician or nurse, on site.

HOW CAN I COORDINATE MY CHILD'S MEDICATION ADMINISTRATION WHILE AT A RECREATIONAL CAMP?

Parents or guardians must give approval for their child to receive any medication at a recreational camp. Licensed camps are required to keep all medications in their original containers and to store all prescription medications in a secure manner. If your child will be participating in off-site activities while taking prescription medication, a second original pharmacy container must be provided to the camp. The only individual authorized to give your child his/her medication is a licensed health care professional or the camp health care supervisor with oversight by the camp health care consultant. (Note that other arrangements may be made for emergency medications such as epinephrine auto-injectors and inhalers.) When your child's participation at a camp ends, the medication must be returned to you, if possible, or destroyed.

CAN A CAMP DISCIPLINE MY CHILD?

Yes. Camps are required to have a written disciplinary policy that explains their methods of appropriate discipline, for example, a 'time-out' from activities or sending a child to the camp director's office. Under no circumstances, however, may a camper be subjected to corporal punishment such as spanking, be punished by withholding food or water, or subject to verbal abuse or humiliation.

WHAT STEPS DOES A CAMP HAVE TO TAKE TO PROTECT MY CHILD FROM ABUSE AND NEGLECT?

All licensed recreational camps must have policies and procedures in place to protect campers from abuse and neglect while at camp. You may ask a camp representative for specific information on the camp's policies and procedures for reporting a suspected incident. In order to protect your child from possible abuse, you should talk openly and frequently with your child about how to stay safe around adults and other children.

WHAT STEPS CAN BE TAKEN TO HELP PROTECT CHILDREN FROM MOSQUITO AND TICKBORNE DISEASE SUCH AS EASTERN EQUINE ENCEPHALITIS (EEE), WEST NILE VIRUS (WNV), AND LYME DISEASE?

Parents/guardians and camp administrators should discuss the need for repellent with campers and what repellent(s) may be available at the camp. Use of insect repellents that contain 30% or lower of DEET (N,N-diethyl-m-toluamide) are widely available and are generally considered to be safe and effective for children (older than 2 months of age) when used as directed and certain precautions are observed. These products should be applied based on the amount of time the camper spends outdoors and the length of time protection is expected as specified on the product label.

Use of DEET products that combine repellent with sunscreen are not recommended, as over application of DEET can occur if sunscreens need to be applied more frequently. It is generally recommended to apply sunscreen first, then insect repellent.

Repellents containing DEET should only be applied to exposed skin, and children should be encouraged to cover skin with clothing when possible, particularly for early morning and evening activities when more mosquitoes are present. DEET products should not be applied near the eyes and mouth; applied over open cuts, wounds, or irritated skin; or applied on the hands of young children (the CDC recommends that adults apply repellents to young children). Skin where the repellent was applied should be washed with soap and water after returning indoors and treated clothing should be washed before it is worn again. Spraying of repellents directly to the face, near other campers, or in enclosed areas should be avoided.

For More Information on Recreational Camps Please Follow the web link below:

The Department has designed an additional document “Important Webpage Links regarding Recreational Camps for Children” to assist stakeholders with access to relevant information associated with Recreational Camps for Children. This document contains webpage links for related material and other points of interest.

[Important Webpage Links.docx](#)

Do not rely on glossy pictures and slick brochures when choosing a recreational camp for your child.

Contact the camp director to schedule an appointment for an informational meeting and tour of the facility prior to registering your child.

Ask the camp for a copy of its policies regarding staff background checks, as well as health care and disciplinary procedures. Ask to see a copy of the procedures for filing complaints with the camp.

Call the local health department/board in the city or town where the camp is located for information regarding inspections of the camp and to inquire about the camp’s license status.

Obtain names of other families who have sent their children to the camp, and contact them for an independent reference.

For More Information

If you would like a copy of the state regulations or additional information concerning recreational camps for children, please visit www.mass.gov/dph/dcs or call the Massachusetts Department of Public Health, Bureau for Environmental Health’s Community Sanitation Program at 617-624-5757 | Fax: 617-624-5777 | TTY: 617-624-5286



Revised March 2018

Meningococcal Disease and Camp Attendees: Commonly Asked Questions

What is meningococcal disease?

Meningococcal disease is caused by infection with bacteria called *Neisseria meningitidis*. These bacteria can infect the tissue (the “meninges”) that surrounds the brain and spinal cord and cause meningitis, or they may infect the blood or other organs of the body. Symptoms of meningococcal disease can include fever, severe and constant headache, stiff neck or neck pain, nausea and vomiting, and rash. In the US, about 350-550 people get meningococcal disease each year and 10-15% die despite receiving antibiotic treatment. Of those who survive, about 10-20% may lose limbs, become hard of hearing or deaf, have problems with their nervous system, including long term neurologic problems, or have seizures or strokes.

How is meningococcal disease spread?

These bacteria are passed from person-to-person through saliva (spit). You must be in close contact with an infected person’s saliva in order for the bacteria to spread. Close contact includes activities such as kissing, sharing water bottles, sharing eating/drinking utensils or sharing cigarettes with someone who is infected; or being within 3-6 feet of someone who is infected and is coughing and sneezing.

Who is most at risk for getting meningococcal disease?

People who travel to certain parts of the world where the disease is very common, microbiologists, people with HIV infection and those exposed to meningococcal disease during an outbreak are at risk for meningococcal disease. Children and adults with damaged or removed spleens or persistent complement component deficiency (an inherited immune disorder) are at risk. Adolescents, and people who live in certain settings such as college freshmen living in dormitories and military recruits are at greater risk of disease from some of the serotypes.

Are camp attendees at increased risk for meningococcal disease?

Children attending day or residential camps are **not** considered to be at an increased risk for meningococcal disease because of their participation.

Is there a vaccine against meningococcal disease?

Yes, there are 2 different meningococcal vaccines. Quadrivalent meningococcal conjugate vaccine (Menactra and Menveo) protects against 4 serotypes (A, C, W and Y) of meningococcal disease. Meningococcal serogroup B vaccine (Bexsero and Trumenba) protects against serogroup B meningococcal disease, for age 10 and older.

Should my child or adolescent receive meningococcal vaccine?

That depends. Meningococcal conjugate vaccine (Menactra and Menveo) is routinely recommended at age 11-12 years with a booster at age 16. In addition, this vaccine may be recommended for children with certain high-risk health conditions, such as those described above. Otherwise, meningococcal vaccine is **not** recommended for attendance at camps.

Meningococcal serogroup B vaccine (Bexsero and Trumenba) is recommended for people with certain relatively rare high-risk health conditions (examples: persons with a damaged spleen or whose spleen has been removed, those with persistent complement component deficiency (an inherited disorder), and people who may have been exposed during an outbreak). Adolescents and young adults (16 through 23 years of age) who do not have high risk conditions **may** be vaccinated with a serogroup B meningococcal vaccine, preferably at 16 through 18 years of age, to provide short term protection for most strains of serogroup B meningococcal disease. Parents of adolescents and children who are at higher risk of infection, because of certain medical conditions or other circumstances, should discuss vaccination with their child’s healthcare provider.

How can I protect my child or adolescent from getting meningococcal disease?

The best protection against meningococcal disease and many other infectious diseases is thorough and frequent handwashing, respiratory hygiene and cough etiquette. Individuals should:

1. wash their hands often, especially after using the toilet and before eating or preparing food (hands should be washed with soap and water or an alcohol-based hand gel or rub may be used if hands are not visibly dirty);
2. cover their nose and mouth with a tissue when coughing or sneezing and discard the tissue in a trash can; or if they don’t have a tissue, cough or sneeze into their upper sleeve.
3. not share food, drinks or eating utensils with other people, especially if they are ill.
4. contact their healthcare provider immediately if they have symptoms of meningitis.

If your child is exposed to someone with meningococcal disease, antibiotics may be recommended to keep your child from getting sick.

You can obtain more information about meningococcal disease or vaccination from your healthcare provider, your local Board of Health (listed in the phone book under government), or the Massachusetts Department of Public Health Division of Epidemiology and Immunization at (617) 983-6800 or on the MDPH website at www.mass.gov/dph.

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Discipline, Abuse/Neglect, Grievance and Sexual Harassment Policies

JSP Discipline Policy

The Camp Director, Head Instructor or a Senior Instructor collectively will make the determination if disciplinary action is required.

The OYC has a zero tolerance policy for bullying, hitting, offensive or abusive language or behavior, weapons of any kind, nicotine or nicotine delivery devices, drugs or alcohol while on OYC property during camp hours of operation as noted in the Code of Conduct signed by participants/campers and JSP staff. Instances of these actions will result in immediate and permanent expulsion from the JSP without recourse or refund.

The JSP has a three-strike discipline policy for other violations of its Code of Conduct including insubordinate or antisocial behavior, inappropriate language or behaviors, or destruction of property.

1. First Instance (verbal warning):
 - a. Will result in a verbal warning by the Camp Director and a Senior Instructor.
 - b. A plan will be discussed to avoid the behavior from occurring again
 - c. Parent/guardian will be notified of behavior and warning at pick-up or by phone by the Camp Director
2. Second Instance (parent conference):
 - a. Parent/guardian will be called and asked to meet with Camp Director and a Senior Instructor
 - b. An action plan will be jointly discussed to avoid the behavior from occurring again
 - c. A discussion and agreement with the parent/guardian and participant/student that one more instance will result in immediate and permanent expulsion from the JSP
3. Third Instance (expulsion):
 - a. The participant/camper will be immediately removed from the class
 - b. Camp Director will contact parent/guardian to arrange timely removal of the participant/camper from the OYC premises
 - c. There will be no recourse or refund nor will they be welcome back to the program in the future.

In all instances, there will be a clear and detailed record documenting misbehavior, dates, time, and all relevant details including names of all involved the issue and actions taken which will be placed with the participant/camper's application file.

JSP Abuse/Neglect Policy:

In the event a JSP participant staff person or volunteer is involved in, witnesses, is told of, and/or suspects an incident of non-accidental abusive behavior of any kind, neglect or harassment, as defined above, has occurred, the JSP staff person or volunteer shall immediately report the allegation to the Camp Director.

There will be an immediate and appropriate response to all incident allegations. In accordance with M.G.L. c.119 §51A the following procedures are in place.

1. JSP staff person or volunteer handles the situation supportively to not traumatize the person further
 - a. Will listen calmly and carefully, noting the person's behavior without asking leading questions
 - b. Will believe the person.
 - c. Will not criticize or suggest the person is mistaken as it is not their responsibility to determine whether or not the person is telling the truth or not at this time.
 - d. Will protect and respect the person's privacy
 - e. Will assure the person that help will be sought without making promises about what will or will not happen to the abuser.
 - f. Will affirm the person's feelings and assure them that what happened was not his/her fault.
2. Incidents are reported immediately to the Camp Director
 - a. Camp Director will report incident to Vice Commodore, the Club Administrator, and to the MA Department of Children and Families (or its successor) in writing
 - b. Section 51A report forms will be completed (forms at OYC Office)
 - c. Should the incident happen while in the JSP's care or in its related activities, the Camp Director shall additionally notify the Orleans BoH in writing.
 - a. The 51A Report itself shall not be forwarded to the Orleans BoH.
3. The OYC will cooperate in all official investigations of abuse or neglect including identifying parents of JSP participants/campers currently or previously enrolled in the JSP who may have been in contact with the subject of the investigation.

Orleans Yacht Club ~ Junior Sailing Program
39 Cove Road – P.O. Box 145 – Orleans, MA 02653 ~ 508-255-9091

Discipline, Abuse/Neglect, Grievance and Sexual Harassment Policies

JSP Abuse/Neglect Policy (continued):

4. The Camp Director will ensure an allegedly abusive or neglectful JSP staff person or volunteer shall not have any unsupervised contact with JSP participants/campers until the MA Department of Children and Families investigation has been completed.

Sexual Harassment Policy:

Sexual harassment by or to any OYC staff person, volunteer or JSP participant/camper for any reason is unacceptable at any time at the OYC. As defined by the MA Commission Against Discrimination, the following, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness: Unwelcome sexual advances -- whether they involve physical touching or not; Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; Displaying sexually suggestive objects, pictures, cartoons; Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments; Inquiries into one's sexual experiences, and Discussion of one's sexual activities

Retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the OYC. If anyone believes that he or she has been subjected to sexual harassment, that person has the right to file a complaint with the OYC either in writing or verbally.

OYC related complaints will be reported to the Commodore and JSP related complaints will be reported to the Camp Director. All complaints and allegations are promptly investigated in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable. Investigations will include a private interview with the person filing the complaint and with witnesses and an interview with the person alleged to have committed sexual harassment. Once the investigation is completed, to the extent appropriate, the OYC will inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, the OYC will take prompt and necessary disciplinary action as it deems appropriate including imposing disciplinary action, including termination of JSP enrollment, employment or volunteer service.

GRIEVANCE POLICY:

Should a parent/guardian or JSP participant have a grievance or complaint about or with the JSP on any issue regarding the safety and/or well-being of a JSP participant/camper, a verbal communication should be made immediately to the Camp Director. If the grievance involves the JSP Camp Director, a verbal communication should be made to the OYC's Vice Commodore.

1. Follow-up written documentation must be submitted within ten (10) days of the complainant's notification of the incident including a full description of incident including names, date of incident, JSP instructor involvement, and any other pertinent information
2. All grievances will be reviewed within five (5) working days of receipt by the Camp Director and the OYC's Vice Commodore
3. Grievances will be responded to within ten (10) working days of date of receipt
4. The reviewers' decisions will be final and the grievance considered closed at time of decision