



BOOM Program Guide & Application 2016



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BOOM 2016

December, 2015

Dear BOOM Host 2016 Candidate,

Ontario Sailing, as the Provincial Sporting Body of Sailing, is committed to the promotion and development of all aspects of boating & sailing. The BOOM Mobile Sailing School is a program that Ontario Sailing has dedicated to making introductory and grassroots sailing programs more accessible to people across the province.

For previous host sites, please read this application in its entirety. Changes from the 2016 application will be highlighted in blue.

This upcoming 2016 season is going to be a year of facilitating relationships with community partners and strategizing towards each Host Site one day becoming a site that can run a **self-sustainable, independent** sailing program in their area. Ontario Sailing will be providing additional benefits and training through the Get Out on the Water Program, as well as the Club Operational Asset Standards Tool (COAST). These programs have been highly successful with clubs and organizations across the province. We are thrilled to be sharing them with our BOOM Host Sites.

Host Sites requesting two consecutive weeks will be prioritized. Applications for Host Sites that are new to BOOM (have not hosted within 5 years) will be considered for 1 week of programming. Prices will reflect this priority.

If you have any questions regarding any aspects of the BOOM Program, please contact me. We are looking forward to strategizing with you!

Yours in Sailing,

Melanie O'Brien
Program Coordinator- Ontario Sailing
ucansail@ontariosailing.ca
905-572-7245 ext. 226

The Provincial Sport Governing Body for Sailing and Boating



BOOM 2014: Mobile Program Overview

BOOM Mobile Unit:

Ontario Sailing equips two complete mobile sailing schools to travel to the Host Sites each year. These mobile units are used to introduce and develop sailing to your community.

Instructors:

Each mobile team consists of two qualified CANSail 1&2 Instructors. CANSail 1&2 is the basic introductory levels for sailing.

CANSail Levels:

The CANSail program is a set of progressive learn to sail national standards, which provide sailors with a foundation of core skills. While the mobile unit delivers Sail Canada's CANSail 1 & 2 basic sailing levels, it is important to work with your community and Ontario Sailing on the product/program you will be delivering, which will be largely dependent on the goals of your club/organization. CANSail level certificates can be made available for sailors that have passed their levels, but are not always the main focus for sailing in your community.

Program Participants (Sailors):

This program focuses on youth sailors ages 8-14 during the day time (9:00 AM-4:00 PM). The mobile unit can support **maximum 16 youth sailors ages 8-14 at a time, and must not exceed the ratio of 8 participants to 1 instructor.**

Adult evening classes (if requested) are not restricted by age. The equipment will support a maximum of **8 adults at one time**. Adult evening classes are run from Monday-Thursday from 6:00-9:00 PM, 5:30-8:30 PM, or 5:00-8:00 PM (whichever best suits your needs).

Equipment:

Each Mobile unit consists of:

- 8 RS Quba Sail boats
- Two Sail Canada CANSail 1&2 Instructors
- Lifejackets/PFD's
- Two Coach Boats (inflatables with 9.9 HP outboard engines)
- Various Teaching Aids



Host Responsibilities 2016

Hosting a BOOM program can be very rewarding, however it does require a commitment from the host club/organization both financial and time. The BOOM Program works as a partnership between the host sites and Ontario Sailing, and we must both do our part to make the BOOM Program successful.

1- BILLETING REQUIREMENTS

BOOM hosts will be required to billet the two instructors for the weeks they have booked. The instructors will provide their own food. Host Sites will be required to submit the names and addresses of the billets minimum two weeks before their programming begins

2- PROMOTION

As a BOOM Host Site, you are responsible for promoting the mobile in your area and registering the participants. Ontario Sailing will provide you with promotional material, and participant registration forms.

3- REGISTRATION

Host Sites are responsible for making sure that each participant **completes a participant registration form** and the completed forms are given to the instructors **in print** on Sunday Evening when you meet with them. This allows the instructors to be aware of any health related issues prior to the start of the program.

You are responsible for making sure that the registration limits of 16 participants at one time for regular BOOM, and 8 participants at one time for Adult lessons are not exceeded.

*Please note that HST is charged for Adult Classes, so please take that into consideration when planning your registration.

4- WORKING WITH THE INSTRUCTORS DURING THE PROGRAM

You are responsible for meeting with the instructors on Sunday evening before the program to discuss your site's expectations for the week. If you have any concerns about the program or the instructors it is important that you communicate with the instructors or contact Ontario Sailing as soon as possible so that your concerns can be resolved.

You are responsible for organizing volunteers to meet the instructors when they arrive Sunday evening to help the instructors unload their van and trailer, as well as help them load up their van and trailer on Friday afternoon before the end of the program.

You must arrange for a volunteer to be on site in the morning, and afternoon of each day of the program to supervise participants before and after the programs, in addition, you are encouraged to provide additional on-site supervision to assist the instructors during the day. The program runs from **9 am – 4 pm**. On the last day of the program, participants will come off the water by mid afternoon so that they can participate in cleaning up the equipment (taking the boats out of the water, rolling the sails, packing up the dagger boards, rudders and paddles etc.). Handling and storing sailing equipment properly is an important part of learning how to sail.

You are responsible for arranging an indoor or covered space where instructors and students can go if there is foul weather and they are unable to sail.

If possible it is recommended that you make arrangements to have an additional motorboat available that the instructors can use.

5- BOAT LAUNCH AND STORAGE

The Host site is responsible for providing a safe location for the boats to be launched into the water by the instructors and the sailors. A secure location is required for the boats to be stored while they are not being used (overnight, over the weekend). Ontario Sailing will provide chains, locks and cable locks to secure the equipment.

6- ONTARIO SAILING MEMBERSHIP

Each Host Site will be required to be a member of the Ontario Sailing Association in order to be a BOOM Host Site. Ontario Sailing will be invoicing clubs/organizations that are successful in the BOOM Application Process for membership fees during March of 2015. If payment is not received by April 30th, 2015, your club/organization will be ineligible to host the BOOM Program, and may be asked forfeit their week(s) of programming until membership payment is received.

7- GET OUT ON THE WATER PROGRAM & CLUB OPERATIONAL ASSET & STANDARDS TOOL (COAST) PARTICIPATION

All Host Sites will be receiving support from our Get Out on the Water (GOOTW) and COAST programs in 2016.

Get Out on the Water is a high-energy program that will train and assist BOOM Host Sites in marketing their BOOM Program and/or a Try It Day in 2016. In 2015, the Get Out on the Water Program partnered with clubs and hosted 101 events across Ontario promoting water sports. Through combined efforts with these organizations, over 3000 individuals registered for a spot at these events. The Get Out on the Water Program will be able to assist you in marketing out your BOOM Program to the public. More information at www.getoutonthewater.ca

COAST is a checklist of items ranging from governance to programming and personnel development. The completion of this checklist will help your club/organization and Ontario Sailing assess your future direction and goals, and ensures that it is operating at a minimum standard. Upon completing the checklist, all clubs/organizations will receive a detailed, individualized work plan that will prioritize improvements and celebrate achievements. For each task given in the work plan, the club/organization will have access to resources to complete the task (templates for policies, access to Ontario Sailing resources/expertise, and access to workshops). More information can be found here: www.shellsandsails.ca

With the GOOTW Program and COAST tool, Ontario Sailing is committed to working with member clubs and organizations to improve the quality and capacity of their programs and services. This process will assist with identifying organization strengths and needs, a baseline for strategic planning, and an outlet for operating assistance.

8- RECRUITMENT & MARKETING STRATEGIES

Each Host Site will be required to submit a recruitment and marketing strategy for hosting BOOM. This will be included in the application process (see application "additional questions" for more details). Host Sites with successful applications will receive feedback and support on their plan from Ontario Sailing.

9- GOALS FOR SAILING IN YOUR COMMUNITY

Each Host Site will be required to submit the short and long-term goals for sailing and the BOOM Mobile in your community (see application "additional questions" for more details). Host Sites with successful applications will receive feedback and support on their goals from Ontario Sailing.

10- PROGRAM LENGTH

The BOOM Program will be prioritizing Host Sites that can run programming for 2 consecutive weeks. Applications for Host Sites that are new to BOOM (have not hosted within 5 years) will be considered for 1 week of programming. Prices will reflect this priority:

- Programs that run two weeks in length will not have to pay travel fees (see below "Travel Costs)
- Host Sites that partner with a close by community to run consecutive weeks of BOOM may qualify for the travel discount

11- TRAVEL COSTS

Host Sites that are applying to run one week of BOOM will have a \$250.00 travel cost added to their program invoice

- Host Sites that partner with a close by community to run consecutive weeks of BOOM may qualify for the travel discount

If you are unable as a host to fulfill **all** of the above responsibilities, please contact Melanie at Ontario Sailing, 1-888-672-7245 x 226 or ucansail@ontariosailing.ca and we can discuss possible solutions.



Frequently Asked Questions

- **Can my club exceed the maximum and register more participants in the program? Even if we provide additional boats?**
 - Unfortunately, No. In order for us to ensure the highest quality and safest program we must keep our student to teacher ratios low.
The maximum number of participants for BOOM is 16 for Daytime Classes and 8 for Evening Classes, if you exceed this maximum you will be invoiced an additional \$250 for each participant above the maximum – if this number exceeds two you may not be able to host a mobile in the future. We are committed to safety and quality.
- **Where will the instructors stay while in town?**
 - BOOM hosts are required to billet the 2 instructors for the week(s) they have booked.
- **Are we responsible for feeding the instructors?**
 - No, Ontario Sailing provides the instructors with a food allowance, so that the instructors may purchase food.
- **How will I advertise this program?**
 - You may want to contact your community newspaper, radio station, or television station; often they have a community events section where you can advertise your community event for free.
 - You may also want to see if you can post signs in local schools.
 - Your club will be listed as a host site on the Ontario Sailing website.
 - Ontario Sailing will provide you with some BOOM Posters that you may want post in the community.
 - Ontario Sailing will also provide you with BOOM Brochures, which you can distribute.
- **What type of communication can I expect from Ontario Sailing leading up to the start of BOOM?**
 - Over the course of the winter you can expect to receive a package via email with information you will need to help you host the mobile (Posters and Brochures).
 - We will send the majority of the information out by email
 - If you have any questions at all throughout the winter or spring as you are planning for the BOOM program, please do not hesitate to email ucansail@ontariosailing.ca, or phone 1-888-672-7245 ext. 226.
 - The BOOM instructors will phone you the week before they are scheduled to teach at your site. This is a great opportunity to talk to the instructors about your site's specific needs or expectations.
- **Do we require extra insurance to host a BOOM mobile?**
 - It is your club's/organization's decision whether or not to take out extra insurance to host a BOOM mobile.
 - The Ontario Sailing BOOM program is fully insured, our equipment is insured, and our instructors are certified and insured by Sail Canada.
 - Upon your request, Ontario Sailing can provide you with a copy of a Certificate of Insurance (after June 1st, 2015) for your record



The Application Process

Please follow these instructions to apply to host the BOOM Mobile Sailing School in 2016:

1) **Submit Application form + Deposit- DUE Wednesday, JANUARY 20th, 2016**

Please fill out the BOOM Host Application Form attached. A deposit of **\$1500 (for each week)** for current Ontario Sailing members **must** accompany this form in order for the BOOM request to be considered. **This deposit is non-refundable after Monday, February 8th, 2016.**

2) **Registration Agreement**

Between **January 25th-29th, 2016**, you will be contacted by phone or email to confirm your application.

For successful candidates, we will discuss the dates that BOOM will be hosted at your location, and discuss the details of payment schedules, and any further requirements of the host site (if applicable).

Unfortunately not all candidates that apply will be successful. Unsuccessful candidates will have the option to participate in other programs offered by Ontario Sailing that will benefit future programming at your location.

3) **Payment Schedule**

A second **non-refundable** deposit of \$1200/week is due no later than **February 29th, 2016.**

Your Ontario Sailing Membership invoice will be issued at the end of March. Payment is due no later than **April 29th, 2016.**

The final payment for all BOOM programs is due no later than **May 27th, 2016.** This payment amount is dependent on the program you are running (adult classes, pro-rated weeks). This will be discussed with each BOOM Host Site in January, 2016.

*Your Club/Organization will be invoiced upon confirmation of your programming according to the dates above.

Please Note: Failure to make payment on time may result in not being able to host the program in the future.

All deposits and payments can be made by VISA, MasterCard or Cheque (payable to Ontario Sailing). Please send us postdated cheques for the second deposit, and final payment.



BOOM Program Application

Host Applicant Contact Information

Please type or print neatly.

Club/Group/Organization

Name:	
Mailing Address:	
Location of Program:	Website:
Phone:	Email:

Primary Host Contact

Name:	
Mailing Address:	
Phone:	Alternate Phone:
Email:	

Alternate Contact

Name:	
Mailing Address:	
Phone:	Alternate Phone:
Email:	

What address would you like invoices and confirmation of payment e-mailed to? (i.e., Club Treasurer)

Phone: _____ E-mail: _____

Please remember that the instructors will be calling you the week before they arrive at your site. Please indicate 2 contact people whom the instructors should call, and the best number(s) to reach those people at.

Name:	Number(s):
Name:	Number(s):



BOOM Program Application

Site Information

Please describe the indoor or covered space that will be available for the program in case of inclement weather (i.e. inside a club, covered pavilion).

--

Please describe the launching and storage area for the boats (i.e. docks, public beach, rocky beach, vacant land, grassy field).

--

Instructor Billeting Requirements

Please describe the accommodations available for the instructors while at your site.

--

Please describe the access to running water and shower facilities for the instructors.

--

Please describe the access to facilities for cooking and preparing food for the instructors

--

Please provide Ontario Sailing contact information to post on our website to allow us to direct public inquiries about the BOOM program directly to you.

Name:

(may want to post only your first name or the club name)

Contact Information:

(You may want to post only an email address or a club phone number)

Is there any further information about your club/group/organization that would help us serve you better?

--



BOOM Program Application

Specific Program Requests

Dates for your program:

Please indicate which week(s) you would like to book a BOOM mobile. Please indicate your first, second and third choice by marking a 1, 2, and 3 in the column to the right of that week.

	1st Week	2nd Week		1st Week	2nd Week
Week 1: July 4-8			Week 6: August 8-12		
Week 2: July 11- July 15			Week 7: August 15-19		
Week 3: July 18- July 22			Week 8: August 22-26		
Week 4: July 25- July 29			Week 9: August 29-Sept 2		
Week 5: August 1-5					

Please note that Ontario Sailing will no longer be offering the 4-day week at a prorated cost.

Comments or Notes on Choices (if applicable):

Adult Classes:

Adult classes run Monday through Thursday evenings of your BOOM Program (Tuesday-Thursday if running on a shortened week).

Would you like to register for Adult/Evening Classes: Yes _____ No _____

Please note there is an additional fee for Adult Evening Classes (please see Program Fees Section).

*****Adult Evening Classes are non-refundable (either in part or full) after the May 27th, 2015. In the past evening classes have been cancelled throughout the summer however this is not fair to the instructors who are counting on the extra income.**

Membership Requirements:
 It is a requirement that all Host Sites be a member of Ontario Sailing. Please note a separate invoice will be mailed to your club in March for your Annual Membership Dues. **The current Ontario Sailing Membership year for BOOM 2016 is April 1st 2016 to March 31st 2017.**

Is your club/organization currently an Ontario Sailing member? Yes _____ No _____

For more information, or if you are unsure if your club/association is a current member of Ontario Sailing please call 1-888-672-7245 ext. 221.

Get Out on the Water (GOOTW) & Club Operational Asset & Standards Tool (COAST)

Is your club/organization already signed up to participate in GOOTW or the COAST Tool?

Yes Which Programs _____ No



BOOM Program Application

Participation in the Get Out on the Water Program and Club Operational Asset & Standards Tool (COAST)

In 2016, all clubs and organizations hosting a BOOM program will receive support through our Get Out on the Water Program, and our Club Operation Asset & Standards Tool (COAST). Get Out on the Water is a high-energy marketing training program to help you market your BOOM Program, while COAST is a checklist of items ranging from governance to programming and personnel development, with helpful resources, templates and general assistance from our staff members with club operating needs.

With these additional benefits, Ontario Sailing is committed to working with member clubs and organizations to improve on the quality and capacity of their programs and services. This process will assist with identifying organization strengths and needs, a baseline for strategic planning, and an outlet for operating assistance.

In signing this page of the BOOM application, your club is committing to:

- Participating in the GOOTW Online Training sessions, and provide the requested numbers on participants and feedback on the GOOTW Program
- Working through the COAST (approx. two hours of time), providing three supporting documents for a quality check for COAST, and accepting a work plan with an effort to implement more COAST standards. An Ontario Sailing staff member will be in contact to schedule a time best suited for you to go through COAST.

Get Out on the Water program information can be found by visiting: www.getoutonthewater.ca
COAST program information and benefits can be found by visiting: www.shellsandsails.ca

Please note that Shells & Sails (COAST and Get Out on the Water) is committed to respecting the privacy of its members, volunteers and employees by adhering to the privacy policies set forth by ROWONTARIO and Ontario Sailing. Documentation provided to Shells & Sails clubs is for individual club use only and is not intended to be shared with other organizations. In signing this agreement, clubs/organizations agree to keep all information confidential and understand that a breach of these terms will nullify this agreement.

First Club Representative:

Name: _____

Board Position: _____

Phone Number: _____

Email: _____

Signature: _____

Date: _____

Second Club Representative:

Name: _____

Board Position: _____

Phone Number: _____

Email: _____

Signature: _____

Date: _____



BOOM Program Application

Additional Questions

Recruitment & Marketing Strategies

In 400 words or less, please outline your recruitment and marketing strategy for hosting BOOM in your community. You may include details on working with community partners, such as working with local service clubs or townships/municipalities, include details on advertisement, and more.



BOOM Program Application
Additional Questions

Goals for Sailing in your Community

In 800 words or less, please outline your short- and long-term goals for sailing in your community.



BOOM Program Application

Important Dates, Deadlines, and Payment Schedule

Please see the important dates listed below. All interested Host Sites please fill out the application attached to this package, along with a deposit cheque or credit information by Wednesday, January 20th, 2016. At that time, we can then look at all the site locations and schedule a route that is logical while still trying our best to accommodate site requests for dates.

BOOM Important Dates & Payment Schedule 2016

Date	Event	\$ Due
Wednesday, January 20 th , 2016	All Applications due and submitted to Ontario Sailing along with deposit cheque/payment	\$1,500.00
January 25-29, 2016	Successful Host Sites will be contacted by phone or e-mail to discuss/confirm your program dates	
Monday, February 8 th , 2016	Original Deposit is NON-REFUNDABLE	
Monday, February 29 th , 2016	Second Installment is due	\$1,200.00
March 21 st -31 st , 2016	Ontario Sailing Membership Payments Due	Invoiced in March
Friday, May 27 th , 2016	Final Installment is due	Dependent on Program Selection
Friday, May 27 th , 2016	Last day to cancel Adult Classes penalty-free	
Monday, July 4 th , 2016	BOOM Program Starts	

*Your Club/Organization will be invoiced upon confirmation of your programming according to the dates above.



BOOM Program Application

Total Program Fees

Please complete this table based on your first choice of week. We will notify you if there is a conflict as soon as possible. Please also note that week 1 is a 4 day weeks and as a result the fee is prorated, and week 6 may be run as a 4 day program or a 5 day program.

Option	Program	Fee/wk	Travel Costs	Totals
2 Week Program	BOOM (5 days/week)	\$5,485.00	Discounted	
1 Week Program	BOOM (5 days/week)	\$5,485.00	\$250.00	
Adult Classes	Evening Classes (4 nights)	\$1456.00 + HST	-	
		Total \$1645.28	-	
TOTAL				

Invoices for payments will be sent to each club upon successful application

Please note that HST is charged for Adult Classes

Payment Information:

Deposit Enclosed By :	Cheque	Visa	MasterCard
Card Number:	Expiry Date:		
Name on Card:			
Signature:			

Please make all cheques payable to Ontario Sailing.

Please note:

Ontario Sailing reserves the right to cancel a mobile if we cannot secure the staff to teach that mobile. If this happens you will receive a full refund.

Please sign to indicate that you have read and understand all the information provided in the **Program Guide**, with specific attention to **Host Responsibilities and Payment Schedule**

Name (please print): _____

Signature: _____ **Date:** _____