



Family Try It Day 2019

Presented by Ontario Sailing

Hosting the Family Try It Day is a BENEFIT of membership with Ontario Sailing. In order to apply, organizations must be a member in good standing of Ontario Sailing.

Ontario Sailing, as the Provincial Sporting Body of Sailing, is committed to the promotion and development of all aspects of boating & sailing. It is dedicated to making introductory and grassroots sailing programs more accessible to people across the province.

What is the Family Try It Day?

Ontario Sailing's *Family Try It Day* makes dinghy sailing accessible to your community by bringing our mobile sailing school to YOUR club. You provide the site and participants, we provide the sailboats, coach boats and instructors. This program is for participants ages 8 and up and uniquely allows children and parents to participate together.

What are the benefits to your club?

By hosting this program, you are increasing awareness of the sport in your community and exposing potential members to sailing before the true season begins. Get all ages of participants involved and let us run the event for you.

Ontario Sailing Mobile Unit

Each mobile unit creates a complete sailing school on wheels and provides qualified instructors, 8 RS Quba sailboats, coach boats, lifejackets and various teaching aids. The mobile unit can support a maximum of 16 sailors at a time.

Half Day Program

This program runs in two sessions: AM (9am – 12pm) and PM (1pm – 4pm) and allows for 32 participants per day.

Cost: \$50 per participant

Full Day Program

This program runs in one session: 9am – 4pm with a one-hour lunch break and allows for 16 participants per day.

Cost: \$75 per participant

| One Weekend Programming | Maximum Cost* | Deposit 1 | Deposit 2 | Final Payment** |
|-------------------------|---------------|-----------|------------|---|
| Half Day Program | \$3,200.00 | \$400.00 | \$1,200.00 | Dependent on total number of participants |
| Full Day Program | \$2,400.00 | \$400.00 | \$800.00 | Dependent on total number of participants |

*The Maximum Cost assumes the program is running with the maximum number of participants (32 participants for half day program and 16 participants for full day program). The host site is required to fill 50% of the program per day and will not be charged for additional participants if those spots are not filled.

**The final payment will be based on the participant fees times the number of participants over the 50% capacity.

***Upon successful completion of the program and after final payment is received, Ontario Sailing will reimburse your club 15% of the total program cost to support future programming at your organization.

Host Responsibilities 2019

Hosting the *Family Try It Day* Program can be very rewarding. The program works as a partnership between your club (the host site) and Ontario Sailing. We both must do our part to make the *Family Try It Day* Program successful. The following are responsibilities of each host site:

BILLETING REQUIREMENTS

Host sites may be required (depending on location) to billet the two instructors for the weekend of their program. The instructors will provide their own food. The host site will be required to submit the names and contact information of the billets to Ontario Sailing.

PROMOTION

As a *Family Try It Day* host site, you are responsible for promoting the program in your area. Suggestions include community newspapers, local radio/TV, posters in local schools, etc. Ontario Sailing will assist with resources and promotion of the program through their website, social media platforms and ENewsletter.

REGISTRATION

Host Sites are responsible for registering their participants and making sure each participant completes a **Participant Registration Form** (supplied by Ontario Sailing). Hosts are responsible for making sure that the registration limits are adhered to.

DURING THE PROGRAM

Host Sites are responsible for organizing volunteers to meet the instructors when they arrive Friday evening to help the instructors unload their van and trailer. At this time, hard copies of completed Participant Registration Forms are to be given to the instructors. This will allow the instructors to be aware of any health-related concerns, etc. before the program begins.

Host sites must arrange for a volunteer to be on site throughout the day to assist with any club related concerns.

Host sites are 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). Ontario Sailing will provide chains, locks and cable locks to secure the equipment.

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

It is recommended that host sites have an additional motorboat available that the instructors can utilize in the rare case that there is an issue with an Ontario Sailing motorboat.

Host Sites are responsible for organizing volunteers to help instructors load up their van/truck and trailer Sunday evening.

SAFETY

As the host organization, you are required to ensure the location has appropriate plans and procedures in place for emergencies. Ontario Sailing offers resources to members and there is assistance available through our COAST program for any clubs who do not already have procedures in place. After acceptance, the COAST Manager will review your application and be in touch.

**** REGARDING INSURANCE**

The Ontario Sailing Family Try It Day 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) for your records. It is your club/organization’s decision whether to take out extra insurance to host the *Family Try It Day* Program.

Important Dates, Deadlines, and Payment Schedule

| Date | Event | \$ Due |
|---|---|--|
| Monday, March 29, 2019 | Completed <i>Family Try It Day</i> Program Application Form and TWO post-dated deposit payments due | \$400 (post-dated to April 5, 2019) AND \$800 or \$1,200 (depending on program; post-dated to April 26, 2019) |
| By Friday, April 5, 2019 | Successful host sites will be contacted by e-mail to confirm program dates. | |
| Friday, April 5, 2019 | First Deposit Payment Processed (non-refundable) | \$400 |
| Friday May 3, 2019 | Second Deposit Payment Processed (non-refundable) | \$800 OR \$1,200 (depending on program) |
| Monday June 3, 2019 or Monday June 10, 2019 | Final Invoices will be emailed (due June 21, 2019) | |
| Friday, June 21, 2019 | Final Payment Due | Participant fee times the number of participants over the 50% capacity |

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

**** Please return completed applications (with post-dated deposits) to:**

Ontario Sailing
 17 - 70 Unsworth Drive
 Hamilton, ON
 L8W 3K4
services@ontariosailing.ca



Family Try It Day Program Application

Host Applicant Contact Information

Please type or print neatly.

Club/Group/Organization

| | |
|----------------------|--------|
| Name: | |
| Mailing Address: | |
| Location of Program: | |
| Phone: | Email: |
| Website URL: | |

The above information will be posted on the Ontario Sailing website to promote your program.

Primary Host Contact:

| | |
|------------------|------------------|
| Name: | |
| Mailing Address: | |
| Phone: | Alternate Phone: |
| Email: | |

Treasurer (contact for invoices and receipts):

| |
|--------|
| Name: |
| Email: |
| Phone: |

On-Site Contacts:

Instructors will be in contact prior to the program starting.

| | |
|-------|--------|
| Name: | Phone: |
| Name: | Phone: |



Family Try It Day Program Application Site Information

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| 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, etc.) |
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| Please describe the launching and storage area for the boats (i.e. docks, public beach, rocky beach, vacant land, grassy field, etc.). |
| |
| 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, storing and preparing food for the instructors. |
| |
| Is there any further information about your organization that would help us serve you better? |
| |

| POLICIES, PROCEDURES, & DOCUMENTS | | |
|---|--------------------------|--|
| <i>Please indicate which of the following your organization currently has in place. If you require clarification or want assistance with any of the below please contact our COAST Manager, Lisa Roddie (lisa@ontariosailing.ca).</i> | | |
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | By-laws updated within last 5 years |
| <input type="checkbox"/> | <input type="checkbox"/> | Directors and Officers Liability Insurance |
| <input type="checkbox"/> | <input type="checkbox"/> | Emergency Action Plan - One page to be posted |
| <input type="checkbox"/> | <input type="checkbox"/> | Emergency Procedures – More detailed plans for variety of scenarios |
| <input type="checkbox"/> | <input type="checkbox"/> | Privacy Policy |
| <input type="checkbox"/> | <input type="checkbox"/> | Confidentiality Policy |
| <input type="checkbox"/> | <input type="checkbox"/> | Member’s Code of Conduct |
| <input type="checkbox"/> | <input type="checkbox"/> | Child Protection Policy - Including volunteer screening and operational procedures |



Family Try It Day Program Application

Please indicate which weekend you would like to host the *Family Try It Day* Program.

| | |
|--|--|
| Saturday, June 1 st & Sunday June 2 nd , 2019 | |
| Saturday, June 8 th & Sunday, June 9 th , 2019 | |

| | | | |
|--|--------------------------------------|------|------------|
| Payment by: | Cheque (made out to Ontario Sailing) | Visa | MasterCard |
| Card Number: | Expiry Date: | | |
| Name on Card: | | | |
| Please keep my credit card on file for future program payments: Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| Signature: | | | |

Please note:

Ontario Sailing reserves the right to cancel a mobile if we cannot secure staff. A full refund would be processed.

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:** _____