

# **SAILING PROGRAM MANAGEMENT: A TIME LINE**

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## **INFORMATION GATHERING**

- Analyze demographics
- Review political climate
- Review general facilities needs
- Attend National Junior Sailing Symposium
- Attend regional youth sailing meetings
- Network! Do not reinvent the wheel!

## **DEVELOP PROGRAM PLAN** : 12 months prior to program

- Define goals for program
- Develop Long range plan
- Organize a committee
- Develop program budget
- Develop fundraising scheme if needed
- Select boats to use
- Develop curriculum
- Develop class schedule
- Develop other social activity options
- Define maximum student instructor ratios
- Develop instructor job descriptions and contract
- Develop marketing scheme for program
- Develop policies
- Set expectations for parents, kids, and instructors
- Define safety boat ratios
- Develop emergency procedures
- Develop public relations program

## **ORGANIZE PROGRAM PLAN** : 8 months prior to program

- Develop/fine tune registration packet
- Develop needed databases
- Implement marketing scheme
- Obtain proper insurance coverage
- Register/license all boats
- Implement fundraising scheme
- Hire staff
- Engage sailing helpers
- Organize a "Parent of the Day" Program
- Develop a Parent's Manual
- Insure that safety boats and engines are in working order
- Insure that sailboats are in safe working order
- Develop and implement proper storage of sailing equipment
- Conduct a walk through of site for hazards
- Provide proper classroom facilities
- Coordinate schedule with other programs: fun days and regattas
- Procure/ order trophies and give aways
- Develop daily purchase system
- Design and purchase T-shirts
- Inventory first aid kits
- Inventory teaching aids
- Review medical information and develop "cheat sheet"

Plan instructor orientation  
Food options  
Continual public relations implementation

**IMPLEMENT PROGRAM PLAN** : Month prior to program

Orchestrate instructor housing  
Provide opportunity for instructor certification  
Provide opportunity to obtain CPR and first aid certification  
Set up chain of command  
Conduct instructor orientation  
Develop rainy-day/ no-wind activities with instructors  
Practice emergency procedures  
Assign instructor responsibilities and duties  
Schedule and conduct staff meetings  
Develop lesson plans  
Conduct sailing helper orientation  
Conduct parent orientation  
Conduct student orientation  
Check all private owned boats  
Finalize and print class rosters  
Finalize and promote social activities  
Conduct swim check  
Purchase/repair radios for safety boats and shore side  
Constant communications with all parties involved

**MANAGE PROGRAM ON DAILY BASIS** : During the actual program

Utilize chain of command  
Daily staff meetings should be conducted by staff  
Weekly staff meeting with committee chairman  
Obtain and review instructor lesson plans  
Control Daily boat maintenance system  
Schedule regular parent information sessions  
Be available for parent interaction  
Immediately handle all concerns

**REVISIT THE PLAN** : At the end of the sailing program

Obtain final critique from instructor staff  
Collect and analyze feedback from all clients  
Provide opportunity for expanded structured season sailing program  
Put all equipment back in working order and properly store  
Document and organize all paperwork  
Long Range plan revisited  
Bring successor to Junior Sailing Symposium