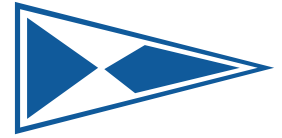


North Shore Yacht Club

Established 1933



Member Handbook

Revised September 2023

North Shore Yacht Club
21 Park Ave.
Highland Park, IL 60035

Mailing address:
North Shore Yacht Club
P.O. Box 12
Highland Park, IL 60035

www.northshoryachtclub.com

(847) 432-9800

This handbook contains important information about the North Shore Yacht Club's guidelines for safety and general club rules and expectations. Due to the general nature of risks involved in boating, all members, including each family member who uses the club, are expected to read and abide by all safety policies and procedures.

Please read all sections, even if you do not participate in that particular boating activity, as it is up to all members of the club to be well informed to ensure our equipment and facilities are used properly and safely.

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Important Email Addresses

- General Information: Info@Northshoreyachtclub.com
- Membership: Info@Northshoreyachtclub.com
- Sailing Director: SailingDirector@NorthShoreYachtClub.com
- Sailing Class Info: Learntosail@Northshoreyachtclub.com
- High School Sailing Program: HSSail@Northshoreyachtclub.com
- Regattas: Regatta@Northshoreyachtclub.com
- Sail Racing, Sunfish Fleet Captain: Race@Northshoreyachtclub.com
- Buccaneer Sail & Race Fleet Captain: Bucc@Northshoreyachtclub.com
- Kayak Classes & Events: Kayak@Northshoreyachtclub.com
- Stand Up Paddleboard Classes & Events: SUP@Northshoreyachtclub.com
- Social Events: Social@Northshoreyachtclub.com
- Volunteer Opportunities: Volunteer@Northshoreyachtclub.com
- Instructor Credentials: Certs@Northshoreyachtclub.com

Acknowledgements:

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About the North Shore Yacht Club

History

The North Shore Yacht Club (NSYC) traces its origins to 1914, when the Young Men's Club of Highland Park formed the Life Saving Crew with a rescue boat and a boat house. The LSC was disbanded during the mid-1920s; then revived in 1933 by local high school students interested in sailing. In 1935 the North Shore Yacht Club was incorporated, and it has operated continuously since then at Park Avenue in a series of buildings, with locations shifting between the south and north sides of the Water Plant. The current Clubhouse was built in 1959 and updated in 1988.

Additional information can be found at the Highland Park Historical Society, located at 326 Central Ave., Highland Park, IL 60035. The Society maintains a collection of the club's records. The above historical sketch is drawn from the finding aid for these records, which is available online:

<http://www.highlandparkhistory.org/index.php/north-shore-yacht-club-records;isad>

Today

The North Shore Yacht Club is open to everyone interested in participating in and/or supporting water sports, including sailing, kayaking, paddle boarding, power boating, and personal water crafting. Our activities center around the Park Avenue Boating Facility (PABF) on Lake Michigan in Highland Park, IL. Membership is open to residents of ALL communities.

We have active Sunfish and Buccaneer 18 sail fleets, Hobie Cats, a full fleet of touring kayaks, and stand up paddleboards (SUPs) available for member use, once they have passed the necessary skills assessments and/or classes. Members also enjoy a variety of their privately owned power, paddle and sailboats. We offer an adult sailing class beginning in June and ending in August. Private lessons can also be arranged with certified sailing instructors. We also offer introductory and advanced kayak and SUP classes.

NSYC operates a high school sailing program (the North Shore Sailing Club) offering basic sailing instruction, skill building for experienced sailors, and race coaching for those who want to compete against other high school teams. The program works with both Highland Park and Deerfield High Schools, though students from other area high schools and rising freshmen are also welcome to participate.

The Park District of Highland Park manages the Boating Facility, including the sand ramp, concrete power boat launch, all seasonal boat storage for privately owned boats, and parking decals at PABF. The NSYC rents the clubhouse and storage facilities from the Park District, and has access to the clubhouse on specified days and hours each week during the season. Members have access to boat storage areas whenever the park is open.

The NSYC is an all-volunteer, not-for-profit organization with no paid employees. Member volunteers plan, maintain and manage the club. **All members are required to contribute their time and expertise in support of club activities and management.** See page 15 for tips on how to get involved.

Safe Boating Guidelines

Boating Rules

Members and their guests who do not comply with these regulations may lose membership privileges depending upon the severity and details of the situation.

1. **Always wear your life jacket.** Make it fit. Don't tempt the odds! Users of club boats/boards **must wear a properly fitted and fastened U.S. Coast Guard-approved personal flotation device (PFD)** at all times while using the boat/board, shore to shore. And you are required by law to carry a **whistle** or other audible alert device, so attach one to your PFD.
2. **Boat or board with a buddy** in another like boat – sail with sail, kayak/kayak, SUP/SUP. **No club boat/board may be used alone without a like-craft.** We require at least two boats of the same type to be on the water and sailing/paddling together at all times within speaking distance using the **“buddy system.”** Buddy status is to be agreed before launching, and the boats must stay together within sight and maintain contact.
3. All members **must successfully pass a Swim, Safety and Boat Skills assessment** conducted by a designated NSYC Skills Assessor before using Club sailboats or SUPs. Lessons may be required prior to equipment use. See our “Events” > “Calendar” tab on our website to find classes and scheduled SUP assessments. Sail assessments must be arranged in advance by emailing sailingdirector@northshoeyachtclub.com. (See P.14 for details). Skills assessments are not available for kayak use as the Intro to Kayak course is required of all users.
4. **Club equipment may NOT be used when there's a Small Craft Advisory (SCA) in effect, or in heavy surf, high wind conditions, dense fog, or when lighting is occurring or likely to occur.**
5. **Club boats are for the exclusive use of club members and their crew**, although a guest one-day pass may be obtained for \$20 for guest passengers on sailboats or SUPs. (See “Bringing a Guest,” p. 14)
6. **Members who are under the age of 18** who have passed the appropriate skills assessment, **must be accompanied and supervised on the water at all times** by at least one **adult member** in a boat of similar type who has also passed the swim and skills assessment. One adult may accompany a maximum of three minors.
7. Watercraft may not be used by anyone under the influence of drugs, alcohol or prescription medications with a “do not drive or operate machinery” warning.
8. **Members are responsible for any damage** to boats or other equipment. Pre-existing damage to boats should be reported to info@northshoeyachtclub.com.
9. Watercraft are to be launched at and returned to Park Avenue Boating Facility, except for club-sanctioned off-site events.
10. Respect private property – do not beach boats except at public parks and beaches, unless it's an emergency. Illinois law states that **public property ends at the water line** where water meets land.
11. After each use, watercraft and accessory **equipment must be cleaned of any sand, gravel, or other debris, returned to its proper storage spot, and securely locked.** Any equipment damage and/or malfunction should be tagged and reported immediately to info@northshoeyachtclub.com. Tags are located above the Sunfish daggerboards on the east wall of the garage.

Follow these simple guidelines for **SAFE & FUN BOATING**:

- **Know your limits.** What's fun for an expert may be deadly for a novice. If you're not comfortable, return to shore or don't launch. Improve your skills by boating with instructors or experts. Don't go boating if you should not be driving.
- Know before you go – **check the weather forecast** as well as current conditions. Plan for changing conditions and prepare for the **WORST** case. Pay attention to the sky, changes in air temps and wind direction. These can predict a squall. If you sense a change for the worse, **see lightning, or hear a lightning, get off the water ASAP or don't launch.**
- **Sail or paddle INTO the wind** first, as a general rule. Before you go, see if a wind shift is predicted and judge accordingly.
- Carry a fully charged **cell phone in a waterproof case and/or a VHF marine radio** tuned and locked onto **Channel 69 to communicate with the Club, or Channel 16 to reach the Coast Guard.** See P. 33 for Radio Info.
- **Take along emergency equipment** appropriate to your craft: whistle, paddle/board leash, tow line, bailer, bilge pump, paddle float, and drinking water.
- **Tell a friend:** tell someone on shore or at home **WHEN, WHERE** and with **WHOM** you are going and when you expect to return. Tell them **WHAT TO DO** if you're not back and what time to do it.
- **Dress for immersion.** Cold water (<60 degrees) can lead to **Cold Water Shock** triggering a gasp reflex that can **kill in seconds.** The human body loses heat about 25x faster in water than when dry. **Avoid cotton; wear synthetics.** A wet- or dry-suit and hat can protect against cold water.
- **Make yourself seen.** Sailboats are easier to see than SUPs or kayaks, but everyone should wear brightly colored PFDs and clothing, carry a light, and stay clear of high traffic areas like the boat ramp entrance. Do **NOT** assume power boaters can see you or understand your limitations. Know the boating Rules of the Road.
- **Get educated!** Take a class to improve your skills and meet fellow boaters who are likely to be safety-minded.

The safety of our members and the sustainability of our club depend on adherence to these rules! We need all members to enforce them. Don't let someone take out a club boat alone or go out without wearing a zipped up PFD! If you see something, say something!

Weather Conditions

Always check the weather before going out on the water.

Weather Sites: Visit northshoreyachtclub.com and select the "Weather/Cam" tab for important local weather links, including marine warnings, Small Craft Advisories, forecasts and conditions that indicate wind speed and direction, water temperature, bacteria levels, radar, and more.

The webcam image, updated every few minutes, will give you a picture of current conditions. *Note that the launch area may look calm and flat even when there are sizeable waves and strong winds beyond the breakwater.*

Club boats may not be used during a SMALL CRAFT ADVISORY and/or in any bad weather or rough water conditions such as high winds, large breaking waves in the launch area, storms, lightning, or fog.

Keep in mind that our launching beach is shielded from wind and waves by (1) the bluff to the west, and (2) the water plant and breakwater to the north, east and northeast. The water may look calm near shore, but high winds may make boating dangerous just a short distance from the launch area.

Your judgment of wind and water conditions that are appropriate for your skill level will improve with experience. What is fun for some experienced boaters may be *very risky* for those with less experience. If in doubt, DON'T GO OUT. Ask more experienced club members for guidance.

In addition to wind, waves and weather, pay attention to water temperatures. Lake Michigan typically does not get much above 60°F degrees until mid-to-late June. Even if the air temp is 90+ degrees, in water less than 60°F Cold Water Shock can kill you in moments, long before you become hypothermic. It is imperative to wear a wetsuit or dry suit when boating in cold water.

Find out more about Surviving in Cold Water & how to treat hypothermia on pages 32 -33.

What to Do in An Emergency

We do everything we can to mitigate risk and reduce the chances of something going wrong, but water sports are inherently dangerous. We must be prepared to take action when someone runs into trouble on the water.

Our **Emergency Action Plan (EAP)** and **Rescue Protocol** are on the following pages. **Every NSYC member has the responsibility of knowing what to do to the best of their ability when an emergency arises.** This may mean calling 911 from the land line in the kitchen or your cell phone, keeping your eyes on someone in trouble on the water or a person overboard, knowing where to find the First Aid Kit, or recognizing and referring to the Emergency Action Plan that is posted on our Bulletin Boards and on the doors of the Garage and the Locker Room. For others *who are trained*, it may mean launching one of our power boats to assist on the water. Whatever the situation, the Number One Rule is to **never place yourself in harm's way when assisting another.** That just makes matters worse for everyone.

Please take a few minutes to familiarize yourself with the EAP and Rescue Protocol on the next pages.

NSYC Emergency Action Plan

Emergency or Life Threatening Incident or Injury – Steps

1. Call for help and medical assistance. First call is to 911

Be prepared to tell them:

- Location of the incident or injury. On land or on water?
- Type of injury or situation
- For boats in distress, number of people involved, describe boats and location relative to shore
- If injury on the water, where you plan to bring injured person ashore
- Age/gender/number of injured people
- Your name and call back number

2. Tell someone to keep eyes on the boat or person(s) in trouble, especially the “last seen” location if victim is submerged

3. Do not put yourself or others in danger!

4. Secure the scene

- Clear vehicles and people from turnarounds and parking areas to allow for emergency vehicle access
- Send someone to meet/direct Emergency vehicles

5. Monitor and administer first aid

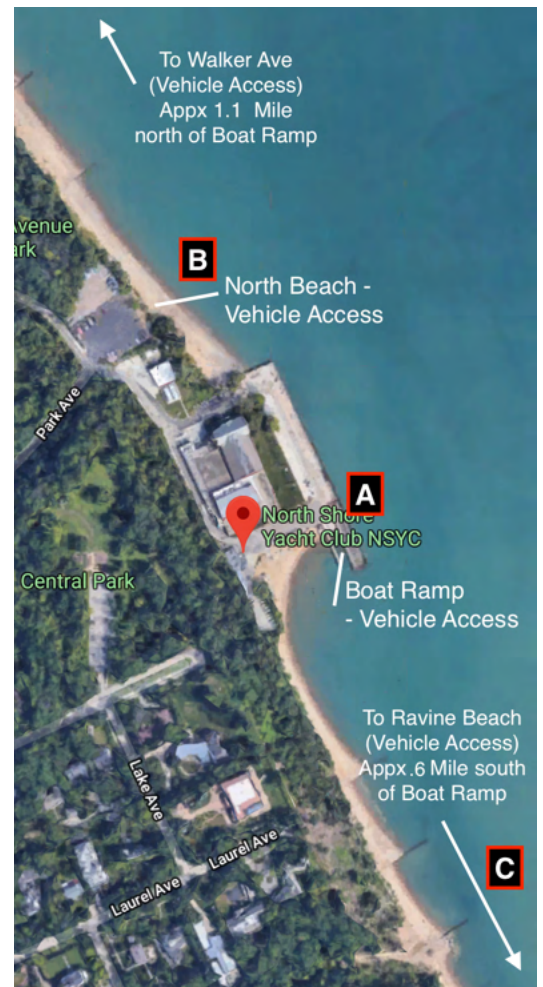
6. Transfer injured to care of Emergency team

7. Keep witnesses standing by until first responders return to shore so they can provide eye witness report

8. Debrief and inform key people: Commodore, Vice Commodore, Family Members

9. Complete an Incident/Accident Report (forms are located on Locker Room Bulletin Board)

EMERGENCY Numbers
Call: 911
US Coast Guard: VHF#16
Coast Guard Wilmette: 847-251-0185
NON-EMERGENCY Numbers
Highland Park Police Dept.: 847-432-7730
Highland Park Fire Dept.: 847-433-3110
North Shore Yacht Club Numbers
Commodore: 908-655-6465
Vice Commodore: 847-894-2341
Clubhouse Land Line: 847-432-9800
NSYC: VHF Channel #69
PARK DISTRICT Numbers
Park Ave Boat Facility Manager (Office): 847-579-4122



Emergency Access Points:					
	Name	Description	Address	Cross St.	Lat/Long
A	Park Ave Boat Launch	Concrete ramp, south of water plant	21 Park Ave, Highland Park	Dale Ave.	42.1902° N, - 87.7869° W
B	Park Ave North Beach	Beach at end of Park Ave., north of Water Plant	21 Park Ave, Highland Park	Dale Ave.	42.1925° N -87.7890°W
C	Ravine Beach @ Millard Park	Public beach with road access	15 Ravine Dr, Highland Park	Forest Ave.	42.1793° N -87.7799° W

North Shore Yacht Club Coordinates:
 42.1902° N, - 87.7879° W

Rescue Policy & Procedures

RULE #ONE: Your own safety is first priority. Do NOT endanger your own life in an attempt to rescue another.

Scenario 1: Emergency – life-threatening situation

An individual(s) is experiencing a life-threatening situation while on the water

If you are on a boat and see another vessel in an emergency situation:

- You are obligated to provide assistance*
- Have someone keep eyes on the last seen place of those in trouble.
- Dial 9-1-1 if you have a cell phone, And/Or
- Use your marine radio (See "Marine Radio Use", NSYC Handbook, p. 32 for details):
 - "MAY DAY, MAY DAY, MAY DAY "
 - "ALL-SHIPS (STATIONS)" x3 OR name of Coastguard Station x3
 - THIS IS (craft name & your name x3, e.g., North Shore Yacht Club Sunfish, Sail # 1234, Johnson)
 - MY POSITION IS (latitude and longitude OR grid ref AND/OR distance and true bearing from a known location - see Emergency Action Plan on previous page
 - Nature of Distress
 - Nature of Assistance required
 - Number of people on board vessel in distress
 - Any other relevant information
 - OVER
 - Listen for response
 - Repeat if necessary

If you are on the shore:

- Dial 9-1-1 (See the Club's Emergency Plan Card)
- Have someone keep eyes on the last seen place of those in trouble
- Keep in mind: We are not first responders, but we are valuable witnesses!
- Using a Club power boat to provide assistance should be done only if:
 - you are trained and have experience in its launching and operation
 - conditions permit a safe launch
 - you and any passengers are wearing life jackets (PFDs)
 - Take someone with you if possible

If YOU are experiencing a life threatening situation while on the water:

- Stay with the boat and get as much of your body out of the water as possible
- Dial 9-1-1 if you have a cell phone, And/Or
- Use your marine radio (as described above)

FILE AN INCIDENT REPORT: Persons involved in any emergency - whether victim, rescuer, or observer - should complete an "Incident Report" form (located in a folder on the Locker Room Bulletin Board) and notify the Commodore or other Club Officer as soon as possible.

*From the Booklet "Guide to the Federal Requirements for Recreational Boaters Rendering Assistance (46 USC 2304)"
The master or person in charge of a vessel is obligated by law to provide assistance that can be safely provided to any individual in danger at sea. The master or person in charge is subject to a fine and/or imprisonment for failure to do so.

Rescue Policy & Procedures (Continued)

Scenario 2: Non-Urgent Assistance is needed

An individual(s) is experiencing a non-life-threatening situation but assistance is needed, e.g. a disabled boat.

If you are on a boat and see another vessel in distress

- Provide assistance as needed
- Use your marine radio to contact the club or other nearby boaters on channel 69 or call the Club's landline (847/432-9800) if additional assistance is needed

If you are on the shore

- Using a Club power boat to provide assistance should only be done if:
 - you are trained and have experience in its launching and operation
 - conditions permit a safe rescue
 - you and any passengers are wearing life jackets (PFDs)
 - Take someone with you if possible
- IF you believe the boater in need of assistance does not have marine radio and you cannot launch a power boat then:
- Use the base radio located in the garage to request assistance using the following protocol:
 - "PAN-PAN, PAN-PAN, PAN-PAN"
 - ALL-SHIPS (STATIONS) x3 OR (name of) Coastguard Station x3
 - THIS IS (craft name x3 or your land location, e.g. "North Shore Yacht Club"x3)
 - MY POSITION IS (latitude and longitude OR grid ref AND/OR distance and true bearing from a known location)
 - Nature of Distress
 - Nature of Assistance required
 - Number of people on board
 - Any other relevant information
 - OVER
 - Listen for response
 - Repeat if necessary

If YOU are experiencing an urgent but non life threatening situation while on the water, e.g., your boat is disabled:

- Stay with the boat and get as much of your body out of the water as possible
- Use your marine radio to contact the club or other nearby boaters on channel 69 or call the Club's landline (847/432-9800)
- IF there is no response from the Club then on channel 16 follow the Pan- Pan radio protocol above

If you need to abandon your boat, contact the Sail, Kayak or SUP Director, Safety Officer or Commodore once on shore.

FILE AN INCIDENT REPORT: Persons involved in any emergency - whether victim, rescuer, or observer - should complete an **"Incident Report"** form (located in a folder on the Locker Room Bulletin Board) and notify the Commodore or other Club Officer as soon as possible.

Medical Emergencies and First Aid

On shore and On-Water Emergencies, dial 911

Coast Guard: Emergency 773-768-4038 Non-emergency 312-946-1048

Marine Radio Emergency Channels: Coast Guard = 16 NSYC/Park District = 69

- A **first aid kit** is kept in the locker room, hanging on the endcap of the lockers on the far right side of the room (as you enter). There's also one in the kitchen upper cabinet near the light switch, one beside the AED in Clubhouse, one on the work bench in the garage, in each of our powered safety boats and one in the Hobie Getaway.
- If you are on the water a marine radio or a cellphone is your quickest route for help. See Emergency Rescue Policy & Procedures on Pages 9 - 11.
- An **AED (automatic external defibrillator)** is located **on the wall in the clubhouse** (between the kitchen and the men's restroom). Instructions are printed on the device.
- Most of the club officers, instructors, sailing coaches, and many of our members are First Aid, CPR, and AED certified.
- Persons involved in any emergency - whether victim, rescuer, or observer – should complete an **“Incident/Accident Report”** form (located in a folder on the Locker Room Bulletin Board) and notify the Commodore or other Club Officer as soon as possible.
- If you administer or receive first aid at the NSYC, please enter a record of it on the **First Aid Report**, located in a folder on the Bulletin Board in the Locker Room.
- NSYC owns several motorized boats used for teaching, race supervision, rescues, and other club-sanctioned events. **Only members who have been trained and approved may operate these boats and the tow tractor.**

See pages 9-11 for detailed instructions to follow in the event of an on-water emergency.

See page 36 for how to care for someone who MAY have hypothermia.

Membership

Duration: Membership is for the calendar year – Jan. 1st through Dec. 31st.

Membership Levels:

- **Full Membership:** Privileges are for all household members including dependent children under the age of 26. Members may participate in any sailing, kayaking, and stand-up paddleboard activities and have full use of NSYC-owned watercraft, provided they have passed the required skills and safety test(s) and classes.
- **Paddle Membership:** Privileges are for all household members including dependent children under the age of 26. Members may participate in all kayaking and SUP activities and have use of NSYC-owned kayaks and SUPs, provided they have passed the required skills and safety test(s) and classes. Kayak and SUP lessons are available at an additional charge per participant.
- **Power Boat Membership:** For power boat owners; includes all member privileges except the use of club equipment, sailboats, kayaks, or SUPs.
- **Outrigger Chicago:** Privileges for current members of Outrigger Canoe Chicago, includes NSYC power boat support (by an authorized pilot) and clubhouse access. No use of club watercraft.
- **Junior Membership:** Available to any individual aged 13 through 20 whose family does not have an NSYC membership. Junior members may participate in any sailing, kayaking, and SUP activities and have full use of NSYC-owned watercraft for which they have successfully completed the swim and on-water skills test and/or classes, and in accordance with stated restrictions for minors. The term of membership shall be Jan. 1-Dec. 31, OR an academic year term from August 1 to July 31.
- **Reciprocal Membership:** Must be a member of another yacht club with paid dues greater than or equal to that of NSYC. Privileges are for all household members including dependent children under the age of 26. Members may participate in sail, kayak, and SUP activities and have full use of NSYC-owned watercraft, provided they have passed the required skills and safety assessments and classes.

Access to Equipment & Facilities: Depending on membership category and skills, members *may* have access to NSYC watercraft, the NSYC clubhouse during club hours, and on-water events, races, and social activities. **Watercraft use is allowed ONLY after successfully completing the appropriate classes and/or swim and skills assessments with approval from an authorized NSYC Skills Assessor.**

- **NSYC Sunfish sailboat** users must successfully complete our 7-week “Learn to Sail” course (fees apply). Sailors with previous training and at least one season’s *recent* small craft sailing experience on Lake Michigan or comparable open body of water may have an opportunity to “test out” of this requirement by passing a swim and skills assessment with one of our designated assessors.
- **Other NSYC owned sailboats**, including Barnett 1400’s, Club 420’s, Hobie Cat 16’s and Buccaneer 18 all require additional training and assessment before use. Fees may apply.
- **Kayak** users must complete our two-part “Introduction to Kayaking” class (additional fee applies).
- **Paddleboarders** must pass a basic swim and SUP skills test in order to use club SUPs.

All users of Club boats and equipment must sign a Release & Hold Harmless Waiver prior to use. Note that Club membership does NOT entitle members to store their private boats/boards at PABF. Inquiries about private boat storage should be directed to the Park District of Highland Park.

Parking: A decal is required to park at the Park Avenue Boating Facility. The requirements differ by time, day and resident status. **Decals may be purchased from the Park District.** Visit our website “Contact Us” page for a link to current Park District parking requirements, including decals and the costs for residents and non-residents. Expect to pay ~\$150 per vehicle per season at a minimum (subject to change). NSYC does NOT sell parking passes.

How to Sign Up for NSYC Membership: Visit northshoreyachtclub.com

Member registration, current costs and club benefits are found on the club’s website under the **Membership tab > Member Benefits/FAQs > JOIN NOW**. This will take you to our membership site: MemberPlanet.com. **It is important to note** that the family member whose email is used to join the club will be listed as the Primary Member (identified by your email address). This Primary Member’s email is used to sign up any family members for future classes, parties and other events that require registration and/or payment. It is important to list all family members who plan to use club equipment or participate in activities, or they will NOT be noted as a Member. The Primary Member’s email address is also added to our club’s main communication venue to receive club email announcements via nsyc-members@googlegroups.com.

How to Register for Sailing, Kayak or Stand-Up Paddle Board Classes and Social Events:

The Primary Member signs into Member Planet. Use the **JOIN NOW** link again, or the event link if you have one. Clicking on the Event or Class of interest will take you to a full description, date, time, costs and the opportunity to register the Primary Member and other family members.

A full list of current NSYC Classes, Social & Boating Events can be viewed on the club’s website **EVENTS tab > Calendar**. Event details can be seen by double clicking the individual Event. Many Events require pre-registration and can be completed by clicking **RSVP NOW**. Note: our Club Calendar of **EVENTS** is color coded by watercraft interest.

New Member Orientation: All new members (and renewing members) should

- 1) **View our “New Member Orientation Videos”** [Here](#)
- 2) Attend a one-hour orientation session for a hands-on tour, meet and greet, and a chance to ask questions. Check the online calendar for the live Orientation Session schedule.

Bringing a Guest: Members may invite a guest to use the club sailboats and paddleboards for a **guest fee of \$20** per person per day (subject to change). Note that adult children age 26 or older are considered guests. Guests and their member host must complete and sign a two-page Guest Day Pass Application that includes a hold harmless waiver, located in a folder on the bulletin board in the locker room. Place completed forms with payment by check or cash in a provided sealed envelope and slide into the secure blue drop box. All guests must complete the on-water skills and swim test prior to use of any NSYC watercraft (sailboat or paddleboard) with an instructor or designee. Member hosts are responsible for their guests and must be present with them at all times. Arrange a skills assessment for your guest well in advance of their visit, as our skills assessors are volunteers and we must respect their time. A guest is allowed two (2) visits* per year.

Guests may attend NSYC Social Parties at the member price multiple times per season. Social visits do not count toward the maximum of 2 equipment-use visits.

Sailing crew for member skippers are not charged a fee, but they must sign a hold harmless waiver before participating in club-run activities such as Sunday Sail Racing.

** After 2 visits as a guest, any individual must join as a member to continue to access NSYC equipment.*

How to Sign Up for a Skills Assessment:

Contact the appropriate Program Leader to schedule a swim and skills assessment:

SailingDirector@Northshoreyachtclub.com Note that in most cases, sailboat users (not crew) are required to take our 7-week Learn to Sail Class prior to club boat use.

Kayak@Northshoreyachtclub.com Note that in most cases, kayak users are required to take our Intro to Kayak Class prior to club kayak use.

SUP@Northshoreyachtclub.com

Hobie@northshoreyachtclub.com Note that all Hobie users are required to take a Hobie Clinic

Keep in mind that **assessors are volunteers** and their time and expertise are valuable. It may take a week or more to arrange a workable time for both you and your assessor. Your assessor will tell you what to expect and how to prepare. See “Sailing Information” on P. 18 for details about Sailing Skills Assessments.

Clubhouse and Facility Access and Use Guidelines

The Park Avenue Boating Facility clubhouse is owned by the Park District of Highland Park. The NSYC rents the clubhouse from the Park District during these designated hours only, except for special club events such as monthly parties:

Sundays	8:00 AM – 10:00 PM	Fridays	5:00 PM – 10:00 PM*
Tuesdays	5:00 PM – 10:00 PM	Saturdays	8:00 AM – 2:00 PM
Thursdays	5:00 PM – 10:00 PM	Saturdays	8:00 AM – 11:00 PM*

(*on ONE Friday and Saturday per month)

Any requests for clubhouse access at other times must be made by the Commodore. When the clubhouse is rented by private parties, members must stay off the deck and out of the clubhouse. Members wishing to use the clubhouse for a private party should contact the Park District about rentals.

Members may invite guests to enjoy the deck during club hours as long as your entire party is limited to one of the deck tables, or a maximum of 8 people, including the members.

Members using the deck or Clubhouse at any time are responsible for cleaning up and locking up! This means sweeping the floor and deck, moving trash to the dumpsters on the tarmac, making sure all doors and windows are locked, and lights and heaters are turned off. See the “Closing Up Checklist” appendix at the end of this Handbook.

Member Guidelines for Use of the Clubhouse and Facilities

- Club boats can be used anytime Park Avenue Boating Facility is open from early morning until dusk, generally late-May through mid-October, weather dependent. Members have access to the NSYC locker room whenever the park is open.
- Public restrooms are available on the north end of the building.
- During NSYC hours members may use the refrigerator in the kitchen, but food must be removed the same day. NSYC has two locked refrigerators in the garage for member use on days when the garage is open. The kitchen must be wiped clean after use, all dishes washed and put away.
- The garage is a workshop and storage space where fuel and other flammable liquids are stored along with power tools, hardware and essential safety equipment. Please do not allow children to enter the garage without a parent or guardian. This is for everyone’s safety.

Member Guidelines for Use of the Clubhouse and Facilities (Continued)

- Do not place any items on the safety boats! They must be kept rescue-ready. Do not put anything in the garage that does not officially belong there.
- Smoking and firearms are prohibited on all Park District property.
- Pets are not permitted on the sand or in the water at PABF.
- PABF is a boating facility, not a swimming or sunbathing beach. Do not set up beach chairs, umbrellas, etc., on the sand in the way of launching and landing boats and boards. Do not swim or stand in the water when boats/boards are present.
- Do not leave any belongings in the clubhouse or on the deck. Left-behind items should be placed in the lost & found locker inside the NSYC locker room. NSYC is not responsible for personal items left at the facility. The Lost & Found is emptied periodically throughout the year.
- Bonfires are not allowed on any Park District property including Park Avenue Boating Facility.
- Alcohol consumption is permitted in the clubhouse and on the deck only during approved Club events. Alcohol is not permitted on the beach, tarmac, or when using club equipment.
- Illinois law stipulates that private property begins at the water line, where water meets land. If you walk the beach beyond Park District or City property, your feet must be in the water.

More Helpful Information

Member Communications:

Most member communications are sent via our **Google Groups email list**. This includes announcements for club-sponsored activities, social events, workshops, classes, racing announcements and results, volunteer opportunities, equipment updates, and more. To receive member communications, please join our Google Group via email request to: contact.nsync@gmail.com. You will receive a reply to activate your subscription. You do not need to have a g-mail address to join.

Invitations for monthly parties are sent via Member Planet **to the primary member's** email address.

Adult members who wish to receive "Boating Buddy" requests may join any or all buddy lists: Sailing, Kayaking, Paddleboarding. Contact Buddies@northshoreyachtclub.com to sign up. Boating buddies must mutually agree in advance to be responsible buddies prior to launching and stay together, within easy communication, throughout their outing. Do not assume a boat already out on the water will be your buddy. They may not even be aware of your presence.

NSYC Website:

Visit northshoreyachtclub.com for current information regarding classes, weather info links, a calendar of event dates, resource links, and a full list of key club contact information.

Clubhouse Wireless Internet:

Available for members. Login information is communicated upon membership registration.

NSYC YouTube Channel: Info-packed and entertaining videos can be found on our YouTube channel. Check our home page for a link to videos about sailboat rigging, rescues, NSYC history and events.

Lock Codes for Clubhouse, Locker Room and Equipment: Lock codes are changed annually. Members will be sent current door codes when they join or renew. Equipment codes for boats and boards are provided to qualified users by Fleet Captains at the beginning of the season or as members become

qualified for use. DO NOT SHARE CODES with non-members or your children. Unauthorized access to spaces and equipment poses a significant liability to NSYC!

Phone:

There is limited cellular phone reception near the clubhouse. A land line is available in the clubhouse for local and emergency phone calls. It's in the top kitchen cabinet on the right side, nearest the light switch.

First Aid Kits and AED (Automatic External Defibrillator): 1st Aid Kit in the upper kitchen cabinet near the light switch. See P. 11 for additional kit locations. AED is on the wall just outside the kitchen.

Contact Information:

Current key contacts for the NSYC can be found on northshoryachtclub.com via the Contact Us link at the top of each page. Current membership emergency contact information can be found on the club's bulletin board in the locker room.

Volunteering

The North Shore Yacht Club is a 100% volunteer organization. There is no paid staff. That's one way we keep club fees so reasonably priced. Volunteering is a great way to make friends and really become a part of the NSYC "family!" Volunteers include boating instructors, program leaders, party hosts, equipment maintenance, executive board members, and many more. With more than 20 Committees and Programs, there are many opportunities to get involved.

All members are expected to contribute their time, talent and effort toward keeping the NSYC the thriving, vibrant community organization that it is! Everyone has something to contribute.

So, how do you get involved? Send an email to volunteer@northshoryachtclub.com and our Volunteer Coordinator will get you connected! Check out the "Club Organization" section on the next page to see what strikes your volunteering fancy and don't hesitate to ask questions.

Some volunteer roles require training and/or various certifications such as US Sailing Association, American Canoe Association, SafeSport, CPR/1st Aid. NSYC generally helps defray the cost of such training. Note that volunteers who work with minors must adhere to our "NSYC Volunteers Working with Youth Compliance Agreement" and protocols.

Volunteer Expense Reimbursement:

While volunteering for the NSYC members sometimes incur expenses that must be pre-approved. Members can request reimbursement by submitting the Expense Report Form along with a scanned copy of your receipts.

Expense Report Forms can be found in the Member Forms and Documents section on our website (<https://contentr.link/index.php?action=group&page=home&id=eL1GphFzKshLQtr3QqX4&goto=docs>) Send electronically to Treasurer@NorthShoreYachtClub.com or hard copies may be dropped in the blue drop box in the locker room, or mailed to NSYC, PO Box 12, HP 60035.

Please submit your Expense Reports within 30 days and cash or deposit reimbursement checks promptly as they are only cashable for 90 days.

Club Organization / Committees

Executive Board:

Commodore
Vice-Commodore

Rear-Commodore
Secretary

Treasurer
Directors (4)

Operations

Membership
Insurance
Finance
Records, Instructor Records & Training Safety Officer
IT/Member Planet Tech Support
Recognitions

Marketing/Communications:

Website
Multimedia/Publications
Social Media
Open House
New Member Orientation

Publicity and News
Graphic Design
Camera/Tech Support
Logo Wear/Merchandise
3rd and 4th of July Parade Float

Boating Education and Programs

Sailing

Sailing Director
Buccaneer & Sunfish Fleet Captains
Adult Learn-to-Sail Program
High School Sailing Program
Racing & Sailing Clinics

Sunday Sail Racing Series
Race Committee
Annual Summer's End Regatta
Sailboat Maintenance & Repair

Kayaking

Kayak Classes and Clinics
Full Moon Paddles

Off-Site Excursions
Kayak Maintenance & Repair

Paddleboarding

SUP Events & Education
SUP Race Series

SUP Youth Events
SUP Maintenance & Repair

Safety Boats & Tractor:

Power Boats & Tractor Maintenance

Power Boat & Tractor Training

Social Events:

Monthly Party Coordinator/Chair
Hospitality Supplies Manager
Event Invitations & Registration
Carboard Boat Regatta

Environmental Stewardship

Adopt-A-Beach Spring/Fall

Volunteer Coordination

Recruitment
Certifications Management

Sailing Information

The NSYC offers a full range of sailing opportunities for members, including classes, weekly races, rigging, skills and racing workshops, and an annual Summer's End Regatta.

To use NSYC **sailboats** members must successfully complete our 7-week "Learn to Sail" course, for an additional course cost. Sailors with previous training and at least one recent season's small craft sailing experience on Lake Michigan or a comparable open body of water may "test out" of this requirement by performing a swim and skills assessment with one of our designated assessors. Contact our Sailing Director to schedule a skills assessment, at SailingDirector@northshoryachtclub.com.

Requirements for a Sunfish/Barnett sailing checkout include demonstration of the following skills, with no coaching:

- Swimming with and without a life jacket and treading water
- Rigging, de-rigging, and storing per the NSYC Rigging Videos:
 - [Rigging a Sunfish Sailboat](#)
 - [Rigging a Barnett 1400 at NSYC](#)

- Launching and landing
- Capsize recovery
- Demonstrating all points of sail
- Safety position
- Getting out of irons
- Tacking
- Jibing
- Understanding wind direction
- Knots: Bowline, Cleat hitch, Figure 8
- Rules of the Road

The NSYC has the following types of sailboats available to members who have successfully completed the swim and sailing skills test specific for each type of sail craft:

- Sunfish
- Club 420
- Buccaneer 18
- Barnett 1400
- Hobie Cat 16's
- Hobie Getaway

The club also supports an active fleet of member-owned boats including Buccaneer 18s.

Sailing Classes

Starting in June, the club offers a "Learn to Sail" program that is led by our US Sailing certified instructors with assistance from active club sailors with substantial sailing experience. The program runs for 7 weeks. Sessions are held on either Saturday or Sunday mornings. Private lessons may be arranged directly with instructors.

Additional sailing clinics may be run through the season, for skill refreshers or on other types of club sailboats, e.g. Hobie Cats. **Prerequisite:** Learn to Sail program and more than one season's recent small craft sailing experience at NSYC or on Lake Michigan or a comparable body of open water. Check the calendar on the Events tab at northshoryachtclub.com for current course descriptions, dates, times, and cost.

NSYC Sailboat Usage Rules and Guidelines:

- Sunfish: After removing a boat from the rack, lock the remaining boats. Place any opened lock on the upper hasp of the racks to decrease the likelihood of losing the locks in the sand.
- Never place any equipment on the sand. The bottom of the Sunfish masts should be free of sand before placing in the mast step.
- When removing boats from the racks, start at the bottom and work up. The reverse is true for putting boats away. Start at the highest slot and work down. Upper tier boats will require 3 or more people to lift.

- Before leaving the beach, be sure that all boats and dollies are locked and put away. If in doubt, lock the boats. Don't assume someone else will do it later. Make sure all equipment has been stored properly.
- Boats are not to be used as a swimming float.
- Sailors who are under the age of 18 who have passed the sailing skills assessment, must be accompanied and supervised on the water at all times by at least one adult member in a boat of similar type who has also passed the swim and skills assessment. One adult may accompany a maximum of three minors.
- Use a club dolly to take the boat into and out of the water. Do not drag boats on the sand. Rinse and clean all boats and equipment removing sand and debris. Return all club boats and equipment to their storage space after use. Properly stow sails, spars, rudders, tillers, main sheets, and any additional club-owned equipment when you are done with it. Lock the boats after use.
- Hobie Cat users must pass NSYC's 3-hour Hobie Clinic and 3-hour supervised practice with assessment. Check the calendar on the Events tab at northshoryachtclub.com for Clinic times and fees. Prerequisites for the clinic include:
 - a. Water Safety/Swim test
 - b. Passing NSYC's Learn to Sail course or demonstration of dinghy sailing proficiency and more than one season's recent small craft sailing experience at NSYC or on Lake Michigan or a comparable body of open water (i.e., no novice sailors)
- All Hobie Cat passengers must pass the water safety test, be a member in good standing, or complete the Guest Day Pass Application/Waiver (this covers insurance) and pay the guest fee (see page 13 for Guest Day Pass info).
- Hobie Cat Weekend Time Limit. On weekends and holidays, please limit your use of Club Hobie Cats to 2 hours. After two hours, you must return to shore and make a good faith effort to see if anyone is waiting to use the boat. The person waiting must be in the vicinity (beach, club house). You may re-launch the boat if no one is waiting.
- Hobie Cats must have a buddy sailboat, preferably another Hobie, or any RIB (power safety boat). Buddy status is to be agreed before launching, and the boats must stay together within sight and maintain radio contact.

Buccaneer & Sunfish Sailing Races

Sunday Racing – for sailing members of all skill levels! This is the best way to get involved, have fun, and enhance your sailing skills. Starting early June through Fall, we gather at 12:30 each Sunday afternoon for the Skipper's meeting, and then we're off to the races. We race until about 4 pm (no races to start after 4 pm). We record finishes throughout the season and present awards to the top 3 sailors in each fleet at the end of the year. Check for changes!

Racing Workshops – we offer a few free racing workshops throughout the season, often led by the most experienced racers on the North Shore. Racing workshops are a great way to develop your skills, practice racing starts and strategies, and get to know other racers in the club. Check the calendar for announcements under Events on our website.

NSYC's Summer's End Regatta – Our annual flagship event attracts sailors of all skill levels from around the Midwest, including some of the top sailors in North America. This event features officially sanctioned Buccaneer 18 and Sunfish class racing. Pre-registration is available via our NSYC Member Planet page. See Calendar of Events Summer's End Regatta for this year's Regatta date. For more info contact Regatta@NorthShoreYachtClub.com.

Weekday Sailing – Member sailors find sailing buddies on our NSYC-Sailing@GoogleGroups.com email group. Many members take advantage of good conditions on weekdays and Saturdays, usually in the afternoon or early evening. It's a great way to practice your skills and decompress out on the Lake.

High School Sailing Program

Visit northshoreyachtclub.com for contact information and up to date details about our high school sailing program, or email youthsailing@northshoreyachtclub.com.

The North Shore Sailing Club's mission is to provide sailing instruction and opportunities for high school students in a relaxed, safe, fun, and collaborative atmosphere. Any currently enrolled (or rising freshman) high school student, from any school, may join.

Previous sailing experience is not required, but swimming competency is. The club offers sailing instruction for beginners, as well as opportunities for experienced sailors to improve skills through racing. Qualified members may choose to compete in regional regattas, racing against other high school teams.

We meet and sail at Park Avenue Boating Facility in Highland Park, on Lake Michigan. From time to time we may participate in off-site events such as regattas, depending on members' interest.

Safety is the top priority of the Sailing Club. Aside from an occasional bump, cut, or bruise, we have a clean safety record. We attribute this to the following:

- Our sessions are supervised by U.S. Sailing certified instructors who are certified in First Aid, CPR and AED, as are most adult volunteers. An AED is on premises.
- Adults monitor all sailing activities. Motorized inflatable boats are used for coaching and assisting sailors.
- Students are not allowed to launch if dangerous conditions such as lightning, high winds or waves are present.
- Instructors consider each individual's skill level in relation to weather conditions before allowing them to sail.
- Adult instructors routinely monitor the weather and have are in contact with the U.S. Coast Guard and/or 911.
- Students are required to wear life jackets and dress for cold water protection.

Beginning students learn to sail the Sunfish, a one-person, single sail, daggerboard boat. The **Barnett**, similar to a Sunfish, accommodates two people – great for sailing with friends!

The Club meets from **August to late October** (weather permitting). Meeting dates and times are announced at the start of each season. Members are encouraged, but not required, to attend all meetings.

The club has a limited supply of life jackets, wet suits, and spray jackets available, but sailors are encouraged to purchase their own for the best fit and comfort. Instructors can advise as to what works best and where to find it.

The **High School Sailing Program is operated by the North Shore Yacht Club** with financial support from the North Shore Youth Sailing Coalition (NSYSC), an Illinois 501(c)(3) charitable corporation. NSYSC provides boats, equipment, instructors and adult volunteers. The Coalition raises funds to support our high school sailing program. It provides **scholarships** for fees and equipment for students in need. **Parents of club members are encouraged to help on-shore, provide snacks, and support coaches and instructors.**

How to Join the High School Sailing Program Visit the NSYSC Website, "Membership" tab for current fees and registration. There are two parts to becoming an official member of the North Shore Sailing Club:

Part One: High school students may obtain the mandatory NSYSC membership in one of two ways:

- 1) If the student's family has a full NSYSC membership, the child is already an NSYSC member. Got to Pt 2.
- 2) Students may apply for an annual NSYSC Junior Membership. They may select a calendar year membership (Jan.-Dec.) or an academic year option (Aug – July).

Part Two: Once NSYSC membership is verified, the student becomes a member of the high school sailing program by completing an application (co-signed by parent or guardian) and paying a tax-deductible fee to the NSYSC>

In addition to these fees, students who choose to participate in regattas may incur additional race registration and transportation fees.

Member Volunteers for the High School Sailing Program, including instructors and coaches, must agree and adhere to the "Standards for NSYSC Volunteers Working With Youth Compliance Agreement." They must also pass a background check and take a 90-minute online "SafeSport" training course that addresses physical, emotional and sexual abuse issues. These protocols are in place for the protection of our students, our volunteers and our Club. There are no costs to volunteers.

Paddling Information

Paddling Courses and Classes:

Boating education and member's safety on the water is our top priority and the NSYC offers a variety of on and off water classes for beginners to experienced paddlers. We follow the guidelines of the American Canoe Association (ACA) for Kayak and SUP paddlers and our instructors have been ACA certified. Courses may include modifications to adapt to our local coastal conditions on Lake Michigan and are subject to weather conditions. Refer to the handbook section: "How to Register for NSYC Sailing, Kayaking or SUP Classes and our Social Events" (Page 4) to register today.

Kayakers must successfully pass the Water Safety Assessment and complete our two-part Introduction to Kayaking course prior to using NSYC Kayak equipment. Minimum age for kayak classes is 13, and all minors must be accompanied by an adult member.

Additional Kayak classes offered include:

- Kayak Skills Clinics
- Essential Rescue Skills

Stand Up Paddlers must successfully complete our SUP Skills/Equipment and Water Safety Assessment prior to using NSYC SUP equipment. Additional SUP classes offered include:

- SUP Basic Skills Class
- Additional classes may be offered. Check the Calendar on the Events Page of our website for updates.

Paddling Courses

Check the calendar on the Events tab at northshoreyachtclub.com for current course descriptions, dates, times, and cost. What to bring and wear to class info will be provided upon registration.

Introduction to Kayaking (IK) Parts I & II	(Required)	5 Hours
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Learn basic paddle strokes, turns, stops, essential equipment and gear care. Participants will learn and practice basic kayaking skills, rescue techniques, water safety, assessing conditions and paddling on Lake Michigan. Part I is taught online (90 minutes) and Part II on the sand and water (3.5 hours). After completing both, participants have the opportunity to pass the required NSYC Kayak Paddle, Swim, Capsize and Assisted Rescue assessment, required to use any NSYC Kayaks. Kayak, paddle and PFD are provided. Classes are taught by NSYC Instructors certified by the American Canoe Association (ACA).

Essential Rescue Skills	Kayaking rescue class	2 Hours
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Learn to safely re-enter a kayak after capsizing in open deep waters through multiple rescue methods. These include self-rescues and buddy-assisted rescue techniques. Participants will have the opportunity to practice and apply several rescue techniques. The majority of class time is spent on the water.

Prerequisite: Intro to Kayaking and paddling experience.

Kayak Skills Clinics		2 Hours
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Hone your existing skills and learn some new moves. 2 hour clinics help you become more confident and get around faster, with more power and less effort, focusing on efficient forward strokes and turns as well as learning more advanced boat handling techniques. Time is provided to develop or learn new skills that are requested by the group. Most of class time is on the water.

Prerequisite: Intro to Kayaking and paddling experience.

Stand Up Paddleboarding

Basic skills class

2 Hours

An introductory skills class for stand up paddle boarding (SUP). SUP instructor will teach you what you need to know about water safety, proper equipment, board sizing, board types, proper paddle strokes, and basic board balance and control. The remainder of the class will be spent paddling Lake Michigan.

Additional courses may be added per members' requests.

Paddling Events

Full Moon Kayak Paddles: Full Moon Paddles (FMP) are held once a month June through September on the Tuesday closest to the full moon. These popular events are announced through the NSYC-Members@googlegroups.com email and boat reservations are required. Boats are limited and available on a first come, first served basis. We gather after the paddle for a potluck on the clubhouse deck for great food and fun under the full moon. Check our website for dates.

Off-Site Kayaking Trips: Day kayaking trips may be planned throughout the year, and are listed on the Calendar under the Events tab.

Paddleboard Thursdays: Join other paddleboarders at the clubhouse and check out the club paddleboards. See what variety the club has or bring your own. This casual evening will give you a chance to meet other buddy board paddlers and the opportunity to play around on the lake. Bring snacks or food if you would like.

Cost: Free Time: 4-7 pm R.S.V.P. Not required, first come, first served for boards.

Paddling Distances from Highland Park

From Park Avenue Boating Facility To:	Miles	Nautical Miles
HP Ravine Beach	0.83	0.72
HP Rosewood Beach	1.80	1.57
Glencoe, Park Ave Beach	3.95	3.43
Winnetka, Tower Road Beach	6.03	5.24
Fort Sheridan (south) - Near shipwreck site	1.18	1.02
Fort Sheridan (north)	2.67	2.32
Lake Forest Beach	4.57	3.97

Rules for Paddle Equipment Use

**The term paddler is used throughout this section in reference to both kayakers and standup paddleboarders (SUPs). A life jacket is also referred to as a "personal flotation device" or PFD.*

All Paddlers:

1. Paddlers **acknowledge** that paddle sports and related activities involve **risks and dangers** of damage to personal property and serious bodily injury, including permanent disability, paralysis, and death, caused by the paddler's own actions or by others.

2. Paddlers **must be competent swimmers**, able to swim 25 yards unassisted with and without a PFD, and to tread water for two minutes without a PFD. Paddling is a physically active sport requiring a moderate level of fitness.
3. Paddlers and passengers **MUST wear a US Coast Guard Approved life jacket (PFD)**, properly fitted (according to weight and chest size), zipped, and buckled, from shore-to-shore.
4. Paddlers **must paddle with a buddy in another like boat**, i.e. kayak and kayak, or SUP and SUP. Sailboats do NOT count as the “buddy” boat. Tandem boats also need a buddy kayak.
5. **Make a Float Plan** - Always tell someone NOT on the water Where you are going, with Whom, and When you plan to return. Tell them What to do if you do NOT return by a certain time.
6. Boats and SUPs may be **used only in “calm” conditions**, and only during daylight hours except during club-sanctioned events such as Full Moon Paddles. Look at the water from an angle where you can see the oncoming waves to determine wave height. Do not go by what you see in the protected launch area. Boats and boards **may NOT be used when a National Weather Service Small Craft Advisory is in effect**.
7. **The “Go Zone.”** Kayaks and SUPs are not to be taken out farther than 150 yards offshore (approximately equivalent to the distance from the shore to the “No Wake” Buoys) , or farther than you can confidently swim back to shore in rough water with the capsized kayak and paddle AND no farther than you can confidently paddle the paddleboard back to shore. If you are unable to get back on a paddleboard after falling off, you should not paddle out of the protected cove. Stay away from shoreline structures like breakwaters. Exercise caution when paddling north around the Water Plant, as water bouncing off the sea wall often produces a “washing machine” effect with turbulent, disorganized choppy water. Pay attention to the effect of even gentle winds on your distance from shore.
8. **Always try paddling into the wind before you go too far.** Let the wind at your back help you get back home when you are more tired. Before you go out, check the forecast to see if a shift in wind direction is predicted.
9. **Minors (under 18)** who have successfully completed the Intro to Kayaking course, or SUP swim and on-water skills test, must be accompanied and supervised by a parent or adult member who meets the requirements of these rules. Minors must also fit in the boat appropriately to qualify for courses and boat use. The minimum age for kayaks is 13, except for special kids’ classes or events.
10. Boats & gear must be **cleaned, put away and cable locked immediately**. See “Rules for Kayakers, Item 4” and “Rules for Paddleboarders, Item 3” below.
11. Equipment **may not be removed from the general area of Park Avenue Boating Facility (PABF)** unless as part of a club-sanctioned event, or with an NSYC officer's permission.

Stay clear of the boat ramp and its approach. Power boaters may NOT SEE kayaks or SUPs. Paddlers yield right of way to ALL other watercraft - stay out of their path. Stay 30 yards off shore of the sea walls next to the water plant and on the east side of the breakwater. Never interfere with fishing lines.

12. Observe proper **paddling etiquette** - stay out of the way of anglers, swimmers, and other boaters.
13. **Respect private property** – do not beach boats except at public parks and beaches, unless it’s an emergency. Illinois law states that public property ends at the water line.
14. Paddlers must show courtesy to other members by **limiting the duration of their paddle** (see time limits below for kayaks and SUPs). Do not beach boats or boards on public beaches other than Park Ave. Beach for more than a brief rest stop.

Rules For Kayakers:

1. All kayakers are **required to successfully complete the Introduction to Kayaking** course offered at the NSYC. They must demonstrate proficient boat handling: strokes (forward, reverse, and sweep), maneuvers (stopping, turning), launching and landing, wet exit (capsize), and assisted and self-rescue. Please note that completion of this assessment does not indicate any form of certification or qualification, but is merely a review of the minimal boat handling skills needed to use club boats within the “Go Zone” under the conditions described above.
2. Kayakers **must carry and know how to use safety equipment**, including a whistle, compass, light if use approaches dusk, bilge pump, and paddle leash. Include a paddle float if you know how to use it. One kayaker in the group should bring a Marine radio tuned to Channel 69. For details on how to use refer to the “Marine Radio Use” section of this Handbook on P.33.
3. **Prior to launching:**
 - a. Using a two-person carry, you and your paddle buddy must **lift and carry each boat to and from the water. Do NOT drag the kayaks** or SUPs through the sand and gravel. If the boat is too heavy, use the kayak dolly located in the locker room.
 - b. **Check inside fore and aft hatches and cockpit for water before you launch.** Drain if necessary. Water in the boat makes it unstable. Sponges (available in the locker room) are provided for you to extract water from the hatches BEFORE and AFTER you paddle.
 - c. **Check hatch covers** to be sure they are properly sealed. The hatches provide flotation for your boat. They don’t work if they’re filled with water.
 - d. **Adjust foot pegs** BEFORE launching!
 - e. **Attach your paddle leash** to the deck rigging AFTER launching. Detach it before landing. Don’t get tangled up in the leash while entering or exiting the boat.
 - f. **LOCK remaining kayaks** onto the cable before you launch, even if you think someone else is going to get one after you.
4. **After landing:**
 - a. **Empty** water, sand, and any debris out of the cockpit and off the exterior. Soak up excess water with a sponge.
 - b. Make sure the **foot pegs** are not jammed and can be adjusted easily.
 - c. **Check hatches** for water. Empty them by draining or sponging, then replace the hatch covers securely.
 - d. With a two-person carry, haul the boat to the cable, **place it hull-side up and lock it.** Secure the shackle of the padlock around the cable to keep it out of the sand.
 - e. **Rinse paddles, leashes, PFDs, floats, and other gear, and return them** to the locker room. Hang PFDs, wetsuits, etc., securely on the hangers provided.
5. There’s a **maximum of two hours of kayak use on weekends and holidays.** After two hours, you must return to shore and make a good faith effort to see if anyone is waiting to use the boat. The person waiting must be in the vicinity (beach, club house). You may re-launch the kayak if no one is waiting.

Rules For Paddleboarders:

1. The U.S. Coast Guard designates paddleboards as vessels when operated outside of swimming beaches. This means you are required to have a Coast Guard-approved life jacket (PFD), and the **NSYC requires that a PFD must be worn at all times.** The Coast Guard also requires that you carry a whistle or other sound-producing device to warn other boaters. Compasses, while not required, are good to have. Club policy prohibits use of club paddleboards after dark except for special club events.
2. Paddles are stored in the locker room. Leashes, attached to each board, are to be worn around the ankle or knee, and must be used at all times.
3. Care should be taken when **transporting SUPs to and from the beach.** Do not lay fins in the sand or shallow water. Place boards upside-down when not in use in order to protect the fins. When carrying a board across the beach, do not allow the leash to drag in the sand as this will destroy the Velcro. When storing equipment, rinse off sand, lock all boards keeping **LOCKS OUT OF THE SAND**, and put paddles away. SUPs are to be locked in the designated housing unit.
4. There is a **maximum of one hour of SUP use on weekends and holidays.** After one hour, the SUP'er must return to shore and make a good faith effort to see if anyone is waiting to use the equipment. The person waiting must be in the vicinity (beach, club house). The SUP'er may re-launch the SUP if no one is waiting.
5. **SUP classes** are offered at the NSYC. Check the calendar on the Events tab of our website for current course dates, times, and cost. Private classes are also available.
6. Paddleboards are **NOT to be used as swimming or sun bathing platforms.**

Social and Special Events

Monthly parties are “hosted” or organized by individuals and groups of members with the assistance of the Social Committee. The party host selects the theme, plans the menu, and organizes volunteers for cooking and clean-up. All members are encouraged to lend a hand. Approved party expenses are reimbursed by the Club Treasurer when the host submits an expense report (*see P. 17 & P. 29*) with receipts. The social committee provides budget guidance and other support.

Invitations are emailed via Member Planet. To attend an event, members RSVP and pre-pay via Member Planet so that the party host(s) can properly plan food and beverage quantities and control party costs. The number of attendees may be limited based on clubhouse capacity, so it is important to RSVP early.

If you would like to host a party or volunteer to help at one, please contact the Social Committee at social@northshoreyachtclub.com.

On monthly First Fridays, the Club hosts Family Fun Nights, often featuring live music. Families are encouraged to bring a picnic and enjoy the lakefront.

Visit the Calendar on our website at northshoreyachtclub.com for exact social event dates.

Typical Events calendar

May	<ul style="list-style-type: none">• The Annual Pancake Breakfast is held at the clubhouse and hosted by the Executive Board. The Semi-Annual General Membership Meeting is on the Agenda as well.
June – October	<ul style="list-style-type: none">• Monthly parties – Saturday evenings at the clubhouse• First Friday Family Fun Nights• Summer’s End Regatta – after race party
October/November	<ul style="list-style-type: none">• Awards Dinner• Semi-Annual General Membership Meeting and Elections

Appendix

Closing Up Checklist

If you are the last member at NSYC, then you need to close up!

- Close the locker room door and turn off the inside light. Be sure the door is locked.
- Garage:
 - Lock the refrigerators
 - Move any alcohol from the “Under 21” refrigerator/freezer to the beer fridge
 - Turn off the radio (*above the refrigerator*)
 - Turn off the marine radio (*to the right of the small door – when inside facing outside*)
 - Turn off the light
 - Close the big garage door first, lock it on the side by sliding the door bolt, then close and lock the “human” garage door
- Clubhouse:
 - Lock all cabinets
 - Wash down counters and clean up the kitchen area
 - Check the refrigerator and relocate any NSYC food to the NSYC garage refrigerator
 - Close and lock all windows
 - *Including the windows by the TV/couches*
 - Turn off all lights and fans (*additional switch is near the men’s restroom*)
 - Close the south door (closest to the garage) and PULL TIGHT to make sure it is shut & locked
 - Look around and make sure everything is cleaned up and put away
 - Relocate any personal items to the NSYC lost & found locker
 - Sweep the floor free of sand and food using the broom by the south clubhouse door
- Empty all garbage bins, put trash bags in dumpster, and replace garbage bags. Extras are in the Park District closet.

After Parties - Additional Checklist

- Clubhouse:
 - Fold up and return all but 2 rectangular tables and 8 folding chairs to the table/chair storage room on the north end of the clubhouse. (*2 rectangular tables and 8 folding chairs remain in the clubhouse during the week*)
 - Lock outside table/chair storage room after you put the tables and chairs away

Appendix

Expense Reports Form Samples

Excel version is downloadable from NorthShoreYachtClub.com > Membership Tab > Member Forms & Docs

Expense Report

FROM: <input type="text"/>		Report Information	Date: <input type="text"/>
Mailing Address: <input type="text"/>			Statement No.: <input type="text"/>
TO: Treasurer, North Shore Yacht Club Treasurer@NorthShoreYachtClub.com			Report Period: <input type="text"/>
			Date Paid: <input type="text"/>

Details			Expense Category			
Date	Store/Source	Description	Misc	Amount	Tax	Total
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
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				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
Totals				\$ -	\$ -	\$ -

ATTACH RECEIPTS, PLEASE!

Subtotal: \$ -
Cash Advance: \$ -
Total Due: \$ -

1

Date Printed: 7/13/20

Party Host Catering Expense Template

Catering Costs

Item	Price	PP (25 people)
entrée 1		
entrée 2		
Side 1		
Side 2		
Side 3		
Side 4		

Qty	Price

The Party Expense form is a good tool to use to budget for a party and manage the expenses. There are three tabs to this spreadsheet. The information on the first tab comes from Member Planet. The Social Committee Registration Manager will provide you with the final list of party attendees the week of the party. The deadline for guests to RSVP is the Wednesday before the party. This form states the total estimated party income. The second tab is used to list all of the expenses for the party, from decorations to food and entertainment. The third tab is helpful in formulating a catering order should the party host decide to order food rather than prepare it. It is helpful in calculating how many trays of various food items the host needs to order.

Incident & First Aid Report Form Samples

Downloadable from NorthShoreYachtClub.com > Membership Tab > Member Forms & Docs

NORTH SHORE YACHT CLUB ACCIDENT/INCIDENT REPORT

Injured Person's Name:	Date of Report:
Age of Injured:	Date of Accident:
Emergency Contact:	Time of Accident:
Injured Person's Phone:	Location of Accident:

In what activity was person participating when accident occurred?

What equipment or boat(s), if any, was involved in accident?

Was there supervision at time of accident? Yes No By whom: _____
(Name & Phone)

Names of Witnesses: _____
(Name & Phone Numbers)

What part of body was injured? _____

Describe the type of injury (e.g. bruise, laceration, fracture, etc.)?

Was first aid administered? Yes No By whom: _____
(Name & Phone)

Was injured party referred to medical assistance? Yes No By whom: _____
(Name & Phone)

Was an ambulance called? Yes No By whom: _____
(Name & Phone)

Exactly how did accident occur? Describe what happened:

Date person returned to program: _____

Restrictions on activities: _____

Name of Person Filing Report: _____

Phone Number _____ Email Address _____

Signature: _____ Date: _____

COMPLETE BACK OF THIS FORM!!!

LIST CONDITIONS AT TIME OF ACCIDENT

Weather: _____

Water Conditions and Temperature: _____

Air Temperature: _____ Precipitation? _____

Boat/Equipment Details: _____


DRAW A PICTURE IF A COLLISION WAS INVOLVED

MINOR ACCIDENT & FIRST AID TREATMENT RECORD

Date/Time	Name of Person Treated	Age	Type of Injury	Treatment / By Whom	Activity Leader Name

Guest Day Pass Application Form Samples

Downloadable from NorthShoreYachtClub.com > Membership Tab > Member Forms & Docs



North Shore Yacht Club
Established 1933

Guest Day Pass Application
COMPLETE BOTH SIDES!!!

I apply for a North Shore Yacht Club ("Club") Guest Day Pass membership for the day of _____ (date) and agree to comply with the Club's by laws and Club Boating Safety and Use Regulations on the reverse. I acknowledge that violation of Club boating safety regulations may lead to immediate termination of membership and use of Club equipment and facilities for both the sponsoring member and the member's guest. A copy of the handbook is available on request. This membership will expire without further action at the end of the day stated above. **Individuals may apply for a Guest Day Pass a maximum of two times during one boating season, and must be sponsored by an adult member in good standing.**

The one-day Guest Fee is \$20.00 per guest, per visit. Fee Attached \$ _____ Cash _____ Check _____

Guest contact information required:

Guest Name	
Email	
Cell or Home phone	
Mailing Address	
City, State and Zip	
Emergency Contact Name & Phone	

Release and Hold Harmless Agreement

As a participant in the North Shore Yacht Club, I recognize and acknowledge that there are risks of physical injury associated with boating and water activities. I agree to assume the full risk of any injuries, damages, or losses, which may sustain as a result of participating in any Club activities or the use of Club boats and equipment.

- I agree to waive and relinquish all claims I may have against the North Shore Yacht Club, its officers, directors, agents, servants, and employees as a result of use of club boats or equipment.
- I hereby fully release and discharge the North Shore Yacht Club, its officers, directors, agents, servants, and employees from any claims from injuries, damages, or losses which may sustain as a result of participating in any Club activities or connected to or associated with the use of Club boats or equipment.
- I further agree to indemnify and hold harmless, and defend the North Shore Yacht Club, its officers, directors, agents, servants, and employees from any claims resulting from injuries, damages, or losses sustained by me or my family from my participation in the club activities, or the use of club boats or equipment.
- I authorize NSYC to take and use my photographic and/or video image(s) and/or name for printed or electronic publications related to NSYC functions and activities, such as, but not limited to, news releases, publications, social media and the website. Any photographs, video recordings, prints, and digital reproductions shall be property of the NSYC.

I have read and fully understand and agree to the above Release and Hold Harmless agreement

Guest Signature: _____ Date: _____

Parent/Guardian Signature (if applicant is under 18 years of age) _____

Printed Name _____ Date: _____

The reverse side must be completed!

GUEST Day Pass Application V1 2022.doc 4/2018 1

Name & Signature of NSYC Qualified Skills & Swim Assessor

I have conducted a thorough assessment of the Guest Applicant's swimming and Sailing / Kayaking / Paddle Boarding (circle all that apply) skills, and have determined that the applicant's skills meet the necessary minimum requirements for use of the specified type of equipment.

Assessor Name _____ Signature _____ Date: _____

SPONSORING MEMBER (must be signed by an adult member in good standing)

The undersigned, as a member in good standing of the North Shore Yacht Club, state that I am personally acquainted with my guest, _____, and desire that the Club grant my guest a one-day membership. I personally agree to be responsible for such member's compliance with Club regulations and am personally responsible for any damage to club boats or equipment resulting from use by such guest.

MEMBER'S Name: _____ (please print)

Member's Signature: _____ Date: _____

Regulations for Use of NSYC Watercraft: North Shore Yacht Club owned craft may NOT be used in violation of these regulations

- All guests of members must successfully complete a swim and boat skills assessment by a designated NSYC Skills Assessor. To arrange for a competency assessment, refer to our "Contact Us" list at NorthShoreYachtClub.com.
- Members and guests who use club watercraft are responsible for any damage incurred to the boat or any club equipment. Report any pre-existing damage prior to using a club boat. (Initials _____)
- Club boats may not be used during Small Craft Advisories, in heavy surf or high wind conditions (wind speeds in excess of 12 mph or gusts in excess of 18 mph), unless club-approved measures are taken to address these conditions. Boats may not be used when lightning is occurring or likely to occur. Kayaks and SUPs must only be used in calm water.
- No club boat/board may be used alone without a like boat/board. We require at least two boats of the same type (i.e., 2 sailboats, 2 kayaks, or one club boat and a club power boat) to be on the water and sailing/paddling together all times within hailing distance using the "buddy system."
- Anyone using a club boat/board must wear a properly fitted and fastened U.S. Coast Guard-approved type III life jacket (PFD) at all times while using the boat/board, shore to shore.
- Kayaks and SUPs may not be taken further from shore than the paddler is able to swim with the craft.
- Junior members under the age of 18 must be accompanied on the water at all times by either two adult members in boats of similar type or a power boat, OR at least one adult who is both experienced in the type of watercraft the junior is using and who is approved by NSYC to coach juniors in the use of such watercraft.
- When feasible, notify the Park District staff or an NSYC member of your boating departure and the time you will return. File a Float Plan with a friend or family member.
- Return all club boats to their storage space after use. Do not drag boats on the sand. Rinse and clean all boats and equipment of sand and debris. Secure hatch covers and store kayaks upside down. Properly stow sails, spars, rudders, dagger boards, rigging, and any additional club-owned equipment. Lock the boats and put the key away after use.
- Watercraft may not be used by anyone under the influence of drugs or alcohol or impairment producing medications.
- Watercraft are to be launched only from the Park Avenue Beach and returned to the same location.
- Members who do not comply have violated these safety guidelines and may lose membership privileges depending upon the severity and details of the situation.

Gear and Supply Resources

General Boating Supplies:

West Marine: www.westmarine.com

Winthrop Harbor, IL 60096 Chicago, IL 60642
(847) 746-2015 (312) 255-1464

Fox Lake, IL 60020
(847) 973-2221

Larsen Marine: www.larsenmarine.com

Waukegan, IL 60085 (847) 336-5456

Kayaks & SUP Supplies:

Paddlers Warehouse/Offshore Marine:

www.offshore-chicago.com

Lake Bluff, IL 60044
(847) 283-0400

L.L. Bean: www.llbean.com

Skokie, IL 60076
(888) 552-5564

REI: www.rei.com

Northbrook, IL 60062 -
(847) 480-1938

Rutabaga: www.rutabaga.com

Madison, WI 53716
(800)-I-Paddle

Sporting Goods for Boating Gear & Apparel:

NRS: www.nrs.com

Sierra www.sierra.com

20393 N Rand Road, Suite 108, Kildeer, IL 60074

MORE Paddle Sport Suppliers:

Outdoorplay

Outdoorplay.com

15% discount to NSYC members with coupon code PADDLE15

Marine Radios at NSYC



There is a VHF Marine Broadcast System located inside the garage (large door next to the clubhouse) for listening to incoming communications. For monitoring routine communications, the NSYC uses **channel #69**. For emergency communications and **Coast Guard communications use channel #16**.

If you are the first one at the club on the weekend or on a day that numerous boaters are out, please turn the VHF system on. If you're the last person to leave, turn it off.

The club owns several hand-held marine radios, and members are encouraged to sign one out on the sheet on the radio cabinet door, noting the identifying letter, date and your name. Users are responsible for damage or loss of Club radios.

The radios are kept in the garage, and always stored on their chargers

- Radios are water resistant, NOT waterproof.
- Attach the radio to your person or your boat by tying them securely or clipping with a carabiner. Their attached spring clip is not reliable, and radios do not always float. If you lose one, you are responsible for its replacement cost.
- Always TEST the radio before launching to make sure it is charged, functioning properly and that the volume is loud enough for you to hear it on the water.
- When finished using the club's marine radio, turn it off and return it to its charging base.
- Members who boat frequently should consider purchasing their own radio to insure availability and functionality.
- NSYC Instructors/coaches in motorized boats should consider taking 2 radios per boat, as back up.



Marine radios are capable of short range communications, generally 5-10 miles. Cell phones out on the water (in water-proof containers) can also be effective for emergency communications depending on the distance to the nearest cell communications tower.

Marine radios can be used for emergency as well as routine communications with other vessels and with shore stations. These radios are officially restricted to operational purposes, such as seeking or delivering messages about weather or boating conditions, your vessel's location, your sailing plans, coordinating movements with other vessels, keeping a shore station aware of your location and movement intentions, and, of course, announcing emergencies. Casual conversation about non-marine related subjects is not appropriate.

What radio channels can I use?

Use channel 69 to contact the NSYC shore station and other NSYC-based boats

- **Channel 16** is used to announce an emergency and to reach the **Coast Guard**. (See "Emergency Action Plan" and Rescue Policy" for contacting the Coast Guard in the event of an emergency) Use this channel also to call other boats or shore stations. Once communication is established, switch to a non-commercial channel to continue the contact (i.e., Ch 69).



- Channels 68, 69, 71, 72 and 78A are non-commercial channels that may be used for regular communications.-NSYC monitors **Channel 69**, which is also used by our race committee.
- Channel 22 - the channel the Coast Guard will ask boats to change to after establishing contact.
- Other channels on your radio are reserved for talking to bridge and lock tenders and for commercial vessels. NSYC boats may not use these channels for recreational communications.

What buttons do I push? These photos are of the **Cobra Radios** (located in the Locker Room). See the following pages for instructions for the **Standard HorizonHX300 Radios**.



On-Off knob is on the top right. It also controls **volume**.

The **Push-To-Talk** button is on the left side. Push and hold this button down firmly while speaking slowly and clearly.

Release the Push-to-Talk button to hear a response!

Speak s-l-o-w-l-y and clearly with mic 1/2 to 1 inch from your mouth.



What do I say?

- **Say the name of who you are calling 3 times:** “North Shore Yacht Club, North Shore Yacht Club, North Shore Yacht Club.”
- **Identify yourself with your boat name.** Since most NSYC boats do not have names, use the type of boat, i.e., Sunfish, Barnett, etc., followed by your sail number, or for kayaks and SUPs, “NSYC Kayak,” followed by the hull color, and then your last name: “This is Sunfish -1234- Johnson. Over.”
- **Sign out** so other boats or shore stations will know that the channel is available for use. Conclude your radio exchanges by saying, “This is Sunfish 1234 Johnson. Out.”

Radio terms in common use:

- Over means you are done transmitting and are listening for a response.
- Out is used to end your last transmission, and you will not necessarily be listening for a response.


For NOAA Marine Weather:


Press and hold the “WX” button. Use the arrows to scroll through available weather stations. The screen will display single digits such as 1, 2, 3 or 4. Our area is covered by **Station KWO39**, broadcasting at frequency **162.55 MHz**.




Instructions for the Standard Horizon HX300 Radios. (Located in the radio cabinet in the garage)

Use of Standard Horizon Marine Radios


1 Remove charging cord and close cover
Press **power**  and hold to turn on
and just the reverse to turn off.


Press **key**
to talk. 
Release to
listen.





2 For **weather** report press and hold  and hold again. Use up and down arrows to find a broadcasting station

To Turn off press

3 We monitor **channel 69** and use for communications. Press  to get to 69. Only that Channel is programmed at "P0"
(Buy your own radio if you wish to program) Press again and you can change channels to whatever you would like.

4 For **Volume** and Squelch (Look it up), press once for volume  and press up and down arrows to adjust. Press again and you can adjust Squelch. Press again and the radio will leave this mode (beeps twice). It will also leave this mode if you do nothing.

5 To **lock** the channel press  and hold. To unlock press and hold again. You can still adjust volume and squelch while channel is locked. Note that this key will also adjust power. We recommend using low power. It is sufficient to reach beyond two miles. The button will toggle "L" and high power (no icon)

6 The  will get you to the coast guard monitored channels. Press once to get channel **16** and again and hold to reach channel **9**. The key will not work when radio is locked. **Do not broadcast on these channels unless you have an emergency situation.**

When returning the radio to the cabinet, plug in charging cord (push all the way in until you feel a click). You will not see the unit charging since we program that for overnight for an appropriate duration so as to not overcharge the units.


Check that all the radios are off and cables are attached.

Charging Information

Currently the radios are programmed to charge for 45 minutes Monday, Friday, and Saturday from 6:00 AM to 6:45 AM. A charge of 45 minutes is sufficient to operate the radios with a dead battery for more than 4 hours of normal use.

Do not use a radio that has the battery icon:

An icon with half full  should be sufficient for at least four hours of normal use.

A fully filled in icon  will be OK for more than eight hours.

You can check the charged status of all radio batteries by pressing the green button on the timer twice (Red pilot light illuminates), and press twice again to turn charging off unless there is a real need to charge the radios.

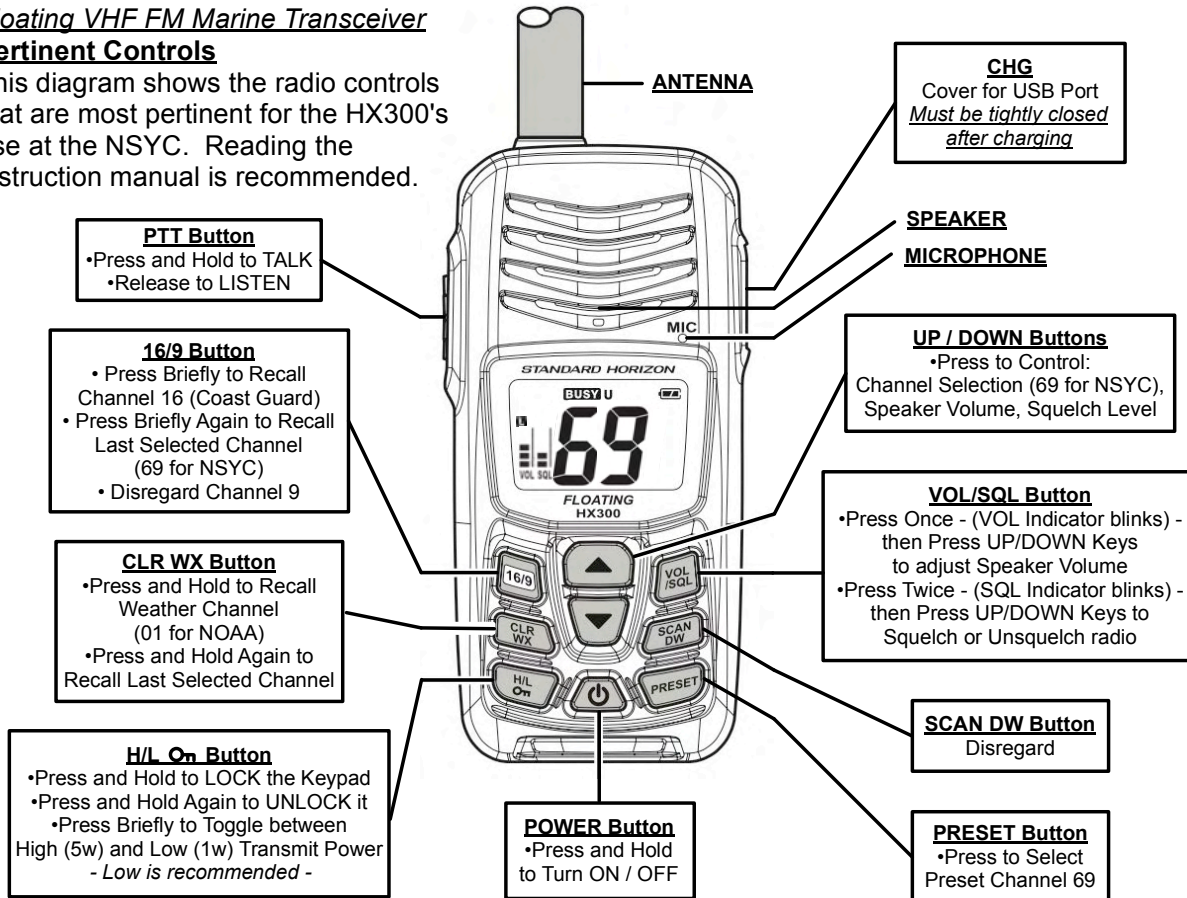
When the batteries are completely charged, **FL**, is displayed on radio screen when connected to the energized USB charger. A fully charged battery will yield more than 24 hours of normal usage.

STANDARD HORIZON HX300

Floating VHF FM Marine Transceiver

Pertinent Controls

This diagram shows the radio controls that are most pertinent for the HX300's use at the NSYC. Reading the instruction manual is recommended.



27apr2023

You Must Fight to Survive in Cold Water

Adapted from *Cold Water Kills*, Minnesota Department of Natural Resources

1-10-1 PRINCIPLE

1 MINUTE

- Get breathing under control

10 MINUTES OF MEANINGFUL MOVEMENT

- Assess the situation and make a plan
- Perform most important functions first, such as locating other party members
- Self-rescue if possible
- Signal or call for help

1 HOUR (OR MORE) OF USEFUL CONSCIOUSNESS

- Focus on slowing heat loss

IF WEARING A LIFE JACKET, THE 1-10-1 PRINCIPLE MAY SAVE YOUR LIFE!



WHAT IS HYPOTHERMIA?

Hypothermia means the body is losing heat faster than it can produce it and the body's core temperature drops below 95 degrees.

Falling into cold water can increase your chances of hypothermia.

Signs/symptoms of hypothermia include:

- Shivering
- Slurred speech
- Abnormally slow breathing
- Cold, pale skin
- Loss of coordination
- Fatigue
- Confusion or memory loss
- Bright red, cold skin (infants)

GASP! THE STAGES OF COLD WATER IMMERSION

COLD SHOCK RESPONSE

Within the first 2-3 minutes:

- Gasping, hyperventilation and panic.
- Drowning if not wearing a life jacket.

SWIM FAILURE

Within the first 30 minutes:

- Loss of muscle coordination and the rapid cooling of arms and legs impairs the ability to keep the head above water.
- Effects occur regardless of swimming ability.
- Drowning if not wearing a life jacket.

IMMERSION HYPOTHERMIA

After at least 30 minutes of immersion:

- The body's core temperature gets dangerously low, eventually resulting in loss of useful consciousness.
- Drowning if not wearing a life jacket.

POST RESCUE COLLAPSE

After victim is rescued:

- Blood pressure often drops, inhaled water can damage the lungs and heart problems can develop as cold blood from the extremities is released into the body core.
- Proper medical attention is essential to re-warm the body safely.

TIPS FOR AN EMERGENCY

STAY WITH THE BOAT

If the boat capsizes or you fall overboard, stay with the boat and get all or most of your body out of the water.

- Most capsized watercraft will still float.
- A craft in the water is easier for rescuers to locate than a swimmer without a boat
- If you have to remain in the water, do not attempt to swim unless it is to a nearby boat or floating object.
- Keep boots and clothes on. Almost all clothing will float for an extended period of time.

FOLLOW THE STEPS ON PAGES 6 – 8 for info on calling for help using your cell phone or marine radio.

SLOWING HEAT LOSS

Reduce the effects of cold water immersion with the Heat Escape Lessening Position (H.E.L.P.).

- Cross ankles.
- Cross arms tightly across chest – Hands should be kept high on the shoulders or neck.
- Draw knees to chest.
- Keep head and neck out of water and focus on breathing.

Practice H.E.L.P. in a pool before depending on it in an emergency—this technique may not work with all life jacket styles.

If more than one person is in the water and all are wearing life jackets, the “huddle” is recommended.

- This is where small groups of two to four “hug” with chests closely touching.
- Arms should be linked around the backs of the others and kept underwater, while smaller individuals or children can be placed in the middle of the “huddle.”
- The huddle helps to conserve body heat and it is also easier for rescuers to locate than one lone victim.
- The close proximity of victims can also serve as a significant morale booster.

CARING FOR SOMEONE WITH HYPOTHERMIA

- Treat ALL victims pulled from cold water for hypothermia as signs and symptoms may develop slowly. People with hypothermia typically experience mental confusion, so they may be unaware that they need emergency medical treatment.
- Call 911 or emergency medical assistance. Meanwhile, monitor the person’s breathing. If breathing stops or seems dangerously slow or shallow, begin cardiopulmonary resuscitation (CPR) immediately.
- Move the person out of the cold. If possible, keep the victim in the same position as they were rescued to prevent a stroke caused by moving them incorrectly. If moving is necessary (such as from a boat to shelter), carefully lay the victim on insulation from the cold ground in a level face-up position. Protect the person from the wind and cover their head.
- Carefully remove wet clothing. Replace wet things with a warm, dry covering. Fleece blankets are usually kept in the coffee table in the lounge.
- Apply warm compresses to the center of the body — head, neck, chest and groin. Do not apply direct heat. Do not use hot water, a heating pad or a heating lamp to warm the person. Do not attempt to warm the arms and legs. Heat applied to the arms and legs forces cold blood back toward the heart, lungs and brain, causing the core body temperature to drop. This can be fatal.
- Give the person warm beverages. Do NOT give the person alcohol.
- Handle people with hypothermia gently. Don’t massage or rub the person because their skin may be frost bitten, and rubbing frostbitten tissue can cause severe damage.
- Body to body rewarming. In remote areas where assistance is delayed, and victim’s shivering is ineffective, practice “body to body” rewarming. Surround the victim with body heat in a sleeping bag, tent or other sheltered spot.