



## ACCESS BOOM 2019 Mobile Program Overview & Application

**Hosting the BOOM Mobile Program is a BENEFIT of membership with Ontario Sailing. In order to apply, organizations must be a member in good standing of Ontario Sailing.**

Ontario Sailing, as the Provincial Sporting Body of Sailing, is committed to the promotion and development of all aspects of boating & sailing. It is dedicated to making introductory and grassroots sailing programs more accessible to people across the province. Ontario Sailing's unique ACCESS BOOM Program does this by equipping a complete mobile sailing schools that travel through the province bringing sailing lessons to your community.

The ACCESS BOOM program is made possible through \$11,538.00 of government funding which subsidizes the total costs by approximately \$1500.00 a week per unit to help keep costs for participants and host communities as low as possible. As well, the Toronto Boat Show Children's Charity night also supports this program which additionally subsidizes the program by an additional \$1500.00 per week. The mobile unit creates a complete sailing school on wheels and provides qualified instructors, 4 Access 303 Wide sailboats, coach boats, lifejackets and various teaching aids. This BOOM program focuses on youth sailors (ages 8-14) during the day (9am - 4pm). The mobile unit can support a **maximum of 8 youth sailors at a time to not exceed the ratio of 8 participants to 1 instructor.**

The mobile unit delivers Sail Canada's I CAN Sail and CANSail 1 & 2 basic sailing levels. The CANSail program is a set of progressive, learn to sail national standards that provide sailors with a foundation of core skills.

One Week Programming	Cost	Deposit 1	Deposit 2	Final Payment
Youth Program	\$2672.00	\$800.00	\$800.00	\$1072.00

- Applicants requesting two or more consecutive weeks will be prioritized.
- \$100.00 discount will be applied for multiple consecutive weeks of programming.

## **Host Responsibilities 2019**

Hosting the BOOM program can be very rewarding. The BOOM Program works as a partnership between the host sites and Ontario Sailing, and we must both do our part to make the BOOM Program successful. The following are responsibilities of each Host Site:

### **BILLETING REQUIREMENTS**

BOOM hosts will be required to billet the instructors for the weeks they have booked. The instructors will provide their own food. Host Sites will be required to submit the names and contact information of the billets to Ontario Sailing (unless staff are local as in the case of the GTA).

### **PROMOTION**

As a ACCESS BOOM Host Site, you are responsible for promoting the ACCESS BOOM Program in your area. Suggestions include community newspapers, local radio/TV, posters in local schools, etc. Ontario Sailing will assist with resources and by promoting BOOM locations through their website, social media platforms and ENewsletter.

### **REGISTRATION**

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

When setting your registration prices, please ensure that your organization considers all Ontario Sailing's fees.

### **DURING THE PROGRAM**

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

Host sites must arrange for a volunteer to be on site each morning and afternoon to supervise participants before and after the program. Host sites are encouraged to provide additional on-site supervision to assist the instructors during the day.

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

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

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

On the last day of the program, participants will come off the water by mid-afternoon so that they can participate in cleaning up the equipment (taking the boats out of the water, rolling the sails, packing up the dagger boards, rudders and paddles, etc.). Handling and storing sailing equipment properly is an important part of learning how to sail.

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

## **SAFETY**

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

## **\*\* REGARDING INSURANCE**

The Ontario Sailing BOOM program is fully insured, our equipment is insured, and our instructors are certified and insured by Sail Canada. Upon your request, Ontario Sailing can provide you with a copy of a Certificate of Insurance (after June 1<sup>st</sup>) for your records. It is your club/organization's decision whether to take out extra insurance to host the BOOM mobile program.

## **Important Dates, Deadlines, and Payment Schedule**

Date	Event	\$ Due
Friday, November 23, 2018	Completed ACCESS BOOM Program Application Form and TWO post-dated deposit payments due	\$800.00 per week requested (post-dated to December 7, 2018) <b>AND</b> \$800.00 per week requested (post-dated to February 28, 2019)
By Thursday, December 6, 2018	Successful Host Sites will be contacted by e-mail to confirm program dates.	
Friday, December 7, 2018	First Deposit Payment Processed (non-refundable)	\$800.00 for each week as a Host Site
Thursday, February 28 <sup>th</sup> , 2019	Second Deposit Payment Processed (non-refundable)	\$800.00 for each week as a Host Site
By Friday, March 8, 2019	Final Invoices will be emailed (due May 24, 2019)	
Friday, May 24, 2019	Final Payment Due (non-refundable)	Dependent on Program Selection
Monday, July 1, 2019	ACCESS BOOM Program Commences	

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

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

Ontario Sailing  
17 - 70 Unsworth Drive  
Hamilton, ON  
L8W 3K4

[services@ontariosailing.ca](mailto:services@ontariosailing.ca)



## ACCESS BOOM Program Application

### Host Applicant Contact Information

**Please type or print neatly.**

#### Club/Group/Organization

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

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

#### Primary Host Contact:

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

#### Treasurer (contact for invoices and receipts):

Name:
Email:
Phone:

#### On-Site Contacts:

Instructors will be in contact prior to the program starting.

Name:	Phone:
Name:	Phone:



# **ACCESS BOOM Program Application**

## **Site Information**

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

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

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

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

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

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

### **POLICIES, PROCEDURES, & DOCUMENTS**

*Please indicate which of the following your organization currently has in place. If you require clarification or want assistance with any of the below please contact our COAST Manager, Lisa Roddie (lisa@ontariosailing.ca).*

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	By-laws updated within last 5 years
<input type="checkbox"/>	<input type="checkbox"/>	Directors and Officers Liability Insurance
<input type="checkbox"/>	<input type="checkbox"/>	Emergency Action Plan - One page to be posted
<input type="checkbox"/>	<input type="checkbox"/>	Emergency Procedures – More detailed plans for variety of scenarios
<input type="checkbox"/>	<input type="checkbox"/>	Privacy Policy
<input type="checkbox"/>	<input type="checkbox"/>	Confidentiality Policy
<input type="checkbox"/>	<input type="checkbox"/>	Member's Code of Conduct
<input type="checkbox"/>	<input type="checkbox"/>	Child Protection Policy - Including volunteer screening and operational procedures



# ACCESS BOOM Program Application

## Youth Program:

How many weeks would you like to host the BOOM Program? (please circle) 1 2 3

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

	1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week		1 <sup>st</sup> Week	2 <sup>nd</sup> Week	3 <sup>rd</sup> Week
Week 1: July 1-5				Week 6: August 5-9			
Week 2: July 8-12				Week 7: August 12-16			
Week 3: July 15-19				Week 8: August 19-23			
Week 4: July 22-26				Week 9: August 26-30			
Week 5: July 29-Aug. 2							

	Cost Per Week	Deposit 1 Per Week	Deposit 2 Per Week	Final Payment Per Week
Youth Program	\$2672.00	\$800.00	\$800.00	\$1072.00

- Applicants requesting two or more consecutive weeks will be prioritized.
- \$100.00 discount will be applied for multiple consecutive weeks of programming.

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

## Please note:

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

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

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_