

June 24, 2018

From: Senior Naval Science Instructor, Paloma Valley NJROTC
To: Sail Academy Cadets
Subj: AREA ELEVEN SAIL ACADEMY 2018 LETTER OF INSTRUCTION (LOI)

Encl: (1) Sail Academy Documents Required
(2) NJROTC Area ELEVEN Sail Academy 2018 Information Sheet
(3) Sail Academy Cadet Data Card
(4) Sail Academy Contact Information
(5) Sail Academy Seabag - Recommended / Required Equipment for Cadets
(6) Sail Academy Cadet Statement of Agreement
(7) Copy of current NJROTC Health Risk Screening Questionnaire
(8) Copy of current NJROTC Standard Release Form
(9) Directions to Naval Base Coronado, Fiddlers Cove Marina
(10) Sail Academy Study Guide and Test

1. Information regarding the Area Eleven Sail Academy 2018 is contained in Enclosures (1) through (9).
2. The three Sail Academy Session dates are as follows:

1ST SESSION – FRI, 15 JUNE 2018 thru MON, 18 JUNE 2018

- **CADETS MUST REPORT IN NO EARLIER THAN OR LATER THAN 1800**
To Fiddler's Cove Marina, **Friday, June 15, 2018.**
- **Graduation Ceremony is Monday, 18 June at 1700** – Fiddler's Cove Marina.

2ND SESSION – WED, 20 JUNE 2018 thru SAT, 23 JUNE 2018

- **CADETS MUST REPORT IN NO EARLIER THAN OR LATER THAN 1800**
To Fiddler's Cove Marina, **Wednesday, 20 June 2018.**
- **Graduation Ceremony is Saturday, 23 June at 1700** – Fiddler's Cove Marina.

3RD SESSION – MON, 25 JUNE 2018 thru THURS, 28 JUNE 2018

- **CADETS MUST REPORT IN NO EARLIER THAN OR LATER THAN 1800**
To Fiddler's Cove Marina, **Monday, 25 June 2018.**
- **Graduation Ceremony Thursday, 28 June at 1700** – Fiddler's Cove Marina, waterfront picnic area.

NOTES:

- **CADETS ARRIVING AFTER 1800 RISK LOSING THEIR ACADEMY SLOT!
CALL CDR IF THERE IS A PROBLEM, NO EXCEPTIONS!**
- **Parents are invited and encouraged to attend our graduation ceremony at the conclusion of each session. Cadets are dismissed and expected to be picked up following ceremony.**

3. Enclosure (1) contains the List of documents that must be brought with cadets and provided to the Sail Academy Admin Officer in order to register your cadet. This list of documents are provided as attachments as enclosures (3), (6), (7), and (8). ***If the required forms for your cadet are not provided upon check in, your quota will be reassigned to a cadet on the waiting list. Please ensure that all participating cadets have a ride home following the graduation ceremony and cadets being left off are checked in properly before leaving the cadet behind.***
4. The Pre-Sail Academy Indoctrination, Study Guide & Test shall be completed by each Sail Academy attendee and brought to sail academy and delivered to the sail academy admin officer with all registration materials (enclosures 3, 6, 7, and 8).
5. The current guidelines and detailed information for this training period are located in Enclosure (2) and will be of assistance in preparing cadets who attend the Academy. Instructors, chaperones, and cadets must review this directive and enclosures to fully comply with the requirements prior to arrival. ***Cadets reporting without completing the required information and equipment or without completing the pre-test will not be accepted at the Sail Academy.***
6. Sail Academy 2018 is Area Eleven's 16th year of conducting this valuable and fulfilling training for an estimated 1,900 cadets. The instructor staff is all-volunteer and have kept the "Academy" afloat all these years by devoting countless hours of labor to ensure its success and longevity. Let's give them our full support with the administrative and logistic requirements.

Thomas Garcia
CDR, USN (Ret)

SAIL ACADEMY DOCUMENTS REQUIRED

1. The following documents **must be completed and brought to CDR Garcia NLT Thursday 07 June.** Documents d. and e. must be current (less than one year old as of the Sail Academy graduation day).

- a. ASB Receipt for \$200 academy fee
- b. Sail Academy Data Card- Encl (3)
- c. Sail Academy Cadet Statement of Agreement- Encl (6)
- d. Copy of current NJROTC Health Risk Screening Questionnaire (NSTC) Form Encl (7)
- e. Copy of current NJROTC Standard Release Form (w/ Privacy Act)- Encl (8)
- f. Sail Academy Pre-Test, Study Guide & Test
 - ASA “First Sail Free online sailing course”, <https://asa.com/online-sailing-course> is a good training aid and is encouraged for all cadets to complete prior to attending sail academy.

SAIL ACADEMY 2018 - INFORMATION SHEET

1. **General.** The Sail Academy experience will further cadets' training in areas of leadership, teamwork, communications, decision-making, critical thinking skills and physical fitness. Classroom training will include theory of sailing, parts of a sailboat, seamanship, nautical rules of the road, charting, sail boat racing and written examinations. On the water skills will include swim/drown-proofing, paddleboat handling (stand up paddle and kayaks), small sail boat handling (16' sail boats), large sail boat handling (22', 25' & 27' fixed keel sail boats).

Cadets attending the Sail Academy are not required to pass the Physical Fitness Test at their unit; however, cadets must be prepared for the physical and mental aspects of sailing and the disciplinary demands of this training. In addition, this is necessary for the march to the Naval Amphibious Base galley for evening meal.

For cadets concerned about motion sickness, our several years of experience have shown that motion sickness is a very rare occurrence while sailing on the calm waters of San Diego Bay.

Although strongly recommended, the ability to swim is not required. However, all cadets will be required to enter the water and perform drown proofing and capsizing maneuvers.

2. **Costs. \$200.00 per student cadet** Make checks payable to: **PVHS / NJROTC.**

Included in cost cadets will receive:

- Sail Academy Polo Shirt
- Sail Academy T-shirt
- Sail Pin
- Venture Scout Registration
- All meals

Cadets can bring additional money for health snacks (fruit and fruit juice), toiletries and/or other necessities. Junk food will not be permitted at the NJROTC Sail Academy.

3. **Billeting.** All Cadets will be camping on the beach at the Fiddler's Cove Marina campgrounds in large multi-purpose tents. Male and female chaperones will oversee berthing. Cadets must bring sleeping bags and a pillow.
4. **Course Requirements for Certification of Academy Completion and Awards:** All cadets who successfully complete the entire Sail Academy course of instruction will be awarded an NJROTC Area Eleven Sail Academy Certificate of Completion and the coveted NJROTC Area Eleven Sail Pin for display on their uniforms.
 - a. Sail Academy Sail Academy Pre Test: Score a minimum of 70%. Cadets who score below 70% at check-in will be tutored by a Sail Academy Instructor and given opportunities for a re-take. To qualify for the Sail Pin, a minimum score of 80% must be achieved on the re-take.
 - b. PQS (Personal Qualification Standards): Complete their PQS sheet and turn it in at the Sail Academy Class Room for verification prior to leaving the docks for the Regatta.
 - c. Final Written Examination. Score a minimum of 70% on the comprehensive 50 question final examination.
 - d. Pass a Final Evaluation on the water. Students with injuries or medical issues that prevent them from completing this evaluation will be ineligible for graduation.
 - e. Not be in a disciplinary status at Sail Academy

5. **Health and Physical Fitness.** Verify enclosure (7), the Medical Screening Form, is the Area 11 Health Risk Screening Questionnaire. Enclosure (7) must be current (**within one year of the last day of their session**) and complete, **no waivers, none.** Ensure the medical and dental accident insurance data on the Standard Release Form is complete.
6. **Grooming.** Male cadets must have a regulation haircut. If a male cadet arrives and is in need of a haircut, he will not be allowed to check into the Academy until he obtains a satisfactory haircut. Proper grooming standards will be upheld. The only relaxation will be for female cadet's hair during training evolutions.
7. **Uniform and Equipment.** Enclosure (3) contains lists of items of uniform and equipment required by each cadet. Modified Boating Uniforms (khaki pants, Sail Academy shirts or t-shirts depending on activity) and **CDMIS** issued PT Gear will be required for the entire period of training. Rank/Rate insignia are not worn or required at the Sail Academy. The Cadets will not be allowed to wear Combination Caps or Garrison Caps during any portion of the training. The only authorized covers will be the Sail Academy Ball Caps or **NJROTC Khaki**/Navy Ball Cap.
8. **Forms Submission.** Enclosures (3), (6), (7), (8), and Pre-Test enclosure (12) must be completed and submitted to the Sail Academy Administrative Officer or Staff upon arrival at the academy.
9. **Transportation.** Cadets are responsible for their own transportation to and from Sailing Academy at Fiddlers Cove. Late arrival may result in non-admission to the academy as the training regime begins right away. Class cannot be made up.
10. **Course Completion.** Cadets completing the Sail Academy syllabus will be awarded the coveted Area Eleven Sailing Insignia. Those cadets who, for a variety of reasons, fail to meet minimum requirements in any major instructional area may receive a certificate of completion but they **will not** receive the Sailing Insignia. Those that arrive physically unfit, unmotivated, or project an unacceptable poor attitude, will not receive the Sailing Insignia, and may be dismissed from the Sailing Academy.
11. The Sail Academy is a physically and mentally demanding, but very rewarding experience. All those cadets who come well prepared will receive a tremendous benefit from this program and have fun doing it. They will come away with experiences and friendships they will not forget. We only send our top cadets, who are ready for the challenge and successfully complete Sail Academy. Your responsibility is to return a highly motivated cadet who will provide knowledge and leadership for the unit in the future
12. The Area Eleven Sail Academy Staff are Certified NJROTC Instructors by the Naval Service Training Command (NSTC). They are serving in a full time capacity at NJROTC Units in high schools throughout California and Arizona. Each has received basic, intermediate, and advance sailing courses, trained in standard first aid and operational risk management procedures (ORM), and have accumulated years of experience in seamanship and leadership while training America's youth through the NJROTC Program.

SAIL ACADEMY CADET DATA CARD

NAME _____
(LAST) (FIRST) (MI)

HEIGHT _____ WEIGHT _____ BIRTHDATE ____ / ____ / ____ AGE ____
MON DAY YEAR

SEX _____ SCHOOL _____

PRESENT RANK _____ SCHOOL GRADE _____

UNIT PHONE # _____ SNSI CELL PHONE _____

GPA: OVERALL _____ NJROTC _____

PARENT/GUARDIAN _____
(LAST) (FIRST) (MI)

HOME PHONE _____ WORK / CELL PHONE _____

HOME ADDRESS _____
(STREET) (CITY) (STATE) (ZIP)

EMERGENCY CONTACT _____
(NAME) (TELEPHONE)

SWIM ABILITY: GOOD FAIR POOR NON-SWIMMER– (Circle one)

BOATING EXPERIENCE POWER SAIL PADDLE SPORTS EQUIPMENT

RESTRICTIONS / LIMITATIONS: Medications (Explain)

Physical (Explain)

Cadet's Signature _____ **Date** _____

SNSI: I have reviewed the Cadet Data Card for accuracy and have ensured all forms (Encl. 3, 6, 7, 8, 9) and Pre-Test will be provided to the Sail Academy Administrative Officer and staff upon check in. I have verified the cadet will have transportation home following the graduation and will not be left without first properly checking in with Sail Academy administrative staff.

SNSI Name/Signature _____

CONTACT INFORMATION

These numbers are for emergencies and extraordinary circumstances.

CDR Thomas Garcia

Email: thomas.garcia@puhsd.org

Office: 951-672-6030 x22286

Cell: 760-213-5973

Sail Academy Duty Officers:

1. 559-707-4501
2. 949-290 1647
3. 619-254-6879

Fiddlers Cove Sailing Center Office: (619) 522-8680

**Be advised that Cadets will surrender their cell phones upon check-in and turned off.
Cadets will be reunited with their phones at the conclusion of the graduation ceremony.**

SAIL ACADEMY SEABAG

Recommended and Required Items for Cadets

Ensure ALL clothing and items have some individual cadet identification

REQUIRED UNIFORM ITEMS:

- (2) Blue Cargo Pants
- (2) Pairs of Board shorts or shorts suitable for a water environment
- (1) Black Belt
- (1) Brass Belt Buckle
- (1) Sail Academy shirt (provided after arrival)
- (1) NJROTC Ball Cap
- (4) White (crew neck) tee shirts for sail training wear (no designs)
- (2) Sets of Navy PT Gear or Unit PT Gear
- (1) Navy issued sweatshirt / sweat pants for evenings

Other Accessories and Equipment Needed

- (1) Minimum Pair Athletic Shoes (that will stay dry)
- (1) Set of Aqua Socks-to wear with Modified Boating Uniform
- ** If you use your athletic shoes in the water, you will need a 2nd pair of tennis shoes to stay dry, if you do not have a pair of Aqua Socks
- (1) Flashlight

OPTIONAL BUT HIGHLY RECOMMENDED ITEMS:

- (1) Aqua Shoes - these are the neoprene & rubber shoes found @ Wal-Mart; they dry & work better than tennis shoes on the boat. Limited supply available at Fiddler's Cove Store.
- Jogging / Sports Bra (Female)
- Laundry Bag
- (1) Pair of gloves without fingers to prevent rope burns (Highly Recommended)
- **Cell phone (will be collected by Sail Academy staff and safeguarded during your stay)**

Required Non Uniform Items (Supplied by the Cadet)

- (1) SLEEPING BAG AND PILLOW
- (2) Swimsuits / Board shorts / Navy PT Shorts for Boating / Water Survival Training (one piece for females or T-shirt over two piece). ***You will get wet.***
- (1) Set of sleep wear
- (4) Pairs of white athletic socks (no ankle socks allowed)
- (1) Long-sleeved sweat shirt / water resistant jacket for boating activities
- (1) Pair of shower shoes
- (2) Bath towels
- (1) Washcloth

* Note: Necessary undergarments as required.

Necessary toiletry and hygiene articles. (toothbrush, toothpaste, soap, soap dish, shampoo, shaving gear, deodorant, etc.) **Cadets need to bring soap and shampoo with them and they are expected to shower with this soap/shampoo daily while at Sail Academy or their parents or instructors will be called to pick them up if they do not.**

ABSOLUTES

NO UNIFORMS OR BLACK LEATHER NJROTC SHOES

Females...Do not wear off-color hair pins, only hair colored bobby pins. Maximum of 2 hair colored barrettes

**For All Personnel - Do Not bring shoulder cords
- Do Not bring or wear ribbons / medals / rank insignia**

PROHIBITED ITEMS

- a. Knives or any kind of weapon
- b. Alcoholic Beverages
- c. I-PODS
- d. Drugs (other than prescription)
- e. Cigarettes, Tobacco Products or vapor devices
- f. Jewelry (the only jewelry that will be permitted at the Academy will be a wristwatch and a necklace that has a religious medallion attached)
- g. If cadets arrive with any prohibited item(s) it will be confiscated and held by the OIC (the OIC and/or the Sailing Academy Adult Staff will not be responsible for such items.

SAIL ACADEMY CADET STATEMENT OF AGREEMENT

From: Cadet Reed, Isabella, NJROTC Unit Paloma Valley High School
To: NJROTC Area Manager, Area ELEVEN
Via: SNSI / NJROTC Instructor Paloma Valley High School

Subj: CADET AGREEMENT FOR ATTENDANCE AT NJROTC SAIL ACADEMY

1. I agree that I will observe and fulfill each of the following stipulations in conjunction with my attendance at the 2018 Area ELEVEN Sail Academy at Fiddlers Cove Marina in San Diego, CA
 - a. Bring forms (Encl. 3, 6, 7, 8, 9, and the test part of Encl. 12) and the Sail Academy Pre-test to Sail Academy check in. Please **DO NOT SEND** them to CDR Trotter this year.
 - b. Upon arrival at the Academy, have in my possession all required articles of uniform, clothing, and equipment which have been reviewed by the unit SNSI / NJROTC Instructor prior to departure.
 - c. Report to the Academy with a regulation haircut (male) / hairstyle (female).
 - d. Report to the Academy without wearing make-up, and not use any form of cosmetics during the training period (female). Male cadets are responsible for daily grooming to include shaving.
 - e. Report to the Academy in good physical condition.
 - f. Ensure that I have coordinated a ride home.
2. I understand that not meeting any of the listed requirements may result in my early dismissal from the Academy with the expense for transportation home.
3. As a Sail Academy participant, I will pay the tuition fee of \$200.00.

_____/_____ (Parent/Guardian Signature)	_____ Date	_____/_____ (Cadet Signature)	_____ Date
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DIRECTIONS TO NAB CORONADO, FIDDLERS COVE MARINA

FROM Paloma Valley High School

- Take I-215 south to I-15 South to San Diego.
- From the I-15 take the I-5 North to the Coronado Bridge exit.
 - This exit will take you across San Diego bay and into Coronado.
- After you enter Coronado, make a left on Orange Avenue and travel south through the small downtown area Orange Avenue will become Highway 75 after you pass Hotel Del Coronado.
- Shortly thereafter, you will pass the Main Gate of the Naval Amphibious Base (NAB) Coronado on your left.
- Continue past the base another 1.5 miles to Fiddlers Cove Marina.
- The Marina will be on your left and marked by a small sailboat parked next to the highway.
- Fiddler's Cove Marina will then be a quick right to the parking lot as you approach the fenced in Marina Complex.
- Park there and proceed to the "Sail Academy Check-in Station" at the marina entrance gate.

ADDRESS FOR FIDDLERS COVE MARINA (For GPS / Mapquest)

**3205 Silver Strand Blvd
SAN DIEGO, CA 92118**

For further directions call the Fiddlers Cove Sail Center at: (619) 522-8680