



TREASURE ISLAND SAILING CENTER

*Launching Point for New Horizons*

## **Welcome to Treasure Island Sailing Centers**

### **Youth Program Manual**

# **2019**

We are very excited to introduce or welcome you back to the joy of sailing this season! The goal of this manual is to provide a comprehensive resource for parents/guardians and students participating in our Youth Programs. It is designed to help you understand our programs, our progression model, what to expect, what to bring, and expectations. On behalf of the Staff, Instructors, and Board of Directors, we welcome you to Treasure Island Sailing Center and look forward to another year of sailing with you!

*--Laura DeFelice, Program Manager*

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## MISSION OF THE TREASURE ISLAND SAILING CENTER

*The Treasure Island Sailing Center (TISC) is a non-profit organization whose purpose is to improve our community and the sport of sailing by providing access, facilities, and sailing instruction to people of all socioeconomic backgrounds, skill levels, and physical abilities.*

## **Our Vision**

To provide San Francisco with a first rate community sailing center that provides universal access to and lifelong connections with the Bay. To serve ALL children in our community and to teach them more than sailing.

## GOALS & OUTCOMES

At TISC we provide a safe, fun environment to learn and practice sailing skills. Our youth will learn about safe boating practices, teamwork, and how to take care of boating equipment. Our goal is to instill an interest and appreciation for the sport of sailing; develop a respect for the sea and their environment; develop self-confidence, good sportsmanship; all while creating a new community of young and old sailors alike.

## MEET OUR STAFF

Travis Lund, Executive Director [info@tisailing.org](mailto:info@tisailing.org)  
Laura DeFelice, Program Manager [manager@tisailing.org](mailto:manager@tisailing.org)  
Luxine Smith, Program Coordinator [programs@tisailing.org](mailto:programs@tisailing.org)  
Sterling Schlegel, Fleet and Facility Manager

## OUR INSTRUCTORS

Our Instructors are highly trained and take pride in providing excellent instruction and guidance to every child here at TISC. Our staff is dedicated to serving our mission and your child, we are always available to you.

## IMPORTANT NUMBERS

Office Number: 415-421-2225  
Fax Number: 415-421-2208  
VHF Monitor Channel 72 or 71

## HOURS OF OPERATION

Summer Camps at Treasure Island Sailing Center are held Monday – Friday 9:00am – 4:00pm. We offer Extended Care for \$50 / week during summer only. Spring and Fall program times vary depending on the class and are held on Sundays

Summer Camp 9am – 4pm      Extended Care 8am – 5pm      Fall / Spring Sessions Vary

## YOUTH PROGRESSION PROGRAMS (AGES 6-18)

Youth build self-confidence, independent achievement, team work, and personal responsibility from sailing. Beginner students start in our Harbor Seals, Explore Sailing, or Beginner Youth classes progressing into Intermediate and Advanced courses. Each class is progressive in nature and it's up to the individual student and their instructor to decide when they are ready for the next challenge.

On the first day of programming there will be a parent orientation, please plan on staying to hear important announcements and information.

*Please visit our website for the most up to date course offerings, [tisailing.org/summer-camp/](https://tisailing.org/summer-camp/)*

## FALL & SPRING SAILING

Students can continue their sailing with us throughout the school year by signing up for our Fall and Spring progression classes. Course offering change year to year, but are held on seven consecutive Sundays at the beginning of April and September. Visit our website for course offerings.

## EXTENDED CARE

We strongly encourage Parents/Guardians to take advantage of our Extended Care Option in the case that you need to drop our camper/s off early or pick-up a little later.

- Extended care is offered from 8:00AM – 9:00AM before the start of camp, and 4:00PM – 5:00PM after camp is over.
- Late fees may apply if picking up later than 5:00PM.
- Extended Care is only available while our Summer programs are in session.
- Financial Assistance is available to those in need.

## SCHOLARSHIPS

The Treasure Island Sailing Center (TISC) is committed to providing affordable sailing experiences and scholarships to youth and adaptive participants. In 2018, TISC provided over 2000 scholarships to Youth and Adaptive sailors. Over 80% of our youth sailors attended on full scholarship. TISC has scholarships available for both youth groups and individuals.

Apply online at [tisailing.org/scholarships/](https://tisailing.org/scholarships/) or to apply by mail please download the [application form](#) and send it with any supporting documents, list found on our webpage.

## FAMILY PROGRAMS

There are opportunities for families to sail with their child on the weekends or even learn together, contact us to learn how. At the end of each summer we will host a Family Day where your sailors can come and show off their skills, ask about current years plans.

## BOATING & WATER SAFETY

While having fun is a top priority, safety is our primary goal. In each course we will teach water safety techniques to ensure safe boating practices. Students are required to follow all safety rules including but not limited to; personal safety of protecting from the sun and the elements, life jacket protocols\*, proper usage and stowage of equipment, behavior expectations and policies. \*Lifejackets are required and provided by TISC. **Lifejackets must be worn and zipped at all times while on the docks, 10ft from the water, on boats, and at the beach.**

If conditions are deemed un-safe for sailing, students will engage in fun, educational activities on or near the beach or classrooms. Activities may include, sailing games from the beach, kayaking, paddle boarding, or STEM sailing related activities.

## SWIM CHECKS

We do not require participants to be able to swim however, all students enrolled into our progression program are required to pass a swim check in order to participate in our courses. The swim check will take place on the first day of programming or first day of a new session. Students wear wet suits while sliding off the dock into the water, swimming the length of the dock.

This allows sailors to get use to the new circumstances of the Bay waters and allows our Instructors to evaluate their comfortability in the open water. We work with all students regardless of swimming ability, lifejackets are worn and activity closely monitored from the dock and from the water.

Sailors must pass our swim check before they are allowed to sail in a capsizable boat without an instructor. Opti Sailors and Teens will perform a swim check with *and without* a lifejackets.

## SIGN-IN / OUT PROCEDURES

All campers are required to be signed in and out each day by a listed parent/guardian. Staff will sign campers in at the front gate upon arrival. Campers may be signed in no earlier than 8:45am and signed out no later than 4:30pm. Any campers remaining after 4:30pm will be registered into our Extended Care Program and fees may apply. Contact the office if you experience delays in picking up your child.

Parent/Guardians must sign in and out each day unless you have indicated that they may sign themselves in/out.

### EARLY PICK-UP PROCEDURE

If you need to pick up early, please let the Program Manager know in the morning or call the office to ensure that they will be off the water and ready for you.

### AUTHORIZATION TO PICK UP CAMPERS

You may designate who may pick up your child/s or if your child may walk home on the questionnaire when registering. If you wish to make changes to this information once camp has started, check in with the Program Manager or Instructor for a permission form and complete it for each child.

### CARPOOLING

On the first day of programming we will generate a carpool list where parents opt to share information with other parents who may coordinate drop off and pick-up through-out the week. It is up to our parents to coordinate carpool locations; we will do our best to help coordinate. All parent/guardians encouraged to stay Monday morning to hear our Orientation and Announcements for the week.

For children taking the 25 Muni, they can TISC property no more than 15 minutes before the bus is due to arrive at our nearest bus stop, unless given permission by parent/guardian.

### DAILY SUMMER SCHEDULE

- 8:50–9:00am Students arrive, Sign-in, Youth Programs go to locker room, Teens rig boats first
- 9:00-9:30am Rig boats, launch, help fellow sailors
- 9:30am Meet with instructor in classroom for daily lessons, lunch orders, exercises, and morning chalk talk
- 10:15am On the water and/or land drills
- 12:00pm Lunch (come off the water)
- 12:45pm Lunch ends (Instructors meet back on deck to collect class)
- 1:00pm Afternoon chalk talk / land drill
- 1:15pm Back on the water
- 3:15-3:30pm Return to docks, begin de-rig
- 3:30 – 4pm Change, afternoon snack, students are picked up or signed into Extended Care

## WHAT TO BRING TISC Provides: Wetsuit, Life-jacket, Spray Gear, and Sunscreen

### **IMPORTANT: Write your name on all your gear!**

1. Students should come wearing a bathing suit that will fit under wetsuit; Non-cotton moisture-wicking clothing
2. Refillable Water Bottle (we don't give out cups) AND a Nutritious Lunch
3. Closed toed tennis, water, or sailing shoes (*soft-soled and able to get wet*); **NO SANDALS OR FLIP FLOPS**
4. Hat and Sunglasses with leash (SPF 30+ hats are recommended)
5. A complete change of clothes including a towel, socks, shoes, & underwear

## WHAT NOT TO BRING

Please leave all electronics, toys, jewelry, and expensive clothing at home. Electronic devices are not permitted at camp. If campers need to have a cell phone to contact you with, please advise them that it is only to be used for that reason and must be checked into the office during camp hours. ***We are not responsible for any lost, stolen, or damaged property.***

## LUNCHES

Please provide your child with a healthy, nutritious lunch every day. If this is ever an issue, please let an instructor know. During camp we expend a lot of energy so make sure your child has enough food to get them through the day. Provide a re-fill able water bottle. Being on the water it is important for your child to stay hydrated. We will encourage them to drink water, not juice or sport drinks, before, during, and after camp.

We provide a healthy afternoon snack that can be picked up on the deck at the end of camp.

## TRACKING PROGRESS OF YOUR SAILOR- CHECKCLICK

We are committed to tracking the progression of our students from beginner to advanced. Each week our instructors will be teaching goal setting to provide individuals the opportunity to progress from one skill to the next. At the end of each session our Instructors submit progress reports on each camper and are then uploaded to [CHECKCLICK](#).

Check-lick is a free service we use to track progress and each of our students are given an account. To log-in to your child's account, use your child's first and last name as the username and you will then be prompted to create a password. If you are new to us, you will receive an email asking to login, if you forgot your password please email Program Manager for a reset link.

At the end of each session we will hold an awards ceremony and reward each child with a certificate based on their goals and/or advancement. This can be shared with their friends and families. If you ever have a question about how your child is progressing, please reach out to our staff.

## TESTIMONIALS AND QUOTES

As we are a small non-profit it is very important to us to collect testimonials and quotes from as many students as we can. These are collected with the intention of supporting our Annual Reports, Marketing, and Fundraising. We will ask students to complete an end of program survey in order to track how we are serving our students and give them an option to share their stories. If you ever hear a great story about their day or they say something hilarious, please forward to our Program Manager or Instructors.

## PARENT POLICY AND VOLUNTEERING

TISC is extremely grateful to the many parents that send their young sailors to our programs. We take the responsibility of ensuring your child's safety and happiness at during classes very seriously. The TISC staff believes that sailing is about so much more than just learning to tack and jibe, it is about learning responsibility, teamwork and self-reliance. As parents, it's easy to feel the urge to step in and help your children de-rig their boats and put away their wetsuits; however, we ask that you refrain from doing so. This will allow your child to get the most out of our programs and allow the instructors to teach without interruption.

If you would like to become a volunteer to assist during the program/s, please contact our Volunteer Coordinator at [programs@tisailing.org](mailto:programs@tisailing.org). We welcome parent engagement, and often need help with various tasks throughout the day. ***Thanks for your support!***

## MEDICATIONS

Instructors can remind campers, but not administer any medication so please make sure your child is well prepared each day and has what they need and knows how to take it. When registering, indicate all medical information so our staff is well informed in case of emergency. Medications which must be available at all times (such as an epi pen) should be brought in a water proof container and a pouch that can go with the camper on the water. Zip lock bags work well for water proofing. If your child usually takes medication and you are planning on taking them off of it for camp, please let us know. In the past this has resulted in behavior that was not compatible with program safety for some campers. If your child has a serious or life threatening condition, please file an Action plan with our office.

## SUPPORTING YOUR CHILD

Please share any major life changes or other information about your child that will better enable us to support them while at TISC. When instructors are aware of learning differences or behavioral diagnoses it assists them in supporting your child in a successful week of camp. Check in with the instructor the first day of camp for any special concerns or updates or call the office at 415-421-2225 if you wish to discuss your child's situation prior to the start of camp.

## INJURY/ACCIDENT

Our staff are all trained and certified in CPR and First Aid and Concussion protocols. If an incident occurs, staff will provide immediate treatment to their level of certification or contact Emergency Medical Services for advance treatment. Staff carry VHF radios for rapid communication on the water, you will be contacted as soon as possible. Please ensure that your emergency contact information is correct and up-to-date. If your child has a fever, is vomiting, or is not feeling well enough for vigorous physical activity, please keep them home for adequate rest and recovery.

## DIAL MY CALLS

Due to our center being located on an Island, access can become limited in the event of a natural emergency or bridge closure. In the event of a bridge closure, shut down of services, or natural disaster we will communicate by text via Dial My Calls. This is an announcement service that will give you up to date information and/or instructions. All participant emergency contact info is uploaded automatically, please make sure your information is current.

## LOST AND FOUND

Please write your name on all of your gear. At the end of the day all items found in boats, or changing area will be brought to the deck and sorted in our lost and found bins. Sailors are encouraged to check the lost and found at the end of the day. Any items left with a name and phone number will be returned at the end of summer.

## LOCKER ROOM POLICY

Our locker rooms are open air; campers are required to wear a bathing suit or other appropriate undergarments (not cotton) under their wetsuits. Whenever campers are at the Locker Room we have two to three Instructors present monitoring and doing routine checks.

Youth aged 6 years old to 12 years old are required to change first. Teens ages 13 years and up will change after rigging their boats or when all youth are finished. The locker rooms are separated into three parts. The middle changing room is inclusive and also used by parents if they need to stay and help their child. At no time are parents/guardians allowed to enter the changing room unless it has been cleared by the Instructor on-duty.

## SAFETY RULES AND EXPECTATIONS

The following are general safety rules that are to be followed by everyone in the Sailing Program including Coaches and Staff. These rules are posted and discussed on the first day of class. Appropriate behavior is expected at all times. Please review these with your campers prior to the start of your program.

**It is important that both you and your child review these rules and guidelines.**

- *No sailors on docks without supervision and a life jacket*
- *No sailors are allowed at the changing rooms without an Instructor supervising, walk-throughs are performed by Instructors to keep behavior in changing room appropriate*
- *Life jackets must be worn and secured at all times while on docks, pier, boats, and at the beach*
- *All students must pass a swim check the first day of class*
- *Closed toed footwear to be worn at all times around the facility, beach, and on boats*
- *No running on docks or around the facility*
- *No swimming from or jumping off boats (except with the permission of the instructors)*
- *Respect one another– no hitting, pushing, or roughhousing*
- *Use respectful language – no swearing, foul, or rude language, or name calling*
- *No littering on land or water, students are expected to clean up their own trash and keep belongings in locker room in orderly fashion*
- *Stay with the class unless you have permission from an Instructor to leave*
- *Prior to drills, all boats must stay within hailing distance of the safety/coach boat*
- *No playing on or near ramps, cranes, and hoists*
- *Watch fingers and feet between boats, docks, and moving parts*
- *TISC owned boats must be properly returned and put away after use*
- *Sailors must make every effort to avoid collisions*

**DISCIPLINE POLICY:**

The rules and discipline policy apply to all children and staff involved in the junior programs. Violations include, but are not limited to, breaking program rules, inappropriate language, destruction of property, physical/verbal abuse of another student or instructor, and bullying.

The discipline policy maintains that each sailor will have three chances to correct any violations. Under no circumstances will an Instructor leave the water for a discipline problem and leave the rest of the class on the water unsupervised. Instructors will report any incidents directly to the Program Manager or Executive Director.

**Policy:**

1. **First Incident:** Student will be warned and helped by an instructor to correct the behavior.
2. **Second Incident:** Student will be warned and parent/guardian will be informed and asked to meet with the Program Manager. A plan of improvement will be agreed upon by all parties.
3. **Third Incident:** The student will be asked to sit out for the rest of the day. Parent/Guardian will be informed and asked to meet with the Program Manager or will be asked to pick up the child early if the incident warrants it.
4. **Persistent Incidents:** Continued and persistent violations of the rules will result in expulsion from the program. Parent/Guardian and the Executive Director will be informed. No fees will be refunded.

TISC reserves the right to treat all infractions and violations on a case by case basis keeping all of participants' safety in mind. In the case intentional physical or verbal abuse, parents will be called immediately to pick up their child and a behavior contract will be implemented. Depending on the severity of a particular incident TISC's actions and policy may be accelerated.

### REFUND / WITHDRAW / WAIT LIST POLICIES

Refund Policy: We appreciate the opportunity to serve you and count on your registration both to fund and staff our programs. We understand that sometimes a cancellation is unavoidable. Please be considerate of our time and efforts prior to registering. If you do need to cancel our policy is as follows:

- Before 30 Days - Full Refund
- Before 15 days - 50% Refund
- 15 days or less - **NO Refunds**

Wait Lists: If a camp is full, you can add your child to the wait list. When a position comes open, we will call each person in turn and provide a deadline for response. Often openings come up at the last minute. If you are no longer interested in a camp, please call the office and let us know.

For more information about camp procedures, rentals, and all other programming please visit our website at [www.tisailing.org](http://www.tisailing.org), email our Program Manager [manager@tisailing.org](mailto:manager@tisailing.org), or call the Office at 415-421-2225.

***Thank you. Treasure Island Sailing Center Staff***