



TREASURE ISLAND SAILING CENTER

Launching Point for New Horizons

VOLUNTEER HANDBOOK

698 California Ave., Building 112
San Francisco, CA 94130

www.tisailing.org

415 421-2225



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Welcome to all our new and returning volunteers!

The success of the Treasure Island Sailing Center (TISC) would not be possible without the many volunteers who put their time and energy into making our facility and programs accessible for everyone in the San Francisco Bay Area Community.

As a volunteer, your help and dedicated support enables us to reach our mission. This handbook will provide information to help you get started as a volunteer at Treasure Island Sailing Center. We look forward having you join our team.

TISC Mission

Our Mission is to create opportunities for people to learn and grow through sailing by providing facilities, sailing instruction, and access to the water for people of all socio-economic backgrounds, abilities and skill levels from the novice to the Olympian.

TISC 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 teach them more than sailing.

TISC Staff

Travis Lund	Executive Director	info@tisailing.org
Laura DeFelice	Program Manager	manager@tisailing.org
Luxine Smith	Program Coordinator	programs@tisailing.org
Sterling Schlegel	Fleet & Facility Manager	

Hours of Operation

Monday to Sunday 9:00 am to 5:00 pm

Important Numbers

Office Telephone 415 421-2225
VHF: Monitor Channels 71 and 72



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The Role of Volunteers at TISC

Volunteers are critical to the success of TISC and are essential to the organization's operation. Volunteers and staff are considered partners in implementing the mission and programs of the organization. Designated staff can be expected to provide orientation, training, supervision and feedback to volunteers.

What a Volunteer can expect from TISC

- Respect
- Non- Discriminatory
- Training
- Supported to be heard

We ask that our volunteers

- Be part of the TISC team to carry out our mission and vision
- Be a goodwill ambassador of TISC
- Be conscious of safety 100% of the time
- Be punctual and notify Program Manager or Coordinator if ill or need to cancel as soon as possible

The Benefits of Volunteering

We hope you find the greatest benefit of volunteering to be the personal fulfillment and sense of community you gain by sharing your passion with others.

Additionally, we would to thank you for your support by offering you a Rewards Program.

Volunteer Rewards Program

Volunteers who donate a minimum of 16 hours of service can trade their hours for equal hours of instruction in any of TISC's courses or boat rentals. For example, if a volunteer want to take a 24 hours course they must complete at least 24 hours of volunteer service.

TISC will reserve 25% of its courses for volunteers per availability. Volunteer hours are non-transferable unless in the case of a minor to whom the volunteer is a legal guardian.

Youth Program Volunteer Requirements

Volunteers that will be working with children are required to get a criminal history background check and get a TB Test prior to volunteering. Program Manager will liaise with you on where to go and get these test done. Child safety training required.



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Supervision

A TISC staff will be responsible for the management and guidance of the work of the volunteer, and shall be available to the volunteer for guidance and assistance.

Safety

Safety is number one concern. Both on land and on water, TISC, its staff and volunteers will commit to the highest level of safety standards.

Volunteers as Volunteer Supervisors

A volunteer may act as a support person for other volunteers after appropriate training for the position has been completed.

Volunteer Sign In/ Sign Out

Sign-in time sheets help us track your volunteer hours. Please sign in when you begin your volunteer service and sign-out when you are finished. The sign-in sheet is located in the main office in a white binder labeled Volunteers found on the second shelf below the guest computers. You may check the record of your volunteer hours online by logging into your volunteer account. Hours will be entered within 48 hours of completion and any course/boat rental hours taken will be subtracted from your total.

Absenteeism and Punctuality

Volunteers should do their best to be present and on time for each event or activity for which they are scheduled. If you know that you will be late or absent, please contact Luxine Smith or Laura DeFelice at least 24 hours prior, or as soon as possible, so that alternate plans can be made.

Dress Code

Volunteers are expected to dress appropriately to represent TISC and suitable for the assigned duties and weather conditions.

Personal Belongings

Volunteers are cautioned not to bring or leave valuables in their cars. TISC cannot be responsible for any loss of personal property. Lockers are available for day use. Please bring your own lock.

Incident/Accident Report

Report all injuries to TISC staff. Incident/accident report forms are located in the main office and will be completed by TISC staff.



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Volunteers who may become injured while volunteering with TISC and in need of medical care should go to their medical provider. TISC insurance provider will contact you.

Report any unsafe conditions or defective equipment you observe to any TISC staff.

Location of Emergency Equipment

First Aid Kits: They are located in the main classroom and sunroom

Fire Extinguishers: They are located in each trailer, sunroom and in power boats

AED/Heart Defibrillator: Located in the back of the sunroom

Emergency Contact Number

San Francisco Police Department: 415 553-0123

San Francisco Fire Department (SFFD) – Station 48 on Treasure Island 415 318-4528

In the event of an emergency, Dial **911**

Lifejackets

Volunteers who are on the water, in a boat or on the floating docks, must be wearing a lifejacket at all times.



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Volunteer Opportunities

Many different opportunities are available for volunteers at TISC. Certain positions may require previous experience. Training will be provided where necessary.

1. Seasonal Preparation

Bi-monthly work days to prep for spring, summer and fall or wind down for the winter

2. Open Boating

Bi- monthly family sail

3. First Sail J24 Instructors

Experienced J24 Instructors take out new sailors for a scheduled instructional sail. It is a fantastic way to pass on your knowledge and open up the world of sailing

4. Safety Boat Driver/Crew

Safety boat drivers/Crew are needed for Regattas to operate a motor boat and provide help where needed. Training will be provided to interested volunteers

5. Photographer

6. Sailing Instructor- Variety of Opportunities Available

Annual Events:

- Opening Day – April
- Coastal Clean Up – Sept.
- REGATTA – Nor Cal (High School) - February
- REGATTA – BAYS (Youth) – February and September
- REGATTA – Golden Bear (College) February
- REGATTA – Stoney Burke October
- etc

Projects (Specific Skill Set)

- Website/Social Media
- TISC Monthly Newsletter
- Contractor
- Marketing/Fundraising
- etc



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Position Title	Safety Boat Driver
Responsibilities	<ul style="list-style-type: none">• Operate TISC motor boat• Monitoring sailing of the participant• Provide help to sailors as needed• Setting marks
Time Commitment	4-8 hours
Requirements	<ul style="list-style-type: none">• Successfully pass TISC Motor Boat Checkout
Qualifications or Skills	<ul style="list-style-type: none">• Experienced safety boat driver

Position Title	J24 Instructor – Youth/Adult Programs
Responsibilities	<ul style="list-style-type: none">• Take a small group of youths/adults sailing around Clipper Cove• Teach the group of youths the basics of sailing.• Provide a safety brief• Social Sailing League Coach• Keelboat Instructor• Dinghy Instructor
Time Commitment	4-8 hours
Requirements	<ul style="list-style-type: none">• Successfully pass the checkout on a J24• Complete a background check and TB test if working with kids
Qualifications or Skills	<ul style="list-style-type: none">• Competent J24 Sailor• Program Specific• Depending on Program requirements



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Position Title	Photographer
Responsibilities	<ul style="list-style-type: none">• To take pictures on the water activity in a motor boat and on land• To share the photos with TISC to be used for marketing
Time Commitment	3-4 hours/event and sailing programs
Requirements	<ul style="list-style-type: none">•
Qualifications or Skills	<ul style="list-style-type: none">•

Position Title	Graphic Designer
Responsibilities	<ul style="list-style-type: none">• Update TISC logos for publication and website
Time Commitment	<ul style="list-style-type: none">• Project Specific
Requirements	<ul style="list-style-type: none">•
Qualifications or Skills	<ul style="list-style-type: none">• Design software