



TREASURE ISLAND SAILING CENTER

Launching Point for New Horizons

Junior Program Manual 2022

Welcome to the Treasure Island Sailing Center Youth Program Manual!

We are very excited to introduce you to, 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!

--TISC Staff

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Mission of the Treasure Island Sailing Center

We 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 novice to Olympian.

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 the environment; develop self-confidence, good sportsmanship; all while creating a new community of young and old sailors alike.

At the end of their one or two weeks of camp, sailors will be awarded based on their achievements, character development, improvements, and advancements. This not only gives the students goals to reach, but also lets you, the parent/guardian, know how they have progressed in our programs. Our Youth Program Director and all of our instructors are more than happy to speak with you at any time to discuss how your sailor is doing.

Meet our Staff

Luxine Smith, Business Manager: luxine.smith@tisailing.org

Joshua Leihe, Waterfront Director: joshua.leihe@tisailing.org

Pilar Schmidt, Youth Program Director: pilar.schmidt@tisailing.org

Gresha Wallace, Administrative & Outreach Coordinator: gresha.wallace@tisailing.org

Visit <https://www.tisailing.org/staff/> for more team members and biographies.

Our Instructors

Our instructors take pride in providing excellent instruction and guidance to every child here at TISC. Each summer we strive to hire a diverse group of staff to work the 3-month season, and it is our goal to retain our instructors and hire from within our Junior Leadership program each year. Our staff is dedicated to serving our mission and your child.

PROGRAM OVERVIEW

All youth program participants build confidence in themselves and their abilities, learn teamwork, and develop personal responsibility through sailing. Beginner students build their skills and progress over time into our 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.

Please visit our [website](#) for current course listings and details on each individual course.

Scholarships

The Treasure Island Sailing Center (TISC) is committed to providing affordable sailing experiences and scholarships to youth and adaptive participants. TISC has scholarships available for both youth groups and individuals. Apply online at tisailing.org/scholarships/.

HOURS, SCHEDULE & DROP OFF/ PICK UP INFORMATION

Hours of Operation

Summer camps at Treasure Island Sailing Center are held between June 13th and August 12th, Monday – Friday 9:00am – 4:00pm. Spring and fall programs are 9am – 12pm and 1pm – 4pm on Saturdays and Sundays, depending on the class. We offer extended care for \$50 / week during summer only (see below for more details).

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. (Availability dependent on Covid guidelines - we hope to offer extended care for summer 2022!)

- 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 in 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.

Daily Summer Schedule

8:50–9:00am	Students arrive, sign-in, go to their area in the yard to meet with their instructor
9:00-9:30am	Change into wetsuits and lifejackets, rig boats, launch, help fellow sailors
9:30am	Meet with their instructor for daily lessons, exercises, and morning chalk talk
10:15am	On the water and/or land drills/games
12:00pm	Lunch (come off the water)
12:45pm	Lunch ends, classes meet at their area in the yard
1:00pm	Afternoon chalk talk / land drill
1:10pm	Back on the water
3:15-3:30pm	Return to the docks, begin de-rig
3:30 – 4pm	Change, afternoon snack, students are picked up or signed into Extended Care

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. Unless enrolled in Extended Care, campers may be signed in no earlier than 8:50am 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. Parents/guardians must sign in and out each day unless you have indicated that they may sign themselves out.

Early Pick-Up Procedure

If you need to pick up early, please let the Youth Program Director 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 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 Youth Program Director or instructor for a permission form and complete it for each child.

SAFETY

Boating & Water Safety

While having fun is a top priority, safety is our primary goal. In each course we teach water safety techniques to ensure safe boating practices. Students are required to follow all safety rules including personal safety through protection from the sun and the elements, lifejacket protocols*, proper use and storage of equipment, and behavior expectations and policies. If conditions are deemed unsafe for sailing, students will engage in fun, educational activities on or near the beach or classrooms. Activities may include sailing games at the beach, kayaking, paddle boarding, or STEM activities.

*Lifejackets are required and provided by TISC. **They must be worn and zipped at all times** while on the docks, 10ft from the water, on boats, and at the beach.

Swim Checks

We do not require participants to be able to swim, however, all students enrolled on 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 will be asked to slide into the water off our docks while wearing a life jacket and swim the length of the dock. This shows the students what it feels like to be in the water wearing a lifejacket and wetsuit, and allows our Instructors to evaluate their comfort in the open water.

Helmets

Head injuries in our sport are a consistent risk and we use helmets as a part of our Junior Sailing Program to prevent major head injuries and minor concussions. As youth are learning to sail they are prone to bumps and bruises, but getting hit by the boom can not only cause a severe injury, it can easily turn them off sailing. By requiring youth to wear helmets, we have seen a significant decrease in tears and head injuries.

TISC provides helmets to all youth sailors to use during their course. TISC will ensure helmets remain sanitary by cleaning helmets between uses. Click [here](#) to view the helmets used in our program. If you have any questions regarding helmet usage, please don't hesitate to ask.

WHAT TO BRING

TISC Provides: Wetsuit, Lifejacket, Spray Gear, and Sunscreen

IMPORTANT: Write your name on all your gear!

1. Please arrive wearing a bathing suit that will fit under a wetsuit
2. Refillable water bottle (we try not to give out cups) AND a nutritious lunch
3. Non-cotton moisture-wicking clothing
4. Closed-toe tennis, water, or sailing shoes (*soft-soled and able to get wet*)
NO SANDALS OR FLIP FLOPS
5. Hat and sunglasses with leash (SPF 30+ hats are recommended)
6. 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. ***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. We provide a healthy afternoon snack that can be picked up on the deck at the end of camp. Provide a refillable water bottle. Being on the water all day, 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.

TRANSPORTATION

Carpooling

On the first day of programming, please sign our Carpool list and opt to share your information with other parents who may coordinate drop off and pick-up through-out the week. TISC will generate the list, it is up to our parents to coordinate. All parents/guardians are encouraged to stay Monday morning to hear our Orientation and Announcements for the week.

Bus

For children taking the 25 Muni, they may not leave TISC property more than 15 minutes before the bus is due to arrive at our nearest bus stop, unless given permission by parent/guardian.

Rideshare

[Kangoo](#) is a ride-sharing service for kids that is also an option for some families. TISC will require drivers to show them a picture of the child and must have permission on file from parent/guardian before service will be approved. They also can be given a secret question/answer to ask your child so we know they are going with the correct driver.

OPPORTUNITIES BEYOND CAMP

Fall & Spring Sailing

Students can continue their sailing with us throughout the school year by signing up for our Fall and Spring classes. Course offerings can change year to year, so please visit our [website](#) for current offerings.

Family Programs

There are opportunities for families to sail with their child on the weekends or even learn together, [contact us](#) to learn how! Youth program sailors and their families are welcome to join us for Open Sail on weekends, see our website for more information.

TESTIMONIALS & QUOTES

As 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. If you ever hear a great story about their day or they say something hilarious please send it to us by email.

OPERATIONAL POLICIES AND PROCEDURES

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 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 at TISC, please contact our Volunteer Coordinator at programs@tisailing.org. *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 further treatment. Staff carry 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.

Covid-19 Policies

The physical health and emotional wellbeing of our campers and staff is our highest priority. We ask that you complete our [screening form](#) each day before your child comes to TISC. If your child has any symptoms of Covid-19, including fever, vomiting, or not feeling well enough for vigorous physical activity, please keep them

home for adequate rest and recovery. Face masks are required at all times on-shore and we are also limiting any time spent indoors to 50% capacity. Our policies are informed by San Francisco's Department of Public Health, and may be adjusted if these guidelines change.

Dial My Call

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 Call. This is an announcement service that will give you up to date information or directions. All participant emergency contact info is uploaded automatically, so please make sure your information is current when you register for programs.

Lost and Found

Please write your child's name on all of your gear. At the end of the day all items found in boats or the changing area will be brought to the deck and sorted in our lost and found bins. Sailors and parents/guardians are encouraged to check the lost and found at the end of their program. Any item left with a name and phone number will be returned at the end of summer. All unclaimed items will be donated by the end of the year.

Changing Room Policy

Our changing rooms are open air and not secure. Students are required to wear a bathing suit or other appropriate undergarments (not cotton) under their wetsuits. Whenever students are at the changing room we have instructors present monitoring and doing routine checks.

Youth programs, students aged 8 years old to 12 years old are required to change first. Teens ages 13 years and older will change after rigging their boats. The locker rooms are separated into three parts. The middle changing room is all inclusive and/or used by parents if they need to stay and help their student. At no time are parents/guardians allowed to enter the changing room unless it has been cleared by the instructor present.

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 sailor/s prior to the start of your program.

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

- *No students on the docks without supervision and a life jacket*
- *No students allowed at the changing rooms without an instructor supervising, behavior in the changing rooms is monitored by instructors*
- *Life jackets must be worn and secured at all times while on the docks, pier, boats, and at the beach*
- *All students must perform a swim check the first day of class*
- *Helmets are to be worn while sailing and properly cared for*
- *Closed-toe footwear is to be worn at all times around the facility, beach, and on boats*
- *No running on the docks or around the facility*
- *No swimming from or jumping off of 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 at their designated class area organized*
- *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 the 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. If there is more than one incident, the Youth Program Director will work with the parent/guardian to come up with a behavior plan.

The discipline policy maintains that each sailor will have three chances to correct any violations. Instructors will report any incidents directly to the Youth Program Director.

Policy:

1. **First Incident:** The student will be reminded of the rules and helped by an instructor to correct the behavior.
2. **Second Incident:** The student will be warned and the 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. The 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. **Continued:** Continued abuse of the rules will result in expulsion from the program. The 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 the safety of all participants in mind. In the case of intentional physical or verbal abuse, parents will be called immediately to pick up their child and a behavior contract will be implemented.

Refund/Transfer/Waitlist Policies

Refund/Transfer 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**

Waitlists: If a camp is full, you can add your child to the waitlist. When a position becomes 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. This will make it faster for interested campers to be notified in the event of an opening.

For more information about camp procedures, rentals, and all other programming please visit our website at www.tisailing.org, email our Youth Program Director at manager@tisailing.org, or call the Office at 415-421-2225.

Thank you! We look forward to welcoming you at TISC soon.

Treasure Island Sailing Center Staff