



TREASURE ISLAND SAILING CENTER

Launching Point for New Horizons

Youth Sailing Program Manual 2023 Season

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

Content

About the Treasure Island Sailing Center	3
Mission, Vision, Values	3
Contact Us	3
Program Overview	3
Goals and Outcomes	4
Swim Checks	4
Helmets	4
Lost and Found	5
Changing Rooms	5
Lunches	5
What to Bring	5
Other Sailing at TISC	6
About Summer Camp	6
Daily Summer Schedule	6
Sign In/Out Procedure	6
Extended Care	6
Transportation	7
Refund/Transfer / Wait-List Policies	7
Tuition and Scholarships	8
Safety	8
Injury / Accident Prevention	8
Medications	8
Supporting Your Child's Learning	8
Health and Safety	9
Emergency Communications	9
Participant Rules and Expectations	9
Rules and Expectations	9
Discipline Policy	10
Parent Policy and Volunteering	10
Testimonials and Quotes	10

ABOUT THE TREASURE ISLAND SAILING CENTER (TISC)

Our Mission

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 facilitates universal access to, and lifelong connections with, the Bay; and to serve ALL children in our community and to prepare them for a lifetime of learning on and around the water.

Our Values

Growth
Resilience
Integrity
Teamwork

CONTACT US

Our Staff

Chris Childers, Executive Director: chris.childers@tisailing.org
Cazzie Cutting, Youth Program Director: hunter.cutting@tisailing.org
Luxine Smith, Business Manager: luxine.smith@tisailing.org
Gresha Wallace, Administrative & Outreach Coordinator: info@tisailing.org

Each year, TISC brings in engaging and diverse Instructors to provide a fun and educational experience for our sailors. Visit <https://www.tisailing.org/staff/> to see more Team Members.

Visit us in person at:

698 California Ave
Building 112
San Francisco CA 94121

Hours of Operation:

Monday - Friday: 9am-4pm
Weekends by Appointment

Summer Camp Hours

Camp in Session 6/12 - 8/11
Monday - Friday: 8am-5pm
Weekends: ???

Call the office at 415-421-2225

PROGRAM OVERVIEW

At TISC, we provide a safe and fun environment for everyone to learn about water safety, practice sailing skills and explore the San Francisco Bay. Participants in our Youth Programs will learn the basics of safe boating while developing important social and emotional skills with their peers. Our goal is to help young people

develop the skills for lifelong participation in sailing, sports and the outdoors; and encourage an appreciation for the ocean and environment.

Course Goals and Outcomes

At the end of one or two weeks of Camp, you can expect your sailor to learn a lot - but not everything! Sailing is tough and it takes a lifetime to learn it all - that's why we like it! Rushing your sailor through classes is never the right answer and makes sports less fun.

Here are some basics to help:

- Novices (with no experience at all) should expect to be well-challenged in the Beginner-level Class for at least 2-3 sessions, depending on learning speed and eagerness to advance.
- The goal of all Beginner classes is to be able to understand how to operate a sailboat. Before graduating to Intermediate, a sailor should be able to “operate the vessel” in mild conditions with only a little help from an instructor.
 - This means they should be able to rig safely, leave the dock, sail around by themselves for a bit, return to the dock and de-rig, with help from an instructor nearby if conditions get tough.
- The goal of all Intermediate classes is to be able to safely plan outings without the help of an Instructor.
 - Before graduating to Advanced, a sailor should be able to safely plan an outing and go sailing alone in moderate conditions with little help from an instructor. This means they should be able to find and understand weather, tide and current forecasts, use basic navigational concepts to avoid hazards and be competent at self-rescue.
- The goal of all Advanced classes is to prepare students for specialized sailing situations, such as sailing larger, heavier boats with larger crews; teaching others to sail; or performance sailing and racing.

Check with your sailor's Instructor or the Program Director for a progress update on your sailor and read more about Goals and Outcomes in our Progression Program on our [website](#).

Water Comfort Checks

We do not require participants to be able to swim, however, all students enrolled on our progression program are required to pass a water comfort check in order to participate in our courses. The water comfort check will take place on the first day of a new session. Students will be asked to (1) enter the water from our docks while wearing a life jacket, and (2) demonstrate ability to communicate while in the water, i.e. by telling a joke, and (3) attempt to swim the length of the dock. This gives students a chance to feel what it's like to be in the water with a lifejacket and wetsuit, and allows our Instructors to evaluate their comfort in the open water.

Helmets

Head injuries are a risk in sailing and we use helmets as a part of our Progression Program to prevent major injuries and concussions. Everyone is prone to bumps and bruises when learning a new skill, but feeling anxiety on the water can easily turn someone off sailing. By requiring youth to wear helmets, we have seen a significant decrease in head injuries and tears.

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.

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 at 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 using the changing rooms, instructors will be present, monitoring and doing routine checks.

Youth participants (8-12 years old) will change first, before rigging their boats. Teen participants (13-17 years old) will change after rigging their boats.

The Changing Rooms are separated into three units: Women's on the left, Men's on the right, and a gender-neutral / family changing room in the middle. Parents/guardians may not enter the changing rooms unless cleared by the instructor present.

Lunches

Sailors expend a lot of energy during camp each day - it is important to stay hydrated and have enough to eat. In addition to having a good breakfast, sailors should come with a healthy nutritious lunch and snack plus a refillable water bottle. TISC also provides a healthy afternoon snack on the deck at the end of camp each day. If providing lunch for your child is ever an issue, please let someone in the office know.

Remember - TISC is on an island! Loose trash ends up in the Bay very quickly, so please be conscious of minimizing trash, reusing containers, and trying to compost and recycle when possible.

What to Bring

TISC will provide each sailor with a Wetsuit, Helmet, and Life jacket to use for the duration of your class. TISC also has extra sunscreen.

You Should Bring:

- A bathing suit that will fit under a wetsuit (wear it to camp!)
- Sun shirt, rashguard, etc. (synthetic preferred, moisture-wicking a plus)
- Close-toed shoes (water shoes, crocs, keens, etc. No sandals or flip-flops)
- Hat (w/leash), sunglasses (w/leash), sunscreen
- Towel and a complete change of clothes
- Lunch, snack and a refillable water bottle

You Should NOT Bring:

- Electronics or expensive toys. Cell phone use is not permitted during class time.
- Jewelry or expensive clothing.
- **Remember - we're on an island in the middle of the Bay! Don't bring anything you wouldn't want to get wet or drop in the water.**
- **We are not responsible for any lost, stolen, or damaged property.**

OPPORTUNITIES BEYOND SUMMER 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.

ABOUT SUMMER CAMP

SCHEDULE & DROP OFF/ PICK UP INFORMATION

Daily Summer Schedule

8:00	- Early Drop Off begins
8:50	- Regular Drop Off
9:00	- Morning activities begin
12:00	- Lunch
1:00	- Afternoon activities begin
3:30	- Most students on land, cleaning up
4:00	- Dismissal
5:00	- Late Pick Up Dismissal

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 indicated that the student may sign themselves out.

Extended Care

We strongly encourage parents/guardians to take advantage of our Extended Care option in the case that you regularly need to drop your camper/s off before 8:50 am or pick-up later than 4:15pm.

- 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.

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 Registration Questionnaire. If you wish to make changes to this information once camp has started, check in with the Youth Program Director or your student's instructor for a permission form and complete it for each child.

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

[Kango](#) 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.

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**

TISC may also cancel your registration 30 days before the first class and in that event will fully refund what you have paid.

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.

TUITION AND 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/.

SAFETY

Sailing is a sport that happens outdoors, on the water, and around other people and boats - there are inherent risks involved. Our curriculum is designed to encourage safe participation and to avoid dangerous behaviors. Our Instructors and staff will only conduct classes if the conditions are safe. If it is unsafe to conduct class on the water, on-land instruction will occur.

Injury/Accident Prevention and Treatment

While our staff are all trained and certified in First Aid, CPR and Concussion protocols, they also specialize in Accident Prevention. Your sailor will be kept safe with a variety of industry-standard equipment, like a life jacket, a wetsuit and a helmet. Your sailor will receive proper instruction in using these on the first day of Sailing School.

If an incident does occur, 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.

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's Learning

TISC Instructors are here to help your sailor have fun and learn, and they are trained to support youth with diverse needs. 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 diagnosis, it assists them in supporting your child in a successful camp experience. Check in with the instructor

on the first day of camp for any special concerns or call the office at (415) 421-2225 if you wish to discuss your child's situation prior to the start of camp.

Health and Safety at TISC

The physical health and emotional wellbeing of our sailors and staff are our highest priorities. We need your help to keep everyone safe and healthy by monitoring your and your sailors' wellness daily. If your sailor is feeling ill or has recently been exposed to contagious illness, please keep your sailor home until they feel better.

Face-coverings are not required at TISC, but we support all visitors who choose to wear them. Please ask for a disposable mask if you would like one.

TISC's policies are informed by guidelines from the San Francisco 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.

PARTICIPANT CONDUCT 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.

TISC Program Rules

1. *Appropriate safety equipment must be worn at all times.*
 - a. *Life jackets must be secured while on the pier, ramps, docks, the beach and while afloat.*
 - b. *Helmets must be worn while sailing.*
 - c. *Close-toed shoes must be worn at all times during programming.*
2. *No students on the docks without supervision.*
3. *All students must perform a water comfort check.*
4. *All students must remain with their class, within sight of their instructor, and follow instructions at all times.*
5. *Sailors are responsible for putting away the equipment they used during class. Instructors will provide ample time and assist if necessary.*
6. *Sailors must make every effort to avoid collisions.*
7. *No running or rough play on TISC grounds or while on any boat*
8. *Treat others with respect*
9. *Absolutely no littering on land or water*

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.

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. At TISC, we believe that Sailing School is about so much more than just learning to tack and jibe. 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; but this deprives our sailors valuable learning opportunities.

Please refrain from interacting with your sailor during class time, especially during clean-up. 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 Volunteer@tisailing.org.

Thanks for your support!

Testimonials and 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 share it with us! We'd love to hear from you at programs@tisailing.org.

More Information

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 hunter.cutting@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