

# **Volunteer Co-ordinator's Manual**

April, 1998

The purpose of this manual is to provide information, support and guidance to the Volunteer Co-ordinators of Sailability. As individual Sailability Branches have different membership composition and attitudes towards the role of volunteers the following information should be adapted to suit individual Branches.

## **Contents**

1. Sailability and its Volunteers	2
2. Role of the Volunteer Co-ordinator	2
3. Who is a volunteer?	3
4. Volunteer Rights & Responsibilities	3
5. Sailability's Rights & Responsibilities	6
6. Recruiting and Retaining	7
7. Disability Etiquette	9
8. Job Descriptions	11
9. Administration Forms	15
10. Acknowledgments	22

## 1. SAILABILITY & ITS VOLUNTEERS

The concept of people with disabilities taking on active administration roles has done much to promote our ideal of “sailing for everyone” and develop the Sailability policy of full community bi-directional integration in both participation and club administration.

**ALL** members, regardless of ability, are encouraged and supported to become actively involved in the administration of their branch. **This is an important philosophy of Sailability and should be presented at every opportunity.**

Sailability promotes bi-directional integration ie. as well as providing the means where people with disabilities (PWDs) can socialise and compete with able bods, Sailability educates the broader community to the needs and attitudes of PWDs; it dispels many fears by both the disabled and able bodied. Everyone is accepted for their ability; disability disappears as groups work and learn together.

In any disability sporting organisation, volunteers have traditionally been difficult to find and retain. By inviting friends, family and indeed any non-sailor into the organisation, Sailability has a constant supply of able-bodied people interested in the continued success of their club. At a Sailability event everyone is encouraged to participate not only in sailing, but also administrative and organisational tasks. Here we see people with a minor disability assisting those with more restricting conditions; severely disabled sailors showing able bodied non-sailors the finer points of the sport; volunteers becoming sailors; able bodied sailors becoming volunteers. Everyone contributes in their own capacity, thus gaining confidence and motivation to expand their knowledge, confidence to try new experiences, whilst at the same time being supported within their own club, by their own friends.

Sailability’s policy of bi-directional integration ensures that all members of the community enjoy the fun and freedom which sailing offers in an environment of encouragement, support and safety. Sailability is truly “sailing for everyone”.

## 2. ROLE OF THE VOLUNTEER CO-ORDINATOR

The role of Volunteer Co-ordinator is of prime importance to the success of Sailability as volunteers are responsible for all aspects of administration, sailing and training. This position may require considerable time and energy, but is vital to the overall success of a Sailability branch. The role of the Volunteer Co-ordinator is to oversee all tasks and responsibilities relating to volunteers, their duties, training and well-being. A variety of members within the branch could take responsibility for certain aspects of volunteering, utilising their skills and interest areas and thus supporting the Co-ordinator as much as possible.

The Volunteer Co-ordinator needs to be committed to the job and a good organiser with plenty of time and energy. The role includes:

- Liaise within committee in aspects of planning.
- Recruiting and training volunteers.
- Identify tasks and write job descriptions.
- Write a Volunteer Policy relating to your branch.

- Ensure volunteers are aware of and follow guidelines in the Sailability Safety Manual.
- Support and ensure volunteers' well-being.
- Arrange volunteer recognition events.

### **3. WHO IS A VOLUNTEER?**

A definition provided by the Australian Council of Volunteering states that a volunteer is:

“A person who chooses to contribute their time, skills and experience, for no payment to benefit the community.”

#### **Some Statistics**

- Every year 1.5 million people volunteer in the area of sport and recreation.
- In Australia one in four people regularly volunteer.
- 40% of all volunteers come from the area of sport and recreation.
- Each year these people volunteer over 165 million hours to the running of sport and recreation.
- If the user had to pay for these services, the annual bill would exceed 2 billion dollars.

The volunteer is one who is hired, trained, appreciated, supervised and may be fired – everything but paid. The volunteer contracts to perform a specific job with certain responsibilities and in return is entitled to certain rights. Both the volunteer and Sailability have obligations to each other

### **4. VOLUNTEER RIGHTS & RESPONSIBILITIES**

#### **VOLUNTEER RIGHTS**

##### **To job satisfaction**

Volunteers have the right to gain from their working experiences and to feel that they are using skills they already have as well as developing new skills. Volunteers should not feel exploited.

##### **To support**

Volunteers have the right to receive support and respect from sailors and other volunteers.

##### **To a suitable placement**

Volunteers have the right to be assigned a job which is worthwhile, appropriate and which takes their personal preferences, abilities, life experience, education, employment background and temperament into account. Volunteers also have the right to know the reasons why, if they are seen to be unsuitable for a task.

##### **To a clear job description**

Volunteers have the right to be provided with a clear job description which outlines what tasks they will be expected to perform. They also need to know who they are accountable to (ie. lines of communication).

**To sound guidance**

Volunteers have the right to receive sound guidance and direction from experienced and well-informed Sailability personnel.

**To be heard**

Volunteers have the right to be involved in the planning and decision-making processes. They also have the right to make suggestions and to be shown respect for expressing an honest opinion. Volunteers should also feel comfortable asking questions if unsure in regard to any task.

**To say no** - Volunteers have the right to say no to a particular placement or to certain tasks which are felt to be inappropriate/unacceptable.

**To express grievances**

Volunteers have the right to express grievances about their volunteering work or about aspects related to their work. However, in the first instance, all grievances should be directed to the Volunteer Co-ordinator who will deal with them accordingly.

**To know about the Organisation**

Volunteers have the right to be well briefed on the policies, people and programs of Sailability. They should also be informed of any new policy decisions which affect their volunteering work.

**To appropriate training for the job**

Volunteers have the right to receive appropriate orientation and training for the volunteering work they will be undertaking. Training should therefore be thoughtfully planned and effectively presented by experienced, well-informed, patient and thoughtful personnel.

**To promotion and a variety of experience**

Volunteers have the right to advance to greater responsibilities or to transfer from one activity to another.

**To recognition**

Volunteers have the right to receive recognition for their volunteering work. This recognition may be in the form of a promotion and/or expressions of appreciation.

**To adequate insurance**

Volunteers have the right to be adequately covered by personal safety insurance.

**To reimbursement of costs**

Volunteers have the right to be reimbursed for all expenses incurred on behalf of Sailability.

**VOLUNTEER RESPONSIBILITIES**

While volunteers are entitled to certain rights, they also have certain responsibilities to fulfil.

**To be honest**

Not only with themselves but also with sailors and families. It is difficult to always be totally honest, but honesty, ethics and trust go hand-in-hand. Everyone makes mistakes.

Our own and others “mistakes” must be accepted. If people can accept their own honest or careless mistakes and openly tell others, then feelings of anger, disappointment and lack of trust may be reduced.

**To be reliable and dependable**

Volunteers need to be reliable. For example, arrive on time, do the job set and notify the coordinator if unavailable. Volunteers should not make promises they cannot keep or do not intend to keep. Volunteers should make sure that the work undertaken is what they really want to do; learn to say “no” and remember to cater for personal and family needs. ***State your limitations, times skills and other commitments.***

**To be willing to learn**

It is the responsibility of Sailability to provide relevant information but it is the responsibility of the volunteer to assimilate this information. Volunteers should find out all they can about their job and attend training programmes, conferences and the like, when they are offered. They should be willing to “have a go” and try to learn new challenging things.

**To be patient**

Many volunteer jobs involve people with special needs. Even though the job could be done quicker, it is important to remain patient and empower the sailors to do things for themselves.

**To keep information confidential**

People are vulnerable when receiving help. Information learnt about others (members and other co-workers), must be kept confidential. Be cautious about information that may be related to others.

**To speak up**

Feel free to give suggestions to co-workers and always ask about the things that you do not understand. If there is a problem or an unhappy situation, it should not be kept private.

**To work as part of a team**

A volunteer should positively contribute to the development of the organisation. When working with others, co-operation is important. Everyone is equal and part of the same team - personal skills should be shared. Maintain good working relationships with co-workers by showing respect and keeping to the job description.

**To be open minded**

Be accepting and non-judgemental of other Sailability volunteers and members. Do not let personal values prevent acceptance of another person. Even though two people may not agree, they should respect and accept each other’s opinions, everyone has a right to their own opinion.

**To be accountable and accept evaluation**

The volunteer is responsible for his actions and decisions whilst on the job. They should also accept evaluation of their work.

## **5. SAILABILITY'S RIGHTS & RESPONSIBILITIES**

### **SAILABILITY'S RIGHTS**

Sailability also has rights. They are as follows:

#### **To refuse volunteers**

When they do not have an appropriate job offer.

When a volunteer is deemed unsuitable due to health or attitudinal reasons

#### **To terminate a volunteers placement**

Sailability has the right to dismiss a volunteer if their behaviour becomes unacceptable or damages the reputation of the organisation.

#### **To be represented positively by the volunteer**

The volunteer should represent the interest of the organisation - not personal interests.

#### **To have a firm commitment from the volunteer**

The volunteer must be committed to the organisation. That is, to its philosophy, goals and objectives, policies and programs.

### **SAILABILITY'S RESPONSIBILITIES**

Sailability has the following responsibilities to its volunteers:

#### **Demonstrating a positive attitude towards volunteers and their work**

Policies and procedures regarding the use of volunteers need to be formulated for each Branch and made available to all concerned. A belief in the value of volunteers is essential.

#### **Providing a job description**

So that each volunteer knows what to do and what not to do. Ideally this should be in writing.

A job description should include:

- \* what the volunteer has to do - tasks, roles and responsibilities
- \* where the volunteer is to work
- \* what time the volunteer must be at available
- \* what dates
- \* who the volunteer reports to, including that person's telephone number
- \* what training, if any, is needed

#### **Orientation and training**

The training that volunteers require will vary depending on the needs of Sailability. Training may be formal or informal and needs to be flexible, relevant and further enhance the skills of the volunteer. It must provide opportunities for growth, be accessible and develop competence for the roles to be undertaken.

#### **Informing volunteers of change of plans or circumstances which may affect them**

The volunteer is to be consulted on matters that affect their work and be able to take part in the decision making process.

### **Continuous evaluation of and with the volunteer**

The volunteer needs to have their work regularly evaluated by the Committee and to receive constructive feedback.

### **Confidentiality**

Volunteers intimate details and past history is confidential information, e.g. drug dependency, criminal record, mental illness.

### **Support**

Sailability should provide ongoing support to the volunteer.

### **Insurance cover for Volunteers**

Each volunteer involved in Sailability is provided with comprehensive insurance cover against accidents which could occur. It is imperative that all volunteers complete a "Volunteer Application Form" (VAF/1 page 20) and sign a registration sheet (VRF/1 page 26) indicating their attendance each week.

## **6. RECRUITING & RETAINING**

### **RECRUITING**

Sailing is a high profile, attractive activity. Often passers-by, family, friends, carers etc. become enthralled by Sailability activities. Be prepared to obtain interested peoples' names and addresses to forward information and followed up with a phone call. Anyone may become a volunteer. Sailability volunteers generally come from the areas of:

- Sailing
- Family and friends of a person with a disability
- Community minded people
- Recreation workers in the disability field

As Sailability branches are community groups, the majority of volunteers will be "locals". Any type of recruitment campaign should contain clear, accurate and attractive information. Consider:

1. Producing volunteer information kits.
2. Checking past and present membership lists.
3. Organising "recruitment" drives using current volunteers to promote Sailability and its activities.
4. Using local and community newspapers – letters to the editor, feature articles, editorials, classified ads etc.
5. Producing posters, pamphlets and flyers that promote Sailability, its activities and its role in the community. Distribute to local supermarkets, community & school notice boards and sailing clubs.
6. Organising community notices on the radio.
7. Approaching local community organisations eg.
  - Scout Movement – including Sea Scouts, Rangers, Venturers etc.
  - Church groups
  - Service clubs – Rotary, Lions etc.
  - Educational colleges

## RETAINING

The Volunteer Co-Ordinator should be aware of the different reasons why people become volunteers. To ensure they remain content and motivated it is important to identify these reasons and ensure your volunteers gain whatever they were hoping to from becoming involved with Sailability. People become volunteers for the following reasons:

<b>Social</b>	meeting new people, spending time with friends & family, having fun.
<b>Education/Career</b>	gain experience in a certain field, fulfil course requirements.
<b>Health</b>	getting “out and about”, keeping active.
<b>Emotional</b>	a sense of satisfaction at a job well done; an increase in one’s self esteem; giving something back to the community; share talents and abilities

Volunteers should feel:	Needed
	Useful
	Part of a team
	Welcome

1. An orientation period is an essential part of any volunteer program if you wish to ensure you will retain volunteers. An introduction to your club and its key members will encourage volunteers to stay involved.
2. Allow for a period of adjustment. As Volunteer Co-ordinator, be aware of differing personalities and the potential for "clashes". Carefully monitor potential problems but allow for a period of “balancing” of personalities to occur before intervening.
3. It is important not to pressure a new volunteer into being available more often than he is comfortable with.
4. All volunteers should be recognised for their contribution to Sailability. Every club will have different ways of recognising their volunteers. Some suggestions:
  - Recognition certificates
  - Personal praise while on the job
  - Writing letters and postcards of thanks
  - Giving identification pins, T-shirts
  - Acknowledging them in branch newsletters
  - Presenting volunteer awards at the AGM
  - Awarding life memberships
  - Holding events in honour of volunteers
  - Acknowledging efforts during committee meetings
  - Farewelling people when they move away from the area
  - Providing sailing time at the end of a day. This ensures that volunteers finish their day with pleasant thoughts and also builds a sense of camaraderie between each other.

Volunteers are very special people. Ensure they are treated as such. Always remember the volunteer’s contribution and importance.

## 7. DISABILITY ETIQUETTE

### ATTITUDE

A person with a disability is just that – **A PERSON** with a disability

People with disabilities (PWDs) have special needs, may need extra assistance, or be unable to do some tasks; however, the majority of PWDs are capable, contributing members of the community. The vast majority of all people with a disability are engaged in full or part-time employment - paid or unpaid.

Some volunteers may be uneasy when meeting a person with a disability for the first time. Treat a person with a disability just the same as you would treat any other person.

If you feel a person may require assistance, ask if you can help and then inquire how best to help. It is important for people with a disability to maintain as much independence as possible. However, it is also important for them to be given achievable tasks and be encouraged to progress at whatever rate they are comfortable with. Don't leave a person struggling with a task which is beyond their capabilities for too long, otherwise they may become frustrated and down-hearted.

Sailability encourages members to take active roles in administration of our organisation. Members should be provided training and support to acquire new skills.

Sailability always refers to *ability* rather than *disability*. One's disability is not focused upon, one's ability is acknowledged and nurtured.

Be observant, be respectful, be pleasant - **but most important be relaxed and enjoy the interaction.**

### COMMUNICATION

Communication is the sending and receiving of messages. The main components of communication are:

WORDS	- verbal or written	7%
TONE	- pitch, volume variety (expression)	38%
BODY LANGUAGE	- non-verbals	
	Eye contact, facial expression	
	Posture, gestures, touch	55%

People communicate by using a combination of spoken messages and non-verbal messages. Some people with disabilities may have difficulty with some aspects of communication.

It is important to establish how a non-verbal person communicates YES and NO. Ask them to show "yes" and then "no". Having established this, communicating then becomes easier when you phrase questions requiring a YES or NO answer.

Sometimes it may be necessary to be patient when a person has difficulty with verbal communication. If you can't work out what the person is trying to tell you, then try to get some help. Don't be embarrassed to say that you can't understand. It is not going to be news to them. Often it becomes easier to understand what a person says as you get to know them better.

Communication is a two-way process. Relaying a message through speech or a communication aid must be combined with listening closely for there to be effective communication.

## **PERSONAL SPACE / TOUCHING**

The use of personal space can be a type of non-verbal communication. Personal space is defined as the area immediately surrounding an individual. Personal space varies from person to person and unwanted intrusion into space can lead to the person withdrawing.

Touching is one of the most important non-verbal signals. Touching depends on the interaction between two people. Touching can be a very positive thing or it can be negative. Touching is one way in which adults can demonstrate protection, support and caring for each other. In its negative context, touching may signal superiority and dominance. A person with a disability may not necessarily want to be touched but be unable to let people know.

## **WHEELCHAIR INFORMATION**

- When pushing a person in a wheelchair, do not regard yourself as simply a pusher. You are also a companion.
- A person's wheelchair is part of their personal space so don't drape yourself over their chair unless the person is comfortable with you doing so.
- Make sure a person in a wheelchair can hear you. It may be necessary to face the chair towards you and for you to sit down so you can talk to the person at the same level.
- Ensure that the person in the wheelchair feels safe at all times.
- Never leave the chair alone without putting on the brakes. After transferring the sailor into the boat, make sure their wheelchair is moved well away from the water's edge.

### **Types of Wheelchairs**

There are two basic groups of wheelchairs: Manual and Electric. Within each group there are many different types.

#### **1. Manual (self propelling) wheelchairs**

- The person using the wheelchair may need to be strapped securely into it.
- If the chair is difficult to push the tyres may be flat.
- Try to avoid uneven ground, sand and large stones.
- Do not forget to put the brake on when the wheelchair is stationary.

#### **2. Electric wheelchairs**

- To move electric wheelchair manually there is a small wheel/knob inside the back wheels which can be unlocked. Remember that these chairs are very heavy if unlocked into manual mode.
- Electric wheelchairs should be turned off when stationary to stop the battery going flat.

## 8. JOB DESCRIPTIONS

The following is provided as a guide only. Individual Branches should determine their own requirements and formulate their own job descriptions.

### COMMITTEE MEMBERS

**President** - Responsible for the overall management and operation of a Branch.

**Vice President**- Assistant to the President.

**Treasurer** - It is the duty of the Treasurer to ensure:

- a. That all money due is collected and received and that all payments authorised by the committee are paid.
- b. That correct books and accounts are kept showing the financial affairs of the branch including full details of all receipts and expenditures connected with the activities of the branch.
- c. That all member and volunteer insurance monies are forwarded to the Treasurer of the State Sailability committee, accompanied with completed Monthly Reconciliation Sheets (refer Form No. MRS/1) by the 10<sup>th</sup> day of the month. These forms record all new members. If no new members join for any month, a "NIL" return should be submitted. This will ensure that no questions arise in the case of an insurance claim.
- d. That boats and equipment are fully insured.

**Secretary** - Is responsible for dealing with all correspondence, distribution of information and newsletters etc to branch members. The Secretary is responsible for allocation of the following duties:

- a. Ensuring the taking and distribution of branch Minutes and
- b. Maintaining the Branch membership database.

The Secretary should be in regular contact with the State Secretary, ensuring all administration procedures are noted and instigated.

**Minutes Secretary** - It is the duty of the Minutes Secretary to keep minutes of:

- a. All appointments of office-bearers and members of the committee.
- b. The names of members of the committee present at the committee meeting or a general meeting.
- c. Minutes of proceedings at a meeting.
- d. Forward copies of Minutes to the Secretary of Sailability NSW as soon as practicable after a committee meeting.

**Membership secretary** - It is the duty of the Membership Secretary to:

- a. Maintain the branch membership database.
- b. Liaise with the branch Treasurer to ensure up-to-date records are sent to the State Committee. This is of great importance for insurance matters.
- c. Forward membership list to the State Committee upon request.
- d. Ensure new members complete Membership Application Form (Refer MAF/1 and MAF/2)
- e. Ensure new volunteers complete Volunteer Application Form (Refer VAF/1)

**Volunteer Co-ordinator** - It is the Volunteer Co-ordinator's prime responsibility to ensure that adequate numbers of volunteers are available at any event. Refer Page 3 for Role of the Volunteer Co-ordinator. See Volunteer Roster (Refer VR/1)

**Sailing Co-ordinator (Commodore)** - It is the responsibility of the Sailing Co-ordinator to:

- a. Liaise with the branch committee and the local Sailing Club on matters relating to sailing dates, use of facilities etc.
- b. Liaise with the branch Secretary to ensure members and the Sailability State Secretary are advised of future sailing days and events.
- c. Take "bookings", or to appoint someone to take "bookings", prior to sailing days to ensure the smooth running of events.

**Public Relations Officer** - The Public Relations Officer should:

- a. Be responsible for promoting Sailability within the local area and advising community groups, disability organisations, newspapers, sponsors, businesses, government officials etc. on matters which may be of interest to them.
- b. Maintain a photographic record of branch events.
- c. Forward written articles and photographs to local newspapers to raise the profile of Sailability within the local community.
- d. Contact local radio stations and hold on-air interviews.

**Fundraising Co-ordinator** - Fundraising is vital to the success of a Sailability branch. Successful fundraising activities will ensure funds are available to purchase equipment.

It is the responsibility of the Fundraising Co-ordinator to:

- a. Identify potential local sponsors, grants, scholarships etc.
- b. Prepare submissions of application.
- c. Follow-up applications to ensure the greatest opportunity of success.
- d. Advise the State or National Fundraising Co-ordinator of potential State or National based funding which may be available.

## **SAILING DAY PERSONNEL**

**Sailing Day Co-ordinator** - The ultimate responsibility for a Sailability event lies with the Sailing Day Co-ordinator and therefore it is of prime importance for this position to be filled by an experienced and reliable person.

The Sailing Day Co-Ordinator is responsible for all activities in relation to an event:

- a. **Safety** (of members and volunteers). The Sailing Day Co-ordinator must be familiar with, and implement guidelines of the Sailability Safety Manual.
- b. **Administration** - Ensure that personnel are available to carry out correct administration procedures.
- c. **Volunteers** – Ensure an adequate number of volunteers are available to proceed with the event safely.
- d. **Equipment** – Ensure that all equipment is in good repair and well-cared for. It is imperative that the Sailing Day Co-ordinator checks that all boats are correctly rigged.
- e. **Emergency Procedure Plan** – The Sailing Day Co-ordinator is responsible for initiating and co-ordinating the EPP in the event of an emergency. Refer Safety Manual,.
- f. **First Aid** – Ensure a Safety Officer has been appointed for the day's activities.
- g. **Report** any incidents to the branch committee eg. Accidents to members and volunteers or damage to equipment.

**Safety Officer / First Aid Officer** - It is the duty of the Safety Officer to ensure:

- a. That the principles of the Sailability Occupational Health & Safety statement are followed. Refer Safety Manual.
- b. That the Safety Officer, or a nominated member, hold a current First Aid qualification from a recognised organisation eg. St. Johns Ambulance Association or The Red Cross Society. The general duties of the First Aid Officer are:
  - Disperse and control items from the First Aid Kit.
  - Ensure supplies are adequate.
  - Treat minor wounds and injuries with applicable dressings, stop bleeding and treat burns.
  - Deal with fits and fainting.
  - Resuscitation.
  - Hypothermia.
  - Recording accident/injury details and advising the Sailing Day Co-ordinator.
  - Arranging further assistance if necessary.

**Sailing Day Volunteer Manager** - At any event the Volunteer Manager should:

- a. Allocate appropriate tasks to volunteers.
- b. Welcome and orientate new volunteers.
- c. Ensure the general well-being and safety of volunteers.

**Registrar** - It is the Registrar's responsibility to record the attendance of all persons at an event.

- a. All sailors and volunteers are required to register their presence. The following can be used as a guideline:
  - Members Registration Form (Refer MRF/1)
  - Volunteers Registration Form (Refer VRF/1)
  - Casual Sailors Registration Form (Refer CSRF/1)
- b. Ensure the Membership Secretary receives all relevant documentation.

- c. New members and volunteers are required to complete application forms.  
Membership Application Form (Refer MAF/1 and MAF/2)  
Volunteer Application Form (Refer VAF/1)
- d. Take note of the order in which sailors arrive to ensure that fair and orderly procedures are followed. This can be noted on Order of Sailors Form (Refer OSF/1).

**Treasurer of the Day** - is responsible for all monies collected.

- a. Money collected should be forwarded to the branch Treasurer with appropriate documentation as soon as practicable after an event.
- b. It may be useful to note that when money is collected on a sailing day the details could be entered directly to the Monthly Reconciliation Form (refer Form No. MRS/1). This will alleviate double recording and at the end of the month these forms are then sent to the Treasurer of the State Sailability committee with the appropriate payment.

**Lifters** - Are responsible for the safe transferring of sailors to boats. Some may only require minimal assistance, whilst others may need to be lifted from wheelchairs into the boats. It is important that all safety guidelines are followed for the protection of both the sailors and volunteers. Lifters should be instructed in safe lifting techniques by a qualified person.

**Whenever a carer or family member is in attendance seek their assistance and guidance as to the most comfortable and safe method for transferring.**

**Boat Marshals** - When Access Dinghies are sailed off the beach, “boat catching” is necessary to ensure the craft are not damaged. It is the responsibility of the Boat Marshals to raise and lower centreboards. It should be noted that this is a tiring and often cold job, and if at all possible, a job which should be rotated amongst volunteers.

**Lifejacket Co-ordinator** - This position is the “lynch-pin” between the Registration Table and the boats. The Lifejacket Co-ordinator is responsible for the efficient rotation of sailors from shore into boats as they become available. Their responsibility is:

- a. Keep a record of who is sailing in which boats at all times. (Refer to Sailor / Boat Reg Form BRF/1 and BRF/2).
- b. Ensure sailors have correct fitting life jackets on and are ready to be transferred into boats as they become available.

**Safety Boat Driver** – Is responsible for:

- a. Check the rescue boat, fuel and motor to ensure reliable operation.
- b. When an event is in progress the Rescue Boat is to be on the water **at all times**.
- c. Ensure walkie talkie communication with the shore is operational.
- d. Hold appropriate boat license.
- e. Ensure the Rescue Boat Observer is aware of safety issues eg. Towing methods, reefing sails etc.
- f. Report any on water incident to the Sailing Day Co-ordinator.

**Safety Boat Observer** - should:

- a. Be aware of safety issues eg. Towing methods, reefing sails etc.
- b. Be capable of providing on water assistance to sailors.

**Wide seat companion sailor** - Sometimes it may be necessary for an experienced sailor to accompany a fearful new member. Some sailors, particularly those with an intellectual disability, mental illness or acquired brain injury may not have confidence to sail solo during the initial experiences. To ensure that the novice sailor's initial sailing experience is a safe and fun occurrence it is suggested to over-reef the sails, and ensure their "skipper" is an experienced sailor.



Branch: \_\_\_\_\_

## VOLUNTEER REGISTRATION FORM

SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

TELEPHONE: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(Mobile) \_\_\_\_\_ (E-mail) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Postcode \_\_\_\_\_

Current Occupation: \_\_\_\_\_

Special skills and interests (eg. Sailing, Secretarial, Class of Divers Licence etc)

Do you have CPR certificate, nursing or Paramedical experience? Yes / No \_\_\_\_\_

Previous Volunteer Experience: \_\_\_\_\_

**DO YOU HAVE A MEDICAL CONDITION?**  
**eg. Diabetes, Epilepsy, Heart Condition? in case of emergency**

\_\_\_\_\_

**PERSON TO CONTACT IN CASE OF EMERGENCY**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO. (Home) \_\_\_\_\_

(Work) \_\_\_\_\_

I agree to abide by all decisions made by the Committee of Sailability at all events conducted by that organisation. I give permission to the Committee of Sailability NSW to do a police check if deemed necessary.

Volunteer Signature

\_\_\_\_\_

Date:

# MEMBERSHIP APPLICATION

**Sailability NSW Inc and its Branches:** .....



I hereby apply to become a member of Sailability NSW Inc and its above Branch.  
 In the event of my admission as a member, I agree to be bound by the rules of Sailability NSW Inc and its above Branch for the time being in force and agree to abide by all decisions by a Committee Member with regard to activities at a Sailability event. My relevant personal details, which I understand are necessary to complete the membership database, are:

Family Name:	Given Name:
Address:	
Home Phone:	Mobile Phone:
Email:	Date of Birth:

My next of kin:	Relationship to me:	
Address:		
Home Phone:	Work phone:	Mobile Phone:

I understand that the following personal information is optional but will assist Sailability NSW and its above Branch with organisation of events and future development planning:

I have a disability: YES / NO	Type of disability:
I need assistance: YES / NO	Type of assistance:
I have a family member / friend / carer to help me: YES / NO	I use a wheelchair: YES / NO
I have sailed before: YES / NO	Details:

I would like to be involved in the Branch Committee: YES / NO	My relevant skills are:
I would like to be a Volunteer on sailing days: YES / NO	My relevant skills are:
I heard about Sailability from:	

Membership to Sailability NSW Inc	(to 30 June 200 ):	\$ 5.00
Membership to Sailability Branch	(to 30 June 200 ):	\$
Total Membership due:		\$

Signature:		Date:
------------	--	-------

# Volunteer Roster



**Date:** \_\_\_\_\_

<u>Task</u>	Morning		Afternoon	
Boat Marshalls				
Lifters				
Treasurer of the Day				
Registrar				
Lifejacket Co-ordinator				
Rescue Boat Driver				
Rescue Boat Observer				
Caterers				
Wide Seat Sailors				



# Register of **VOLUNTEERS**



**Activity:**

**Date:**

<b>Name</b>	<b><u>Address</u></b>	<b><u>Phone</u></b>	<b><u>Signature</u></b>	<b>Member Yes/No</b>

# Register of CASUAL SAILORS



**Activity:**

**Date:**

<b>Name</b>	<b><u>Address</u></b>	<b><u>Phone</u></b>	<b><u>Signature</u></b>	<b>1<sup>st</sup> Time Yes/No</b>	<b>Paid \$5</b>

CSRF/1

# SAILOR / BOAT REGISTRATION



Colour / Boat Name	Time	Colour / Boat Name	Time	Colour / Boat Name	Time
Name of sailor	Begin sailing				

## 9. Acknowledgments

Volunteer Involvement Program, NSW Department of Sport & Recreation

NSW School of Volunteer Management

Spastic Centre of NSW

Royal Blind Society of NSW

Northcott Society

Royal North Shore Hospital – Hydronaut Volunteer Training Notes

Copyright ©:  
Subject to written application for permission to copy material from Sailability NSW or  
Jackie Kay, some copies may be made.