



## SAILABILITY WHITSUNDAY **VOLUNTEER INFORMATION**

*Welcome to Sailability Whitsunday Inc.*

*You are a valuable **team member** helping others as well as yourself ...*

Our Mission Statement is ***to provide people with special needs, disabilities and disadvantages regardless of age or level of ability with appropriate support and opportunity to develop their interest in sailing.*** Our motto is "***FREEDOM on the WATER***"

### **Who we are**

We are part of the world wide Sailability organisation which was founded in the UK in the 1980's. Sailability Whitsunday is just one of the many hundreds of clubs helping the disadvantaged and those with disabilities to enjoy the recreational benefits of sailing. We are a registered charity and rely on our volunteers, donations and sponsors.

### **What we offer**

- ✓ Fun for all on water ... and land, focusing on the healthy activities of sailing and boating.
- ✓ Experiential contact in a structured format (stimulating interaction between people and activity).
- ✓ Basic sail training for those able to get involved.
- ✓ Camaraderie, community contact and personal development.

### **Our Volunteers**

Mostly those who enjoy sailing and have time to attend. You don't need to be a sailor and we have many important shore-based roles. We can show you how to sail or drive a power boat and learn many more skills.

### **Our Clients**

Mentally and physically disadvantaged children and adults as individuals or from carer groups. Social disadvantaged or marginalised children and teens that benefit from healthy recreation.

### **Our Objectives**

To provide an enjoyable recreational activity for our Clients, Carers and Volunteers.

To foster an interest in sailing that may lead to crewing opportunities.

To build self-reliance that comes from learning recreational and people skills.

### **What we expect from you**

Choose one or more roles such as skippering a sailing boat, driving a power boat, preparing and maintaining boats and equipment, radio operator, volunteer and client co-ordinator, dock handler, support crew on water or land, sausage sizzler and many more including administration and managing people.

Listen, learn, be respectful and help as much as you can. Smile and encourage others.

### **What to bring with you**

Sun protection, enclosed shoes or secure sandals (the pontoon gets hot) and lunch, or try our free (for volunteers only) sausage sizzle. We supply tea, coffee and chilled water.

Wear your SW polo shirt, which you purchase through us at subsidised rates.

Take care of your personal belongings as they are not covered by our insurance.

### **Where & When we operate**

Downstairs at the back of the Whitsunday Sailing Club. Park at the front of the club. Usually every other Tuesday. You will be advised of start times which are tide dependent, typically 8.30am finishing by 2.00pm. See our calendar which can also be downloaded from our website.

Volunteers are notified via SMS on the Sunday prior to each Sailing Day by the volunteer co-ordinator. Please reply to this with a **Y or N** by Monday 10am. This is extremely important for organising. You should also mark the calendar dates in your diary, so that you can plan ahead and let us know when you will be away.

Some of us arrive at 8.00 am to get the boats out and set up the desk. The rest arrive at 8.30 am to help with a variety of jobs so that we are ready for clients at 9.00 am.

We will notify volunteers of cancellation due to weather usually by 7.30 am the day before.

### **Our Sailing Craft**

5 x Hansa 303 access dinghies - purpose built dinghies for stability with inner buoyancy cavity, 1 m. centreboard & tiller, main and headsail. Launched from the floating pontoon.

2 x Windrush catamarans fitted masthead flotation. Launched from the beach.

Support boat for rescue and course supervision.

Observer boat for those not wanting to sail.

19 foot Trailer- sailer

Life jackets are supplied and must be worn at all times when on the water.

### **Whitsunday Sailing Club**

We are very grateful to the Club for the use of their facilities. It is therefore important to respect them and keep our area clean and tidy.

### **What to do when you arrive**

Sign in and collect your name tag, if your name is not already embroidered on your polo shirt.

Report to OOD for job allocation if unsure of what to do.

Check the whiteboard for essential information and who's doing what.

If you are a skipper, find which boat you have been allocated, prepare it for pre-launch and check bungs and furling system etc. \*\*\* **You are responsible for boat and client.** \*\*\*

**Collect & check your client.** Ask before you do something such as tightening their life jacket. Leave for the launch area when instructed by OOD, usually after briefing. Ask the client if they would like you to go in front or behind them on the pontoon. Some may need to hold onto you.

Do not make any assumptions when dealing with clients.

Speak directly to the client whenever possible, not through the carer.

Be observant of the way your client communicates and respond positively.

Show your client that you are happy and that you are happy with them.

Listen to them and be patient, you may learn something.

Never pretend to understand. If you are uncertain ask again.

Be aware of their personal space and respect it.

## Sailing day Job Requirements

	<b>Jobs</b>	<b>Vols</b>	<b>Tasks to complete</b>
1.	Officer of the day (OOD )	1	Job allocations on whiteboard , roster clients to boats Overall land, water & safety organization (EEP) Meet & Greet - liaise with Carers /Visitors and vols.
2.	Registrar	1	Set up Sailability & IGA teardrop banners. Open toilet doors. Organise sailing day record sheets - clients & participants. Collect & receipt monies to participants & reconcile receipts. Set up VHF radio land base & VHF handheld radio distribution. Complete radio checks to all operations – safety & handhelds.
3.	Dock/beach handlers	2-3	Dock safety – rig dock line, embarking and disembarking clients with skippers and carers.
4.	Tractor driver	1	Check motor – launch & retrieve boats – both ramps. Return to storage area.
5.	Volunteer organiser	1	Show new vols the ropes/buddy system. Organise training dinghy. Support OOD & supervise independent sailor clients.
6.	Catering Self-serve morning tea/ lunch noon - 12.30pm (tide?)	1-3	Take/return catering needs to kitchen areas /jug /water dispenser. Set up tea etc facilities behind bar. Store supplies. Organise set/pack-up of table, chairs, water & ice, BBQ set up, cooking & wash-up, clean & sweep, rubbish disposal. Stocktake of supplies for next event to OOD.
7.	Skippers Sit on port side seating position- on dock-client enter closest  Position client on Cat according to weather conditions/weight distribution.	Per Boat	Rig and check boat, launch – secure & organise sailing systems ready to set sail, Check client life jacket on land & accompany with carer to dock, instruct & assist client entering boat. Operate boat in a responsible manner with client onboard – furl sails on increasing wind. ON Water - observe support boat instructions/rules staying close together etc. Signals, modified racing conditions & set course instructions at briefing earlier in day, give sail instructions – at times - dock return requires staggering (support boat requirement). Retrieve, wash, de-rig & store boat. Report maintenance issues to OOD.
8.	Support Boat Skipper – instructs when needed - radio to land base. Observer assists	2	Checklist – pre launch, course buoys, safety needs (life ring, lines etc) Launch and retrieve boat, observe & care for fleet, resolve safety issues on water. BE ON WATER BEFORE ANY BOATS LEAVE. Graham may retrieve – may wash, flush engine, return boat to shed. Reporting maintenance/fuel to OOD.
9.	Observation boat Skipper / observer (Max 9 pax)	2	Recreational water rides - only experience for some (one on one needs) spare clients etc. Assist support boat. Returning to pontoon, secure, raise motor etc. Graham retrieves. Report problems to OOD

General Enquires & SMS Notifications **0499 835 111**

PO Box 126, Cannonvale 4802

[sailabilitywhitsunday@gmail.com](mailto:sailabilitywhitsunday@gmail.com)

[www.sailabilitywhitsunday.org](http://www.sailabilitywhitsunday.org)

[www.facebook.com/sailabilitywhitsunday](https://www.facebook.com/sailabilitywhitsunday)

## **QUALITIES THAT MAKE A GREAT VOLUNTEER**

**1. Energy:** Great volunteers hit the ground running. They are fantastic people to work with as they exude energy and approach all tasks with enthusiasm and drive. Their positive spirit is motivating and inspiring to others, leaving a lasting impression on the people and communities that they work with.

**2. Passion:** Just like energy, passion is infectious. When individuals use their talents and passions they can bring life into even the most mundane of tasks. Those that make the greatest impact in their volunteer work are those that are truly passionate about their cause and have the ability to share that passion with others.

**3. Flexibility:** Volunteering can involve a broad range of tasks, so a willingness to get stuck in and adapt to what needs doing is an important quality. Volunteers stand out when they can approach their work with an open mind and a willingness to learn.

**4. Creativity:** People that are creative and have good imaginations are great to be around. Within the arts world in particular, creativity is a very important quality. This doesn't necessarily mean having a formal training or an academic background in the arts, what it does mean is having bucket loads of passion for all things creative.

**5. Team Player:** Volunteering inevitably means being able to work with others, whether volunteers, staff or beneficiaries. Being an approachable, friendly and cooperative person is vital. Skills required to be a good team player include patience, listening skills, knowing when to contribute and when to hold back and compassion.

**6: Integrity:** As a volunteer you are being trusted with an organisation's resources, facilities and customers/beneficiaries. This is a big responsibility and integrity is expected!

**7. Reliability:** The first rule of volunteering is that if you promise to do something, do it! It is vital that an organisation can trust you when you make a commitment. Turning up late or not completing a task that you have agreed to does not just reflect badly on you, but can impact on the organisation's reputation too. Great volunteers maintain a high level of professionalism in all aspects of their work.

**8. Commitment:** To be able to make a lasting difference it is necessary to be thoroughly committed to the cause. Volunteering with an organisation on a regular basis and over a longer period of time is the best way to maximise your skills and knowledge and therefore make the maximum impact in your work.