

# Sailability Capricornia Inc.

## Operational Plan

### Profile

Sailability Capricornia Inc. (SC) is a not for profit organization, run entirely by volunteers, that is dedicated to facilitating sailing and giving people with disabilities the opportunity to achieve freedom on the water and to foster freedom regardless of age, gender, ability or their level of disability. SC is supported by Sailability Queensland (SQ).

The immediate objective of SC is to increase the range of recreational, competitive, therapeutic and training opportunities available to people with disabilities through the provision of sailing programs.

Activities provided include an introductory and recreational sailing program for disabled school students and adults, with the possibility of recreational sailing for disabled clients.

Our clients are referred from local schools, adult disability organizations and as individuals in the Rockhampton and Capricorn Coast Regions.

SC involves instructing people with disabilities in the technique of sailing using specially designed sailing dinghies. Clients have thirty minutes sailing per session and sessions are currently held on the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Tuesdays of the month on The Causeway saltwater lake.

SC has its own website, [sailabilitycapricornia.org](http://sailabilitycapricornia.org), where relevant details can be found. The homebase for SC is a large shed beside the southern entrance to The Causeway Lake where all equipment is securely stored.

Sailing is conducted from 9:30am to 12:30pm each day. An e mail is sent out to volunteers and clients the weekend before the sailing day. A text is also sent out, either the night before or by 7:00am on the sailing day, stating whether the event is on. Volunteers are asked to reply to this text if they will be helping on the day. The event will be cancelled if the weather is unsuitable ie rain, storms etc. In the case of a strong wind warning a decision will be made on the weather forecasts for Yeppoon and observations of volunteers who live at the coast. The Causeway is a relatively sheltered area from strong winds, which are a lot lighter than out in the exposed ocean.

All volunteer members are assessed as being suitable through the acquirement of a Queensland Government issued Blue Card, applied for through SC. To satisfy our risk management requirements, on-water volunteers must satisfy appointed SC qualifiers, through a craft induction process, as to competency in the use of Access sailing dinghies, Hobie trimarans and Rigid Inflatable safety boats.

Cost of Membership with SC is \$11 per year. Grants are regularly sort and regular fund-raising activities are conducted. SC is also generously supported by local charitable organisations.

Volunteers are solely responsible for the delivery of this wonderful sailing experience to as many clients as possible each sailing day. At least 17 volunteers are needed to conduct each day. The number of clients who can be catered for, also directly depends on the number of

volunteer skippers who are available each day. Each volunteer skipper can be required to take a maximum of 5 clients for a 30-minute sail each day. Therefore if 5 volunteer skippers are available then 25 clients can be catered for only. This can only be conducted on a 'first in first served' basis.

The Sailability Capricornia **Annual General Meeting (A.G.M.)** will be hold in **September/October each year**. At the meeting the positions of President, Secretary, Treasurer, Assistant Treasurer, Maintenance Officer and Committee Members (number determined at A.G.M). Membership and donation fees will be determined. The meeting must also sign off on the annual review of SC's Risk Management Plan.

**The Management Committee's role is:**

- Membership will be President, Secretary, Treasurer, Assistant Treasurer, Maintenance Officer and elected committee members.
- The Management Committee has the general control and management of the administration of the affairs, property and funds of SC.
- To meet at least every 4 months or when an issue(s) require(s) such a meeting. Any technology that reasonably allows members to hear and/or take part in discussions can be used.
- The President chairs the meeting and minutes are to be kept.
- Business arising at the meeting must be sent to members before the meeting so the feelings of other volunteers, carers and clients can be sought.

If an issue cannot be resolved with a majority vote, then a special general meeting of all SC members will be called to address this issue.

**POSITION DESCRIPTIONS**

**President**

- Responsible for the overall management and operation of the organisation.
- Liaise within committee in aspects of planning.
- Be responsible to the committee for the coordination of strategies to recruit suitable members.
- Welcome new volunteers.
- Ensure volunteers are aware of and follow guidelines as to their duties and responsibilities.
- Appointment or rotate appropriate tasks to volunteers on sailing days.
- Administration – Ensure that personnel are available to carry out correct administration procedures.
- Liaise with management committee to ensure that an adequate number of volunteers are available to proceed with the event safely.

## **Treasurer**

- It is the duty of the Treasurer to ensure that all money due is collected and received and that all payments authorised by the committee are paid.
- Keep correct books and accounts are kept showing the financial affairs of SC including full details of all receipts and expenditures connected with the activities of SC.
- Ensure Boats and equipment are fully insured.
- Is required to lodge a BAS every quarter.

## **Secretary**

Is responsible for dealing with all correspondence, distribution of information and newsletters etc to volunteers, clients and carers.

The role includes the responsibility for taking and distribution of branch Minutes and maintaining the Branch membership database.

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

The secretary is directly responsible for the Minutes and Membership documents regarding

- All appointments of office-bearers and members of the committee
- The names of members of the committee present at the committee meeting or a general meeting.
- Minutes of proceedings at a meeting.
- Forward copies of Minutes to the Secretary of Sailability Qld. as soon as practicable after a committee meeting if required.
- Maintain the branch membership database.
- Forward membership list to the State Committee upon request.
- Ensure new members complete Membership Application Form and State Government Blue Card Application Form.
- To apply for a permit from MSQ before running an aquatic event, namely Sailability.

## **Sailing Day Procedures**

1. Members are covered by the above insurance through Sailability Queensland. The cover is for the average number of volunteers and clients present on anyone sailing day. Currently it is for 50 persons.  
To be covered members must sign in and sign out on any sailing day.
2. At the start of each sailing day volunteers will meet to discuss issues to be considered for the day's sailing. Safety issues, sailing plans and jobs for each volunteer will be made clear to all.
3. At the end of the sailing day any concerning issues arising from the day's sailing must be reported to the Officer of the Day or Maintenance Officer
4. A First Aid Officer is available on every sailing day. This Officer will attend to any minor injuries and, in cooperation with the Officer of the Day, make any arrangements necessary in the case of more serious accidents. All injuries/accidents should be reported to this Officer in the first instance.

## Sailing Day Personnel

### Overall Supervisor: President or his/her appointee

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

The Supervisor is responsible for all activities in relation to an event. The Supervisor must be familiar with and implement guidelines of the SC Risk Management Policy.

- ✓ Equipment – Ensure that all equipment, including Ship to Shore Radios, are in good repair before the event, well cared for, including cleaning and correct storage after the event.
- ✓ Emergency Procedure Plan (EPP) – The Coordinator is responsible for initiating and coordinating the EPP in the event of an emergency.
- ✓ First Aid – Ensure a Safety Officer has been appointed for the day's activities.
- ✓ Report any incidents e.g. accidents to volunteers, clients and carers or damage to equipment.
- ✓ Allocate volunteers to boats.

The Supervisor may take on the role of Officer of the Day as well, or in liaison with the Committee, appoint an experienced member to perform the task on any day.

### Officer of the Day (OoD)

The primary role of the OoD, in collaboration with volunteers, is to oversee safe and suitable sailing conditions, including a prescribed course, considering weather. The Officer of the Day will be easily identified by a coloured vest. This person's instructions must always be followed. It is important that the Officer of the Day remain at the launch area throughout the total sailing time.

The Officer of the Day can deny a client access to a boat if concerning issues arise ie. weight restrictions of the boat, disruptive behaviour of the client or the chance of injury to volunteers while loading/unloading sailors. The Officer of the Day also has a duty to remove any volunteers who fail in their duty of care on the day.

#### Other duties

- ✓ Ensure that Sailability Capricornia's regulations regarding maximum weight capacity for each boat: 160kg total crew weight for the 303s and 275kg for the Hobies.
- ✓ Supervise the collection and preparation of dinghies and hobbies for sailing.
- ✓ Ensure that 2 support boats are always on the water.
- ✓ Coordinate ship to shore radio communications with the rescue boat volunteers and shed contact.

- ✓ Supervise volunteers, clients and carers at the launch area to ensure the safe and competent handling of the dinghies, hobbies and support boats.
- ✓ Before sailing starts a thorough check of the launching area for items that could cause injury must be conducted. The ramp itself must have a clear path for moving sailors in and out of the boats. Unsafe areas must be marked off.

The Supervisor and Safety Officer can decide on when to abandon activities for that day if conditions become unsuitable.

### **Safety/First Aid Officer**

The general duties of the First Aid Officer are:

- ✓ Dispense 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.
- ✓ CPR
- ✓ Hypothermia.
- ✓ Record accident/injury details and advise the Supervisor. Arrange further assistance if necessary.

### **Registrar** (located at the shed)

It is the Registrar's responsibility to record the attendance of all persons at an event and collect and record any funds forthcoming from clients as follows:

- ✓ Ensure new clients on the day complete application forms.
- ✓ Ensure that the Supervisor receives all relevant documentation.
- ✓ Take note of the order in which clients arrive to ensure that fair and orderly procedures are followed. This is then relayed to the launch area.
- ✓ Collect and record all monies. These funds to be banked within 24 hours and all relevant receipts etc to be passed on to the appropriate officer on the event day.
- ✓ Ensure all tea, coffee, biscuit provisions are available and keep all facilities in a clean and tidy manner.