***Sailability Capricornia***

Documents presented to Sailability AGM

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**A Day at Sailability**

As a volunteer, you can expect your sailing day to look a bit like this, but we need to remember no two sail days will be exactly the same. We can never be sure just how many clients will turn up on the day. The number of clients we can take for a sail is capped at 40. We get replies from ***most*** carers the night before telling us whether they will be coming or not.

Volunteers will also receive a text from the president the night before to check if they are available. Replying to this is important so jobs can be allocated for the day.

There will be a maximum of ***eight*** boats on the water on any sail day - 4 Hobies and 4 Hansa 303 dinghies. Each client will have a maximum of ***30 minutes*** on the water and each volunteer (skipper) will not be expected to take more than five clients on the day.

**8:00 am** Volunteers arrive and set up – rig boats and get them to the boat ramp, set up all gear lakeside and be at the shed for signing in

**8:45 am** Volunteer briefing. Allocation of jobs for the day including Officer of the Day

**9:00 am** Sailing commences. Carers check in at the shed to pay and get lifejackets; then check in again at the whiteboard to find an approximate time for their client’s sail.

Times are recorded on the whiteboard.

**12:30 pm** Last sail

**1:00 pm** All boats off the water. Clean all boats and gear and pack up the shed.

**1:30 pm ish** Fish and chips at the Causeway Café. Optional but it’s a great chance to debrief on the day and get to know some of our clients and their carers and socialise with other volunteers.

Every volunteer is an important part in the success of a sail day - whether you are in the shed collecting money, checking boats in and out on the shore line, helping clients in and out of boats, sailing with clients or assisting in the support boats. Feel free to try out any of these jobs on a sail day. Chat to others about what is entailed in each job.

***Thanks from all of us at Sailability for taking the time to volunteer with us. We hope you find the experience as rewarding for you as it is for the rest of us.***

**Code of Conduct**

**Purpose**

This document sets out the standard of conduct expected of all volunteers registered with

***Sailability Capricornia.***

**Background**

### Volunteering is work which is:

### Of benefit to the community

### Done of one’s own free will

### Done without monetary reward

### Volunteers play an integral role within society in general by providing services for specific groups of the population.

### Volunteers are the public face and ***entire*** workforce of ***Sailability Capricornia***

### **DEFINITIONS**

* ***Sailability Capricornia*** – the organisation which conducts sailing activity on the Causeway Lake for children, adolescents and adults with a disability on the 1st, 3rd and 5th Tuesdays of each month (except January).
* **Sailing activity-** 30 mins or less as a passenger in a sailboat with a qualified sailor.
* **Volunteer** - a person who willingly provides unpaid help in the form of time, service or skills. ***All volunteers must hold a current Blue Card.***
* **Client** - those children, adolescents and adults with a disability who take part in the sailing activities.
* **Carer** - those whose job it is to provide care for the disabled clients- bringing them on Sailing Day, preparing them for sailing and caring for their needs after sailing. These can be parents of the clients or paid adults.

# CODE OF CONDUCT

* Volunteers should recognise the requirements of this Code of Conduct as the

standards to be adopted in the performance of their role.

**Principles of this Code of Conduct**

There are three broad principles that underpin the ethics and standards of conduct for all volunteers.

### integrity

### respect

### accountability

**Integrity**

Volunteers must

#### act in a fair, honest and proper manner according to the law when carrying out their roles.

### be fair, honest and transparent in their dealings with clients and their carers.

#### act with reasonable care and diligence in the performance of their role.

**Respect**

#### Volunteers will:

#### demonstrate courteous and sensitive behaviour that does not discriminate against anyone- carer, client or fellow volunteer.

#### be punctual and reliable and will advise the designated supervisor in a timely manner if unable to attend or perform the designated role for any reason on any sail day.

#### dress appropriately and to the approved safety standards for their role.

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#### seek to develop a relationship with fellow volunteers, clients and carers that is cooperative, productive and constructive and based on mutual trust and respect.

#### conduct this relationship with courtesy and respect.

#### **Accountability**

#### Information obtained by a volunteer as a result of his or her role is not to be

#### wilfully disclosed for any purpose that may result in an adverse impact on

#### ***Sailability Capricornia.***

#### Volunteers will not make comments to the media unless authorised by the president or a member of the Management Committee.

## Acceptable Behaviours & Language

### ***Sailability Capricornia*** has a zero tolerance of alcohol and illegal drugs. Volunteers who show signs of intoxication will be asked to leave the activity immediately and their return to activities will be subject to a decision by the management committee.

### Volunteers will use language which is appropriate, positive and encouraging to clients, carers and fellow volunteers.

### **Supervision/Physical Contact**

### Sailors are responsible for the clients while out on the water, assisted by safety boats as required.

### Volunteers are responsible for assisting carers to lift clients into and out of boats.

### Carers are responsible for the care of clients at ***all*** times:

### preparing clients for sailing - safety gear fitted correctly, toilet needs, sunscreen applied, appropriate **footwear** and **hats**

### while waiting for client’s turn to sail- monitoring appropriate social interaction

### getting clients down to the boats,

### getting clients into and out of boats

### tending to client’s needs after sailing- food, toilet, appropriate social interaction with fellow clients

### **Photography & Social Media**

### Permission for the use of photographs of clients is sought on membership forms every year. All volunteers are made aware of any clients whose photos are not to be used on social media or in any other shared presentations.

### **Visitors and Spectators**

### Visitors and spectators are able to observe activity from a suitable point on the shore, avoiding any contact with clients.

### Visitors are to be reminded of ***Sailability Capricornia’s*** policy for taking photos of clients.

### **Health & Safety**

### Volunteers will always wear appropriate sun safe clothing– hats, sunscreen, long sleeves, footwear

### Safety boats operate under our Safety Management System (approved by Maritime Services Qld) and all operators will have appropriate licences and training and must wear appropriate lifesaving vests.

### Sailors will have been assessed for their skills by an approved instructor prior to taking clients on the water and will wear appropriate lifesaving vests.

#### **Compliance with this Code of Conduct**

### Volunteers are personally responsible for ensuring their compliance with all aspects of this Code of Conduct at all times.

### **Breaches of the Code of Conduct**

### Will be reported to the Officer of the Day or the president as soon as possible.

### Will be reported on an Incident form.

### Will be reviewed by the Management Committee as soon as possible.

**Role of Carers**

* Upon arrival, register at the shed.
* Once at the sailing area: register your client with the volunteers at the board and establish your sailing time.
* Ensure that clients wear secure footwear and headwear.
* Ensure the client’s PFD is the correct size and fitted securely.
* Ensure that clients are ready to board a boat at least 5 minutes before their allocated time arrives.
* Carers need to help volunteers to load/unload clients into boats.
* Secure footwear must be worn. Your footwear will get wet.
* The carer is responsible for their client until their client’s boat leaves the beach area. This responsibility resumes when their boat arrives back at the beach area. Carers must always be present at the launch area throughout the entire activity.
* The chance of back injury is high when loading/unloading larger clients. Extreme care must be taken. If the volunteer/carer is unsure of their physical ability in this issue, please say no to the task or ask for appropriate assistance.
* To minimise the effects of UV radiation on the skin clients should wear appropriate clothing, headwear and sunglasses.
* Sunscreen will assist in blocking damaging UV rays from exposed skin.
* Sunscreen with the recommended Sun Protection Factor is available from the First Aid Officer or available at the shed before sailing commences.
* Covered picnic tables and shade shelters are provided each day that clients, carers and volunteers are in attendance. Please make use of these.

**Blue Card Information**

To volunteer (or work) with children in Queensland, you need to have a blue card, however if you are under the age of 18 a blue card is not required.

Your blue card needs to be sighted by our Membership Officer before you can participate in any role of Sailability Capricornia. If your blue card is about to expire, submit your renewal application online at least 30 days before your card expires, and so it will stay valid and you can continue to volunteer.

If you do not have a blue card, you are asked to go online by ‘googling’

***Apply for a Blue Card***

* Fill in the form and make sure you answer all the questions.
* Download and print your application.
* Read and sign the declaration that confirms you are not disqualified from applying for a blue card.
* Take your form to our membership officer at ***Sailability*** so they can check your identity and sign your form. *[Don’t forget the two documents that also must be sighted before Sailability Capricornia can validate your form]*



**What can you do on Sail Day?**

Every volunteer is an important part in the success of a sail day- whether you are in the shed collecting money, checking boats in and out on the shore line, helping clients in and out of boats, sailing with clients or assisting in the support boats. Here’s a look at what each job entails. (All jobs will become clearer when you see a sail day in action).

**In the Shed:** Help collect registrations, fit clients with their lifejackets, check carer and client details are up to date, return lifejackets to the rack after use (There will always be at least 2 of you in the shed).

**Shoreline:** Check clients in and record names on whiteboard, allocate sail times, monitor all sail times, radio support boats and sail boats when time is almost completed, make sure next clients are ready to sail, provide first aid as required (All of this can make it a pretty busy place but there are always at least 2 people doing it. The first aid person has appropriate qualifications).

**On the Water’s Edge:**  Most clients will need some level of assistance getting in and out of boats. This is the role of their carer, but volunteers are on hand to help. Wet shoes and clothing that can get wet are appropriate.

**Sailing:**  Once your sailing skills have been assessed, you will be able to take clients out for their sail in either type of boat - 303 dinghy or Hobie. Each sail lasts no more than 30 mins.

**Support Boat:** With an appropriate boat licence, you can be in charge of the support boat after training. Without a licence but with the same training, you can be the other person in the support boat. Support boats are in constant radio contact with the shore as to when boats need to be brought in and any special needs of clients. They then assist with centreboard lifting and towing dinghies to shore.

***Remember - If you have any questions or concerns with what is expected, please don’t***

***hesitate to contact President on 0400742053 or president@sailabilitycapricornia.org***

