

Sailability Sunshine Coast Queensland (SSCQ)

New Volunteer Induction 2020

Welcome to SSCQ. As an introduction to our operations you will be introduced to an experienced member of SSCQ who will assist you. She/he will be on hand should you need any instruction or assistance. For workplace health and safety reasons, please make yourself familiar with all aspects of our operation.

VOLUNTEER CODE OF CONDUCT

See next section

Sailing waters map in Membership pack.

HANSA 303: Rigging, retrieval.

- Fitting boom
- Stepping main mast
- Reefing mainsail
- Stepping foremast
- Checking steering.

Launching:

- Storing trolleys.

Retrieval:

- Loading trolleys
- Washing
- Storing sails
- Storing hulls

PONTOON.

- Assist in setting up and clearing pontoon,
- Assist in maintaining pontoon client log
- Ensure safe loading and unloading of vessels (always secure fore and aft)
- Be responsible to OOD

SAFETY BOAT RIB

- Assist in launch and retrieval as required
- We recommend all new volunteers serve as additional crew to see extent of our sailing waters and towing and retrieval methods

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SAILABILITY 2

- Fetch gear and motor from shed
- Mount motor
- Wash motor and return to shed
- Return gear to shed
- Replace vessel as directed

SHED

- Check storage
- Kitchen facilities
- Registration procedures
- Payment
- Runner duties/pontoon control
- BBQ.

RADIOS

- How to use, on/off/volume, (See Radio procedures P&P).
- Securing radios when skippering a Hansa dinghy

CLIENT/CARER SEATING

- At Shed: tables & chairs
- At Pontoon: set safety barrier, life jackets, chairs, erect marquee if required.

TOILETS

- Unlock disabled toilet
- Install toilet ramps, (open men's toilet door, leave women's toilet door closed)
- At end of day, close and retrieve ramps and door chocks.

SIGNAGE

- Put up Sailability Sunshine Coast banner on fence in car park
- Teardrop banners as required.

All SSCQ P&P documentation is available at the shed and on our website

Sailability Sunshine Coast Queensland (SSCQ) Volunteer Policy & Procedures (P&P) and Code of Conduct 2020

Responsibilities

All volunteers actively participating in sailing day activities are required to:

- Be responsible to the OOD/Volunteer Coordinator
- Hold a Queensland Government Blue Card.
- Pay an initial joining fee and then annual membership fee to ensure insurance coverage.
- In case of inclement or doubtful weather, confirm if sailing is proceeding for the day by contacting the appropriate phone number.- 0488 578 466
- Sign on/off on each day of attendance
- Notify Volunteer Coordinator or notate on board in the shed of any long term absences.
- Report any incident/accident/injury to the OOD/Volunteer Coordinator.
- Report any damage/maintenance requirement to the OOD or Maintenance Officer.
- Be responsible for their own sun safety by using sunscreen and wearing a hat.
- Wear a correctly fitted life jacket when in a boat.
- Return volunteer (manual inflatable) life jackets for storage in the shed.
- Treat fellow volunteers/participants/carers with respect and empathy.

Code of Conduct

As a member of Sailability Sunshine Coast Inc, or a person required to comply with SSCQ's Child & Youth Risk Management Strategy, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Sailability Sunshine Coast Inc, and in any role you hold within Sailability Sunshine Coast Inc:

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealing with others.
- Be professional in, and accept responsibility for, your actions.
- Make a commitment to providing quality service.
- Be aware of, and maintain an uncompromising adherence to, Sailability Sunshine Coast Inc's standards, rules, regulations and policies.
- Operate within the rules of the sport including national and international guidelines which govern Sailability Sunshine Coast Inc.
- Do not use your involvement with Sailability Sunshine Coast Inc to promote your own beliefs, behaviours or practices where these are inconsistent with those of Sailability Sunshine Coast Inc.
- Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
- Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
- Refrain from any form of harassment of others.
- Refrain from any behaviour that may bring Sailability Sunshine Coast Inc into disrepute.
- Provide a safe environment for the conduct of the activity.
- Show concern and caution towards others who may be sick or injured.
- Be a positive role model.
- Understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour.