



Volunteer Duties on Sailing Days

Officer of the Day (OOD)

The OOD is in charge for the Sailing Day.

Responsible for the safe operation of equipment, vessels and procedures for the day, including all on shore areas, the pontoon and sailing area. OOD's are rostered on either our Monday or Thursday sailing days depending on their preference.

Qualifications

Must have completed the Bayside OOD training program.

Client registration volunteer (Registrar)

All clients must register to attend sailing days:

- In the week prior to the commencement of each school term, client carers or guardians (including those from special schools) email Bayside to advise the day they wish to attend and whether attendance is for a dinghy or Faith
- The Registrar lists names on a spreadsheet for the relevant day and sends a confirmation email to the carer etc

On sailing day two or three volunteers are required to attend the Registration Desk:

- All clients present to the Registration Desk to have their attendance recorded. Volunteers mark off their names on the Registration Sheet and list their names on the white board in order of arrival
- At this point clients also pay their sailing fee and are issued with a receipt
- At the end of the day the Registration Desk balances money taken and passes it to the volunteer preparing the banking

Runner

The runner volunteer,

- notes all of the client names that have been registered and provides that information to the pontoon sailing coordinator
- advises client sailors and their carers when it is time to have their life jacket fitted and to proceed to the pontoon for sailing

Life Jackets

Two volunteers station the life jacket area. They,

- Fit life jackets to all client sailors and adjust to ensure they are secure
- Provide slings for wheel chair sailors and assist carers in placing the slings in the wheelchair around the sailor
- After sailing, when sailors return to the life jacket area, remove life jackets and slings

Pontoon Coordinator

The pontoon coordinator,

- Receives all names of dinghy client sailors who have registered (in order of their arrival) from the runner
- Communicates with the runner to have the client sailors sent down to the pontoon ready for sailing
- Allocates a dinghy to each sailor and ensures any extra equipment needed is placed in the dinghy before the sailor is assisted into the dinghy
- Records the name of the dinghy, the skipper and time of departure on the sailing sheet
- Notes the time the dinghy returns to the pontoon
- If necessary, advises the OOD to call the dinghy to return to the pontoon

The pontoon coordinator works closely with the OOD during the sailing day.

Volunteer Skippers

Skippers,

- Rig dinghies at the beginning of the day, then derig and wash dinghies at the end of the day
- Sail either two or three sails then swap for another skipper who will have a similar number of sails. The number of sails will depend on available skippers on the day
- Will be aware of the Sailability sailing area and must sail within this area
- All dinghies are equipped with radios
- Are supervised by the support boat when in the sailing area

Qualifications

Must have completed a Bayside sailing assessment and been certified to take clients sailing.

Pontoon Workers

Pontoon workers comprise both dinghy skippers (when not sailing) and other volunteers who only work on the pontoon. They,

- Assist client sailors into and out of dinghies, including winching wheel chair users
- Place in dinghies any equipment (such as duck boards or pillows) requested by the pontoon coordinator. This is done before the client enters the dinghy
- Have a responsibility to ensure every client is wearing a correctly fitted life jacket
- Understands the correct winching procedure to ensure client safety and comfort when being transferred between their chairs and dinghies
- Assist with securing and releasing mooring lines for dinghy departures and arrivals.

Support Boat Skippers and Crew

The support boat company normally comprises a skipper and one crew. The support boat,

- Is responsible for ensuring dinghy skippers sail in the correct sailing area
- Advises the OOD of changing weather conditions
- In light winds, tow dinghies to and from the sailing area
- Assists any dinghies that have run aground, have equipment failures or experience client issues
- Prepare the boat in the morning and at the end of the day return it to the trailer and assist with wash down and storage

Qualifications

To be in charge of the support boat, a skipper must be certified as having completed the Bayside training and certification process for the position.

Faith Skipper and Crew

Faith is a 7.4m yacht with a company of a skipper and one crew member. It carries eight passengers comprising a mix of client sailors and carers. Faith's skipper and crew,

- Sail Faith out through the Manly leads (channel markers) and then, depending on conditions, sails in the vicinity of Green or King Islands
- Ensure they return to the pontoon on schedule
- Bring Faith to the pontoon from her mooring at the start of her sailing and return her to the mooring after her last sail

Qualifications

The skipper and crew must have completed a training program and been certified to sail Faith.

Set up and Pack up

Set up commences from 7.30am. This involves,

- Removing dinghies from their racks (note four people are required at all times to lift dinghies in and out of racks)
- Prepare dinghies for sailing
- Erect all gazebos and fence shades, and set out tables and chairs in their designated areas; place life jacket trolley in position (see the layout plan attached to the side of the life jacket trolley)

At end of the day,

- Return everything to the store ready for the next sailing day (please note a maximum of 10 chairs to a stack).

Most days, storage is completed by 2pm. The more volunteers who are able to help mean we can finish earlier.

Golf Buggy

The buggy is used to tow dinghies out of the water. Operation involves,

- Two volunteers to hook the dinghy trollies onto the buggy towing hitch
- Charging the buggy every Thursday morning. There is an extension cord behind the storeroom door, plug one end into the power point at the top of the DPSS club room stairs and the other into the charging unit on the buggy
- A connector cable is attached to the charging unit. This is plugged into a socket just below the buggy's front set.

Catering

Kitchen Workers

Normally two volunteers look after the kitchen area. The kitchen involves,

- Shopping for supplies, mostly fresh food, early on sailing days
- Preparation of morning tea for clients and carers to purchase
- Stocking the fridge with water and soft drinks which are available for sale
- Prepare sandwiches for volunteers
- Prepare salads for the BBQ cook and butter bread rolls
- During the day wash dishes as they are returned to the kitchen
- Kitchen volunteers manage all food and drink payments and reimburse any volunteer expenses
- At end of the day, restock the fridge and cupboards, and list items required for the next sailing day

BBQ

The BBQ cook prepares the sausage sizzle for client and volunteer lunches. The cook works with the kitchen workers in preparation and clean-up.

Amenities

The female, male and disability toilets are cleaned and serviced at the beginning and end of every sailing day.

There is a summary of tasks and a purple cleaning caddy kept under the kitchen sink for this purpose.

Volunteers may be asked from time to time to assist in cleaning. Yellow 'wet area' signs are to be placed in each toilet.

Committee

Sailability Bayside is run by a committee of volunteers elected at an AGM each September. Our committee comprises,

The Executive

President

Vice President

Secretary

Treasurer, and

Six committee members

Our rules require that an executive position holder must vacate that position after two consecutive years, but may be elected to another position.