

## Useful information for Volunteers

Frensham Pond Sailability (FPS) is a registered charity, No: 1142761.

FPS was officially launched on the 22 September 2001, following the successful completion of a £260,000 project aimed at making the whole FPSC site safe and accessible to disabled sailors. It became a registered charity in July 2011. More information can be found at: <http://www.sailfrensham.org.uk/index.php/sailability/welcome-to-sailability>.

FPS provides a wide range of sailing opportunities for its members, from leisurely sailing on Frensham Pond, to competitive racing around the UK for sailors of all ages with physical, sensory or learning disabilities or for those who are managing long term illness.

## Volunteers/Helpers

New volunteers are always extremely welcome and an asset to our organisation. We need a diverse group of volunteers to make it a success: both sailors and shore based helpers. Experienced sailors can sail with our less able sailors and those requiring assistance whilst shore based volunteers can help on the reception desk meeting and greeting members, helping with boat rigging and helping sailors in and out of the boats. Additional help is often required to help at social functions and with fundraising activities. Training can be given in all areas and new volunteers can develop their skills throughout the season. We value them all.

All new volunteers are required to complete an enhanced Disclosure and Barring Service (DBS) certificate application.

Please contact our Volunteer Coordinator [Volunteers.FPSailability@gmail.com](mailto:Volunteers.FPSailability@gmail.com)

## What to wear

We suggest comfortable casual clothing, training shoes and wellington boots (feet can get wet when launching boats) and some warm clothing, including your own waterproofs, a hat and gloves if appropriate. We have a small collection of waterproof clothing which new volunteers are welcome to use. It is also advisable to have a sun hat, sunglasses and sun cream as the glare off the water can be quite significant even on a dull day. **Finally, we strongly recommend bringing a towel and a complete set of spare clothes just in case you fall in the water!!**

Car keys and mobile phones can be left in a box at the reception desk or there are personal lockers available in the Club House. Most helpers lock valuables in their cars.

## Frensham Pond Sailability Clothing

Most regular volunteers will wear FPS branded clothing – please see catalogue <https://www.sailfrensham.org.uk/downloads/sailability/Clothing%20Catalogue.pdf>. All the clothing is light or dark blue and bears the Frensham Pond Sailability logo.

## Sailing times

Organised sailing for disabled sailors takes place on most Thursday mornings and afternoons, and Saturday mornings during the period 1 April to 31 October inclusive. The normal operating times are 10am to 4.15 pm on Thursdays and 10 am to 1.00 pm on Saturdays. If possible, volunteers should aim to be on site from 9.15am, and it helps if some are there from 9.00am.

On Thursday mornings we have individual sailing members plus, during the school terms, several local school groups visiting. Race training for disabled sailors who wish to race is

arranged on most Thursday afternoons. On Saturday mornings we also have individual sailing members, plus our Youth and Progress Groups.

**Volunteers are needed for Saturday mornings and both Thursday morning and afternoon sessions, the latter finishing at about 4.15pm**

Volunteers are encouraged to develop/brush up their sailing skills using our Sailability boats on Thursday afternoons

**Lunch and Refreshments**

Tea and coffee and a range of filled rolls, sandwiches and chocolate bars are available in the Club House on both Thursday and Saturday mornings. Sailability helpers can get free tea and coffee from the galley but must show their name badges to the galley staff. It is not possible to collect drinks for other Sailability helpers.

The galley is open from 10am until after lunch on Thursdays and all day on Saturdays.

On Thursday mornings, rolls can be pre-ordered before 11am on the sheet located at the Reception Desk. Please go to the galley to place an order if you miss the cut-off time at the desk. A wider selection of food is available on a Saturday. Only designated Galley staff are permitted in the galley.

**Practical guidelines for new helpers**

On arrival, please make yourself known to the Duty Sailing Master. He/she will aim to allocate a mentor for the first few weeks.

All Sailability members have a name badge and lanyard/clip. Helpers have a red lanyard and sailors a blue one. These should be worn at all times during Sailability sessions.

The Duty Sailing Master is responsible for all on-shore and on-water activities whilst FPS members are taking part in FPS organised activities during a FPS session. He/she can normally be found on the concrete area near the FPS reception.

The list of duty personnel for a FPS session, and the weather forecast, are displayed on a board beside the reception desk.

Only volunteers approved by the Duty Sailing Master or his deputy may helm a boat with a disabled crew. A list of approved volunteer helms is displayed in the Pavilion.

All volunteers must wear a buoyancy aid or life jacket at all times when on the water. Non-swimmers must also wear a life jacket when on the jetties.

**Training**

The induction process for all new helpers should include training in:

- Rigging and sail reefing of Hansa dinghies and Laser Stratos boats;
- Changing boat seats in Hansa dinghies;
- Boat launching and recovery and securing to the jetty;
- Handling of lifting keels;
- Preparation of the jetty area, storage of hoists, hard and hammock seats, anemometer, wind indicators and tools;
- Selection of appropriate life jackets and buoyancy aids for the sailors;
- Assisting with hoist operation and precautions including sling selection;

- The Welcome desk and sailor registration process;
- The medical register and requirements;
- The role of safety boat helms and crews;
- The role of sailor buddies;
- Disability awareness.

#### **More formalised courses are available:**

- RYA Dinghy Sailing Level 1 and 2 courses;
- RYA First Aid Courses;
- Disability Awareness Training;
- RYA Power Boat Level 2 for Patrol Boat helming;
- RYA Assistant Instructor and Dinghy Instructor Courses for those with helming experience.

#### **Volunteers without dinghy or yacht sailing experience**

All volunteers are encouraged to be involved in as many of the above shore based tasks as possible, initially under the guidance of a mentor. Those interested in going afloat are encouraged to take an appropriate RYA dinghy sailing course. This can be arranged in conjunction with Frensham Pond Sailing Club and will enable helpers to be more effective on the jetty and to sail with Sailability sailors in 2-seat Hansa dinghies. However, some volunteers prefer to stay ashore and are equally important for FPS.

#### **Volunteers with sailing experience**

All such volunteers will be introduced to the Duty Sailing Master or the Sailing Captain and will be asked about their sailing experience. Dependent on experience, volunteers will initially be invited to take an Hansa 303W out to see how they perform and adapt to its steering system. The Sailing Captain or designated deputy will then judge whether the volunteer is competent to take a sailor out in the prevailing conditions before being formally added to the list of authorised helms.

The Sailing Captain will then normally add the helper to the list of Hansa Dinghy helms prior to ratification at the next meetings of the FPS Management and Sailing Committees.

Experienced dinghy helms may also go afloat in the Laser Stratos either as a helm without sailor members on board or as a crew with an authorised helm and sailor members on board. When they feel comfortable to helm these boats they will be checked out by the Sailing Captain or another RYA Senior Instructor with a view to adding them to the list of competent helms.

Authorised sailing level will be noted on helpers' name badges to assist those allocating buddies and boats during a Sailability session.

#### **FPS and Frensham Pond Sailing Club membership**

Volunteer membership of FPS is open to persons actively offering their help and expertise to Sailability free of charge. This also provides Sailability Helper membership of FPSC, sailing rights for the member when using dinghies owned by FPS, and social rights to FPS and FPSC for the member and his or her family and/or partner.

## Communication

Regular updates of upcoming events and other relevant information will be sent via email from the Volunteer Coordinator. If you change your address or email address please inform the Volunteer Coordinator.

There is also an occasional Newsletter sent to all sailors and helpers via email.

## Insurance

Volunteer membership of FPS provides Public Liability (third party) insurance under the FPSC/FPS Insurance Policy, up to the value of £3,000,000 for any one incident.

## Safeguarding and Child Protection Policy

The FPSC/FPS Policy is available on the Club web site.

<http://sailfrensham.org.uk/downloads/sailability/FPSC%20Safeguarding%20and%20Child%20%20Protection%20Policy%20Jan%202017.pdf>

All Sailability volunteers aged 18 and over are required to complete a Self Declaration Form. This is supplied with the volunteer membership application form. It should be completed as soon as possible and sent to the FPS Safeguarding Coordinator, as detailed on the form. All new helpers are required to complete an enhanced Disclosure and Barring Service (DBS) certificate application.

## Emergency First Aid

A first aid kit and defibrillator can be found in the Sailability Pavilion and a more comprehensive first aid kit and a further defibrillator are kept in the FPSC Clubhouse. A list of qualified first aiders is displayed in the Sailability Pavilion and will be noted on individual helper badges.

A notice showing the nearest hospital A&E unit and the postcode of the Sailing Club is located in the Sailability Pavilion and also in the foyer of the Club House where there is a telephone. The emergency contact name and telephone number for each FPS member is kept in FPS database available through the Reception Desk.

## Social Events throughout the year

Three social events are normally planned each year to which both helpers and sailors are invited: **Fitting Out Supper, Summer Barbecue and the Laying Up Supper.**

Notification of these events will be sent out by email and in addition information can be found at the Reception Desk nearer the time.

## Frensham Pond Sailability Operating Manual

More information on FPS sailing management structure, operating and safety procedures are detailed in the FPS Operating Manual – found by clicking on <http://www.sailfrensham.org.uk/index.php/sailability/sailability-documents>

Please take the time to look at this.