**Welcome to Chesil Sailability**

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**Volunteer Guide 2018**

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# **WELCOME**

New Volunteers are always extremely welcome and are an asset to our team. We hope you will enjoy your time with us and will continue to support our activity throughout the season and year.

Please read this information pack and contact us if you have any more questions or would like a chat – or email us to arrange a time to come and meet us!

# **WHO ARE WE?**

Chesil Sailability is a group of people who are passionate about sailing; some of us have disabilities.

Inspired by the 2012 London Olympic and Paralympic Games, Chesil Sailability is a registered charity and was set up at the beginning of 2013 by a small group of local volunteers, to give people with disabilities the opportunity to experience the freedom, thrill and exhilaration of the water, whether they are already sailors or new to the sport. Importantly, we aim to provide a pathway to all aspects of sailing, be it leisure, formal training courses or racing. As far as possible, we will support people with physical, sensory or learning impairments or those who are managing long term illness to enjoy sailing and achieve their goals.

**Our Aims:**

* Provide opportunities for people with disabilities to sail for fun, to learn to sail, to progress to sailing competitively, or any other aspect of sailing, regardless of disability.
* Provide a sailing experience which is valued by people with disabilities, and becomes an important part of what they do.
* Actively support progression and personal development for sailors and volunteers in whichever area they are interested in.
* Provide access to world class sailing facilities on our doorstep for local people with disabilities.

This is all on the underpinning foundations of:

* High safety standards
* Well maintained boats, equipment and shore-side facilities
* Well trained volunteers
* Continuous feedback and improvement
* Maintaining session fees and membership at an affordable level
* Good financial management
* Strong governance
* Strong Partnerships, both with the local sailing community, and with the wider Sailability programme

Check our website for more information and photos: [www.chesilsailability.org.uk](http://www.chesilsailability.org.uk)

# **WHERE AND WHEN?**

We are very fortunate to be based at the Weymouth and Portland National Sailing Academy (WPNSA), with the world class facilities of the London 2012 Paralympic Games and then to sail on the Olympic and Paralympic sailing waters. From 2014, we have our own cabin as our base, close to the main building.

For 2018, our regular sailing sessions will be every Tuesday late afternoon and evening. The evening sessions should finish when it is too dark! Dates and times will be by arrangement and will be published on the website, social media and by email.

We also plan to meet for regular socials during the summer. We also meet on Tuesday evenings in the winter for socials – more ideas and help welcome!

# **HOW CAN I VOLUNTEER?**

People become involved in many different ways, on and off the water, from hands on support at our sailing sessions, to many behind the scenes areas such as fundraising or IT support, or as committee members to steer the organisation.

We need a diverse group of volunteers to make it a success and you don’t have to be a sailor (or get your feet wet!). Some of those who join us to sail also volunteer, for example helping with information and fundraising events to being part of the committee. For sailing sessions, we need RIB drivers/crew, sailors and shore-based helpers, working as a team, sharing, developing and learning skills. We provide a range of training (see later section).

**On the Water Team:** This includes qualified safety boat drivers and crew – we take safety extremely seriously and will assess and train our volunteers. Experienced sailors or instructors, our Skippers, sail with our less able sailors and those requiring assistance.

**Pontoon Team:** This shore-based team helps to get ready for sailing: rigging and launching the boats, checking the sailors have buoyancy aids and helping them in and out of the boats, using the hoists where needed (training provided).

**Reception Team:** Also shore-based, this team is based in the cabin, preparing the session: meeting, greeting and registering members and carers, ensuring everyone tallies in and out, and liaising with the other teams to get everyone on the water. The Radio Team also operates from the cabin.

**The Pontoon/Reception Link Team**: Based outside our cabin and meet and greet and help our sailors and their cares with their preparation for sailing and then escorts sailors to and from the pontoon.

First Aid: We have a designated qualified First Aider for each session – training available.

Boat and Cabin Maintenance: If you have an interest in making and repairing, there's plenty to do to keep us afloat with the maintenance team.

Behind the Scenes: Help is required throughout the year at social functions, with fundraising activities, administration, IT, website design, publicity and lots of other things… Just ask!

Formal and informal training can be given in all areas and new volunteers can develop their skills throughout the season. We value them all.

**HOW TO CONTACT US**

* See our website [www.chesilsailability.org.uk](http://www.chesilsailability.org.uk)
* Email us at info@chesilsailability.org.uk
* Text us or leave a message on our answer phone 07543 656390
* Contact us for a chat or to arrange to come and meet us.
* Use the mobile number for contact on sailing days to check on weather etc. Become our friend and follow us on Facebook by searching Chesil Sailability
* Follow us on Twitter @ChesilSailing 

# **STILL INTERESTED? WHAT NEXT?**

1. Read the rest of our Volunteer Pack, with more details about our sessions and training then contact our Volunteer Coordinator, Jane, at volunteers@chesilsailability.org.uk who will arrange for you to come and meet us, preferably at one of our sailing sessions in the summer or in the winter at a social or training event. You will see how we operate and talk through how you might wish to be involved. You and can also see for yourself how exciting and rewarding it is.
2. We will then ask you to complete a Volunteer Application Form on line. Go to the website, [www.chesilsailability.org.uk](http://www.chesilsailability.org.uk). You will need to complete the entire form and complete it, as if you leave it and come back, it doesn’t save it until it is finished
3. We ask volunteers to pay an annual subscription of £10. The volunteer fees contribute to the core costs of insurance, training and Chesil Sailability’s membership of the WPNSA. Please sign the Gift Aid form (at the end of the pack) if you can and hand it in at your next session.
4. We also require all volunteers who will have face-to-face contact with our sailors to possess Disclosure and Barring Service (DBS) clearance. Please see the DBS information sheet in Section 9.
5. We also ask you to complete an online Skills Audit, so you can tell us about your interests, aims and skills. <http://www.instant.ly/s/yrq-J?source_type=email> This is currently being updated. In the meantime, please let Jane know in confidence your qualifications and the date of issue.
6. There is a membership, induction and training process, including mandatory RYA Sailability Disability Awareness Training. We aim to involve all new volunteers as much as possible, initially under the guidance of a mentor.

# **SAILING SESSIONS**

We allocate specific roles to volunteers, to ensure we have experienced leads in each area and to ensure volunteers are trained where needed. We are using Dutyman again in 2018, and when Dutyman has been updated you will be sent a confirmation and reminders with roles.

All volunteers are asked to sign in at the Chesil Sailability Cabin (located in the dinghy park) on arrival: make yourself known to the reception team and sign in to the tally system. Security at the WPNSA is important and gates may be locked, so we will need to open them for you (or ring the mobile to let us know you are waiting). The sessions all have a briefing on boats, teams and weather, rigging and preparing for the session, finishing when it is dark--- but please help to put everything away at the end!

Chesil Sailability members have a name badge and we operate a tally system. Please ensure that you sign out at the end of the session or on leaving the site and return both your name badge and tally band to Reception.

Overall responsibility for the sailing session is with The Duty Officer (DO) who is responsible for all on-shore, off-shore and Pontoon activities during the sailing session. The list of duty personnel for each session will be displayed at reception along with a weather forecast. We communicate between teams by radio.

We have a number of boats available, and this list will change during the year. The DO will advise at the briefing on the boats required, need for reefing and any special measures required for the session. The DO will brief the skippers and RIB crews on the weather conditions and sailing areas for the session.

Care should be taken at all times when rigging boats and two people should lift keels if required. Once the boats are ready to be launched, the DO will advise which slipway will be used and which pontoon area will be used for sailors.

Boats should be tied up to the chosen pontoon with bow and stern lines. Where hoisting will be required (this will be advised by the Reception Team) during a session, the boat should be secured next to the appropriate hoist.

Sailors also sign in at reception, pick up a sailor’s tally and await instruction from the reception and pontoon team of the time to sail.

Cancellation

In our first season in 2013 we only cancelled once for lack of volunteers, and once for poor weather. In 2014, 2015 and 2016 we had to cancel due to adverse weather. We have a cancellation process and you are asked to check our mobile phone, website and social media for an update. If the wind is too light, we can always carry out training, maintenance etc…

We may have to cancel or postpone a sailing session because of unfavourable weather conditions and we may cancel at short notice if the weather looks doubtful. We always try to go sailing but sometimes the decision to cancel is at the last moment. We are sorry, but we can’t phone everyone! Please check for an update on: Mobile phone message on 07543 656390

Facebook Chesil.Sailability

Twitter @chesilsailing

Website [www.chesilsailability.org.uk](http://www.chesilsailability.org.uk) then scroll down to the Tweets on the right-hand side.

# **WHAT TO WEAR AND WHAT TO BRING TO SAILING SESSIONS**

WPNSA is a large exposed site – for sun, wind and rain! We suggest comfortable casual clothing, non-slip boat type shoes or boot, training shoes or wellington boots (feet can get wet when launching boats) and some warm clothing, including your own waterproofs, a hat and gloves if appropriate. You may also need sun cream, hat with a lanyard, sunglasses and long-sleeved sun shirt.

Please bring your own lifejacket/buoyancy aid and sailing equipment if you are volunteering in the rib or boats. All pontoon volunteers will also need to wear a lifejacket or buoyancy vest (we have some to borrow). Please bring a whistle if you have one, plus anything that is needed for your particular role.

Don’t forget a drink, hot or cold or both and a snack to eat. The WPNSA canteen is usually closed by just before 5.00pm when we are there on Tuesday evenings although we do have access to the changing rooms and toilets.

# **TRAINING**

Training is at the core of Chesil Sailability and offered for all levels of experience from beginner to expert alike.

We aim to run courses for new members in a range of areas, as refreshers for those who have trained previously and want to get ready for the new season and for those who need a quick update before updating existing awards.

Our courses range from a simple 2 hour evening session to whole days and, for some formal qualifications, a whole weekend.

Most of our courses will be based in our Cabin at WPNSA in Portland but do have a look at the detailed programme for venues and timings when it is available.

RYA Sailability has a volunteer logbook scheme which we will be adopting and our disability awareness courses also have their own log book which is a great aid memoire.

The list below outlines some of the areas of our training programme, it's very much a modular programme with different aspects being covered over the programme and volunteers covering a range of skills.

* Boat rigging and sail reefing including Hansas, the Squib and hawks.
* Changing boat seats in Hansa dinghies.
* Boat launching and recovery and securing to the jetty.
* Handling of lifting keels.
* Preparation of the pontoon area and storage of hoist parts, hard and hammock seats, anemometer, wind indicators and tools.
* Selection of appropriate life jacket and buoyancy aids for the sailors.
* Assisting with hoist operation and precautions including sling selection.
* The reception desk and sailor and helper registration process.
* The medical register and requirements.
* The role of safety boat helms and crews.
* The role of sailor buddies.
* Use of defibrillators.
* RYA Disability Awareness Training.

More formal courses are available:

* RYA First Aid Courses.
* VHF Course.
* Introduction to Powerboats.
* Preparation for RYA Power Boat 2 and Club Safety Boat course.
* Introduction to dinghy sailing instruction, preparation for formal instructor qualifications.

Volunteers Without Dinghy or Yacht Sailing Experience

Those interested in going afloat are encouraged to take an appropriate RYA dinghy sailing course. This can be arranged in conjunction with Chesil Sailability and will enable volunteers to be more effective on the pontoons and to sail with Sailability sailors in 2-seat Hansa dinghies. However, its fine if you want to stay on dry land too – and you are just as important to us in off-the-water roles!

Volunteers With Sailing Experience

You’ll need to talk to David and Hugh about your experience and skills. Dependent on experience, you will initially be invited to take one of our boats out to see how you perform and adapt to its steering system. The DO or Duty Officer will assess whether you can be added to the list of authorised Skippers, to take sailors out in the double-handed boats.

# **DISCLOSURE AND BARRING SERVICE (DBS)**

All Chesil Sailability Volunteers who will have face to face contact with Sailors are required to possess Disclosure and Barring Service (DBS) clearance – (replaces the CRB checks). Normally we recommend requesting Enhanced Clearance which will enable contact with Adults and Children.

The RYA supply and countersign DBS forms for those who apply, and the service is free for volunteers. The application forms can be obtained from CS Safeguarding Officers Cathie Williams and Jill Vines (contact details below).

Details required to enable the checks to be carried out:

* Full Names
* Date and Place of Birth
* National Insurance number
* Driving Licence number
* Passport number
* Current Home Address (+ all addresses for the past five years).

The details given by applicants on the forms need to be verified (by seeing appropriate evidence) by one of the Safeguarding Officers, before the forms are sent back to the RYA for countersignature. Evidence needed:

* Passport and / or Birth Certificate
* Driving Licence Card
* National Insurance number (Payslip, tax form or pension form)
* Current Address (Current utilities bill or letter from head teacher if aged 16 – 17 years in full -time education)

The DBS forms once issued will be sent by post to the applicant and must be shown to the Safeguarding Officer to confirm clearance has been obtained.

The DBS Update Service enables applicants to register for annual updating, and it is strongly recommended that all do so, as it avoids the need to reapply when the current clearance expires. Please see below for details on how to do this – either after submission of your application form or within two weeks of receiving the clearance form. Late application for the update service is not accepted.

Please contact Cathie Williams or Jill Vines, for any queries and to arrange for details given on your form to be verified.

**Cathie:** **Jill:**

welfare@chesilsailbility.org.uk welfare@chesilsailbility.org.uk

To sign up to the DBS online, please contact Cathie and Jill who will go through this with you.

# **Description: http://www.alzscot.org/images/giftaidlogo3.GIFGIFT AID DECLARATION – CHESIL SAILABILITY**

Please treat as Gift Aid donations:

* The enclosed gift of £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ OR
* All gifts of money that I make today and in the future as Gift Aid donations OR
* All gifts of money that I have made in the past four years and all future gifts of money that I make from the date of this declaration as Gift Aid donations.
* *Please tick the appropriate box*

**Donor’s details**

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_ Initial(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give.

**Please notify Chesil Sailability if you:**

1. Want to cancel this declaration.
2. Change your name or home address.
3. No longer pay sufficient tax on your income and/or capital gains.

If you pay income tax at the higher rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HMRC to adjust your tax code.

# **MAP OF THE SITE AND KEY POINTS OF INTEREST**

Weymouth and Portland National Sailing Academy – WPNSA

[www.wpnsa.org.uk](http://www.wpnsa.org.uk)

Parking – car park near the main building, with disabled parking spaces.



Parking, including disabled parking

Main Academy building, with toilets, changing rooms

Side gate

Pontoon where we get on/off the boats

Chesil Sailability Portacabin

**By Bus:**

Check the local timetable for First Group bus number 1 bus from Weymouth to Portland Victoria Square. It may not stop at the Academy but ask for the nearest stop.

**Lifts are probably available back after sessions---just ask who is going your way.**