

SAILING POLICY

Sailing Officials & Volunteers

PREAMBLE

Belmont 16ft Sailing Club is committed to providing a safe and healthy environment; and rewarding experiences for our officials, volunteers and sailors.

It is of paramount importance that all of the Club's officials and volunteers are provided with the appropriate guidance, training and documented procedural methods to ensure their safety and the safety of the sailors for which the race management activities are conducted.

CRITERIA

1. Membership & Registration

- 1.1 All persons involved in officiating and volunteering roles on behalf of the Club for sailing activities conducted at the Club must be full current members of Belmont 16 Foot Sailing Club.
- 1.2 All persons involved in officiating and volunteering roles on behalf of the Club must have attained their 16th birthday and must not have attained their 85th birthday.
- 1.3 All Club officials and volunteers shall register on-line onto the Club's Top Yacht Race Management program providing personal and emergency contact details.
- 1.4 All Club officials and volunteers registered as being involved in sailing activities at the Club will be registered as a "Volunteer Member" with Yachting Australia.
- 1.5 All Club officials and volunteers shall be covered by the Club's "Voluntary Workers Insurance" providing personal accident cover. A PDS is available from sailing administration upon request.

2. Volunteer Qualifications & Training

- 2.1 Principal Race Officer must hold the Yachting Australia Club Race Officer certificate and a current First Aid certificate.
 - 2.2 Start Boat Crew – there are no qualification requirements for these roles however a current First Aid certificate and a Yachting Australia Club Race Officer certificate is considered beneficial.
 - 2.3 Support Boat Drivers must hold a current NSW Maritime General Boat Licence.
 - 2.3.1 For each:
 - 15 sailing craft
 - 10 Pelicans
 - 10 Learn to Sail craft

There must be a support craft with a person holding a First Aid certificate and there must be a support craft with the driver holding a Yachting Australia Powerboat Handling certificate. A Yachting Australia Safety Boat Operator certificate is considered beneficial.
 - 2.4 Support Boat Crews – there are no formal qualification requirements however it is highly desirable that they hold a NSW Maritime General Boat Licence, a First Aid certificate and Yachting Australia Powerboat Handling and Safety Boat Operators certificates.
 - 2.5 Shore Marshall - there are no qualification requirements for this role however a current First Aid certificate is considered beneficial.
 - 2.6 Radio Room Operator & Sighter(s) - there are no qualification requirements for these roles however a Radio Operators Licence is considered beneficial.
 - 2.7 Sailing Administration shall maintain records of officials and volunteer qualifications.
- #### 3. Volunteer Roster
- 3.1 A roster for each class to provide any extra volunteers required shall be maintained by Sailing Administration. The Race Officer is to ensure the appropriately qualified, experienced and inducted personnel are in attendance.

4. Volunteer Inductions

- 4.1 All persons involved in officiating and volunteering roles for sailing activities at the Club must be inducted in the applicable policies, procedures and safety practises of sailing operations.
- 4.2 Inductions shall be conducted annually, relevant for each sailing season.
- 4.3 Should a breach of any policy, procedure or safety practise occur, identified persons shall be re-inducted as determined by the Board of Directors.
- 4.4 The following table outlines the inductions which the various roles must undertake:

POSITION	General Volunteer Safety Induction	Boat Launching & Winch Operator Induction	Support Boat Operational Induction
Principal Race Officer	✓		✓
Start Boat Crew	✓		
Support Boat Driver	✓	✓	✓
Support Boat Crew	✓	✓	✓
Shore Marshall	✓		
Radio Room Operator	✓		

- 4.5 Records of volunteer inductees shall be maintained by Sailing Administration.

5. Policies & Procedures

- 5.1 All officials and volunteers shall be provided with a copy of the following documents:
- 5.1.1 Sailing Operations Manual.
- 5.1.2 Sailing Officials & Volunteers policy.
- 5.1.3 Alcohol & Other Drugs – Sailing Officials & Volunteers policy.
- 5.1.4 Club Race Management Guidelines.

6. Sign On / Sign Off

- 6.1 All officials and volunteers are required to "sign on" prior to the commencement of duties and to "sign off" at the conclusion of their duties.
- 6.2 The Sign On / Sign Off procedures are detailed within the Sailing Operations Manual and may involve an electronic computerised system.
- 6.3 All on-water volunteers' names shall be communicated to the radio room during each boat's "Radio Check" when they leave the jetty. The radio room operator shall record these names on the attendance register.

7. Volunteer Recognition & Reward

- 7.1 All officials and volunteers contributing their time in assigned roles at the Club shall be awarded "Star Points" in recognition of their contribution.
- 7.2 Allocations will be based on the Sign On / Sign Off data or as authorised by the Principal Race Office on duty on the date of contribution.
- 7.3 The number of points allocated will be as per a schedule determined by the Sailing Sub-committee of the Board and ratified by the Board of Directors at their September meeting each year.
- 7.4 Allocation and issue of "Star Points" shall be processed by Sailing Administration within three working days of the date of contribution.

POLICY DETAIL:	Date created:	July 2015
	Dates Reviewed:	July 2015
	Date of Board Approval:	26 July 2016
	Next Revision Date:	As required.
	Responsibility:	Sailing Administration