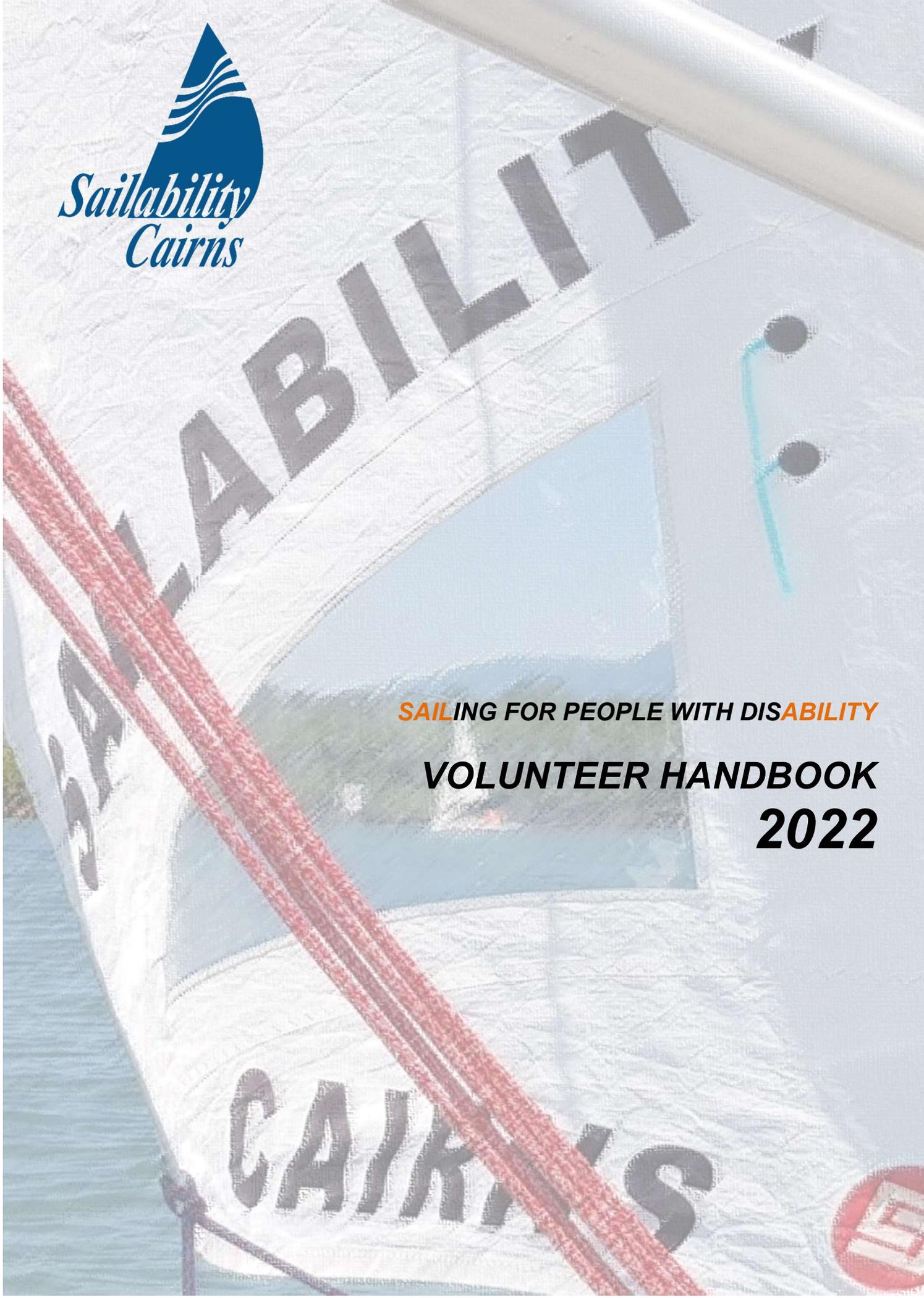


**SAILING FOR PEOPLE WITH DISABILITY**

**VOLUNTEER HANDBOOK  
2022**





## **Welcome to Sailability**

Your time with us as a volunteer is most valuable.

Please read this document carefully as it will explain how our charitable incorporation is set up and more importantly describe the skills you will be taught and the task that you will be required to competently perform.

We want you to enjoy working with us and to stay safe.



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# Section 1 - Initial Information for All Volunteers

## **Aims and Objectives**

The principle aim of Sailability Cairns is to facilitate sailing and boating activities, in all forms, for people with disability. The sport of sailing has given added meaning to the words freedom and fun for a person with diminished capabilities; be they physical, intellectual or both. This is the experience we hope to give to all persons regardless of their ability. Our program is progressive and, at some point, encourages people with a disability to sail solo in our dinghies or sail on our yachts in competitions.

## **Funding**

Sailability Cairns Inc. is an independent QLD incorporated association (IA57117) and registered charity (CH3268), endorsed as a deductible gift recipient (DGR). Our funding is made possible through the generous donations and support of local businesses, community organisations and groups, volunteers and private individuals. We also apply for available grants.

## **Arrangements with Cairns Cruising Yacht Squadron (CCYS)**

We are extremely appreciative of the ongoing support of Cairns Cruising Yacht Squadron (CCYS) at their clubhouse/facilities at 42-48 Tingira St, Portsmith, Cairns. Apart from storing our dinghies and equipment, CCYS allow use of their ramp and courtesy berth for SC operations and their clubhouse and surrounds serve as an operational and social gathering area for our volunteers and participants.

## **Fleet**

Since the inception of Sailability Cairns in November 2014 with one 2.3 Access Dinghy and associated hoist, sling, and safety equipment, our fleet has grown rapidly to five Hansa 303 Access dinghies (including boats donated by Fitzroy island Resort, Rotary Club of Cairns Trinity and Sea Swift) and four S\14 performance dinghies, the first of their kind in Australia. The latter boats were purchased with the support of a Gambling Community Benefit Fund grant and funding from the Rotary Clubs of Cairns. We also have our own support boat "Takka", a 3.8m Takacat dinghy with 9.9HP outboard and a donated mobility scooter "Tugga", for hauling boats and trailers up the launching ramp!

## Activities

Our activities involve an introductory and recreational sailing program every Tuesday from 11:30 to 4:30pm and Saturday from 12.30pm till 5.00pm. On Tuesdays, we cater for regular groups from Endeavour Foundation and Arc Disability Services on alternate weeks from 1pm to 2:10pm, with general participant sailing from 12noon to 1pm, and 2:15pm onwards. Sailing on Saturdays is more suited to more independent people with disability, but all are welcome. Sailability Cairns does not charge for participation. Activities are promoted on [Sailability Cairns | Facebook](#) From time to time, Sailability Cairns will sponsor social activities for members and volunteers. Dinghy rigging starts 30 minutes before each session and de-rigging is also the final tasks of the day. Your attendance for these additional times is required if volunteering.

## Workplace Health and Safety

An employer has an obligation, under the Workplace Health and Safety Act 2011, to provide a safe and healthy workplace for volunteers, clients and visitors. Sailability Australia (SA) has produced two documents interpreting the requirements of the Act as it applies to Sailability.

The documents "Safety Manual" and "Volunteer Coordinator's Manual" are available in PDF format from the internet at [www.sailability.org](http://www.sailability.org) .

All volunteers are requested to read these documents as this handbook only covers the sailing day activities of volunteers. The SA documents go into more detail covering dignity of care, risk, rights and responsibilities etc.

*The committee has approved the procedures described in the various Sections of this handbook on the basis that they are considered to be the most efficient methods for carrying out the various tasks while at the same time minimising risk of injury to volunteers and clients. Accordingly, volunteers are to follow these procedures as closely as practicable. Training in these procedures is given regularly, and incidentally, as necessary, however, in the event that any problems with the procedures occur, or are foreseen, then details should be referred to the Fleet Captain.*

Volunteers' attention is drawn to the following factors that can affect both their short- and long-term health and safety:

1. To minimise the effects of UV radiation on the skin, volunteers should wear appropriate clothing, headwear, and sunglasses. Recommendations on these aspects are contained in SA document "Safety Manual".
2. Sunscreen will assist in blocking damaging UV rays from exposed skin. Sunscreen with the recommended Sun Protection Factor is available on the site.
3. Areas of shade are available within the CCYS. When duties permit volunteers as well as clients should take advantage of these areas to minimise exposure to UV rays.
4. A First Aid Officer is available on every sailing day. This Officer will attend to any minor injuries and, in cooperation with the Fleet Captain, make any arrangements necessary in the case of more serious accidents. All injuries/accidents should be reported to this Officer in the first instance.
5. Inflatable Personal flotation devices (PFD) Type 1 are provided.

**ALL PERSONS ARE REQUIRED TO WEAR A PFD WHEN SAILING.**

**IN ADDITION ALL CLIENTS ARE REQUIRED TO WEAR A PFD WHENEVER THEY ARE ON THE PONTOONS.**

6. Volunteers must not attempt to lift clients in or out of boats or wheelchairs except by means of a crane and a sling. When lifting is required, this must be undertaken by a trained Carer. Volunteers may provide assistance under the Carer's guidance.
7. Clients must always be kept under supervision when they are in potentially hazardous locations (refer Sect. 7.1 below).
8. Clients react in different ways to the various conditions that can occur when sailing. Some don't like excessive heeling; others don't like getting wet etc. Where the Volunteer skipper cannot effectively communicate with the client then he/she should seek advice from the Carer as to whether there are any special precautions that need to be taken. In the absence of a carer consult with Program Manager.

9. It is the skipper's responsibility to ensure that the sail area used is appropriate for the prevailing conditions. If the Fleet Captain considers that conditions have become unsuitable, sailing will be abandoned, and all skippers will be notified to return to shore.
10. Volunteers are also advised that for the health and safety of all concerned throughout a Sailability day, volunteers frequently have to make decisions and react quickly to situations that arise.

**UNDER NO CIRCUMSTANCES WILL ANY VOLUNTEER WHO IS AFFECTED BY ALCOHOL OR DRUGS TAKE PART IN ANY SAILABILITY ACTIVITIES FOR THAT DAY.**

### **Client Supervision**

Whenever clients are on the pontoons they must be under the supervision of a carer or volunteer. In addition, volunteers should ensure that the clients are wearing a lifejacket (PFD)

When the clients are in any other area, they are the responsibility of their carers, however, if a volunteer sees a client in a potentially hazardous situation, it should be brought to the attention of a carer or in an urgent case, handled directly by the volunteer.

### **Volunteer Tasks & Further Documents**

Pontoon duties  
Dinghy Skipper  
Maintenance worker *(no document)*  
Support boat Skipper & Crew  
Fleet Captain & Shore Supervisor  
Administration including Lifejackets

### **Blue Card**

A blue card under the Working with Children (Risk Management and Screening) Act 2000 when working or volunteering with children in Queensland

### **Contact**

Sailability Cairns Inc.  
PO Box 6017, CAIRNS, QLD 4870

*KNOW YOUR CAPABILITIES  
THERE ARE MANY AIDS TO ASSIST  
THE PHYSICAL TASKS PERFORMED  
AT SAILABILITY.  
VOLUNTEERS SHOULD BE AWARE OF  
THEIR OWN PHYSICAL CAPABILITIES  
AND NEVER UNDERTAKE ACTION  
THAT MAY CAUSE INJURY TO  
THEMSELVES OR OTHERS*

[admin@sailabilitycairns.com.au](mailto:admin@sailabilitycairns.com.au)

[www.sailabilitycairns.com.au](http://www.sailabilitycairns.com.au)

## Section 2 - Pontoon Volunteer Tasks

On volunteering days, you may bring lunch with you or excellent meals are available at CCYS from 12noon to 2pm. Please be aware to always have people available on the pontoon over the whole session.

Pontoon volunteers should always be aware of the prevailing wind and tide conditions. These will affect the way dinghies leave and return to the pontoon.

**DINGHIES SHOULD ALWAYS RETURN TO THE PONTOON WITH DE-POWERED SAILS AND SAILING INTO THE WIND.**

### **Fleet Captain**

This person is backed by the committee and is in charge of all sailing aspects of Sailability for each day.

Duties include:

1. Wear the orange jacket.
2. Monitor the wellbeing of all clients, especially children. In this activity the Fleet Captain will be assisted by a client carer, the shore supervisor and volunteers.
3. Allocate skippers to dinghies.
4. Allocate clients to boats as they become available.
5. Decide on when to abandon activities for that day if conditions become unsuitable.
6. The Fleet Captain should not be doing the physical tasks on the pontoon.

### **Shore Supervisor**

Duties Include:

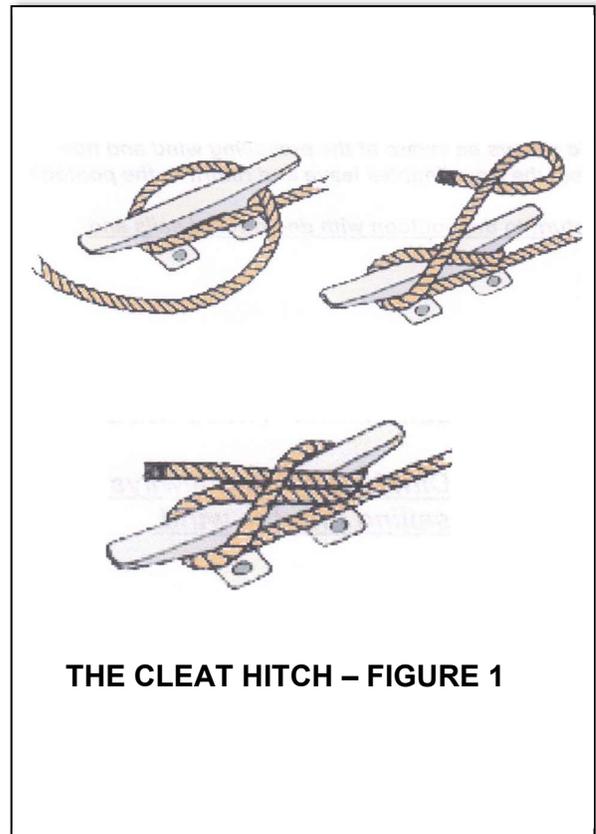
1. Supervise and delegate volunteers on the dock to ensure the safe and competent handling of the dinghies, hoists and slings, and mobility equipment.
2. Supervise the loading and unloading of clients on to yachts and into dinghies in a safe and timely manner.
3. The Shore Supervisor should not be doing the physical tasks on the pontoon.

### Securing lines to cleats on pontoons

Boats are secured to and freed from the cleats on the pontoons almost continuously throughout a Sailability session. At times there can be up to 4 dinghies secured to one cleat and invariably the next dinghy required is the one that was first secured to the cleat.

Painters/ mooring lines that have been wound an excessive number of times around the cleats are a hindrance in these circumstances. To facilitate quick handling of the boats it is necessary to use a method that is simple, quick and secure. The method to be used is described in the next paragraph. It meets these requirements and is widely used throughout the boating community.

The line is passed once around the base of the cleat then in a figure of eight around the horns finishing with a half hitch. Refer fig.1.



**THE CLEAT HITCH – FIGURE 1**

## **Handling of lines**

When there is any load on a line, it should not go direct from a volunteer's hand to the boat. The volunteer must always take a turn around a cleat. when taking the strain on the bow line, while the stern line is used to position a gunwale at the jetty.

Boats should not be secured with too short a bow line as this limits the ability to position the boat along the pontoon and sets the stern too far out. It is normal practice to set the bow line so that the centreline of boat is parallel to the pontoon.

In the event that stern has to come in to the pontoon for loading/ unloading clients or removing rudders and lifting keels, then the bow line will have to be eased accordingly.

After the mooring lines have been secured to cleats, any excess line should be neatly coiled and stowed beside the cleat. Lines left lying haphazardly around the pontoons are a danger to both clients and volunteers.

**AT ALL TIMES THE SKIPPER OF A BOAT IS IN CHARGE OF ALL ACTIVITIES RELATING TO THE MOORING, DEPARTURE AND LOADING OF THE BOAT. THESE ARE ALL UNDER HIS CHARGE.**

Accordingly, volunteers working on the pontoons should follow any directions the skipper may give in this regard.

**WHEN THE BOAT IS DEPARTING, VOLUNTEERS SHOULD NOT RELEASE THE MOORING LINES UNTIL REQUESTED TO DO SO BY THE SKIPPER.**

### **Positioning of boat at pontoon for loading/unloading clients**

With a dinghy, the boat is positioned into the wind with its gunwale held at the edge of the pontoon. The bow line is set so that the boat is approx. parallel to the pontoon. The gunwale is then pulled under the pontoon using the stern line and pulling back at 45 degrees while the mast is pulled towards the pontoon by a volunteer. This will minimise the chance of the Client's hands or feet being caught between the boat and the pontoon.

Once the boat is in position then the self-transferring client is to sit on the pontoon adjacent to the boat. The legs are then swung into the boat and finally the body eased into the seat.

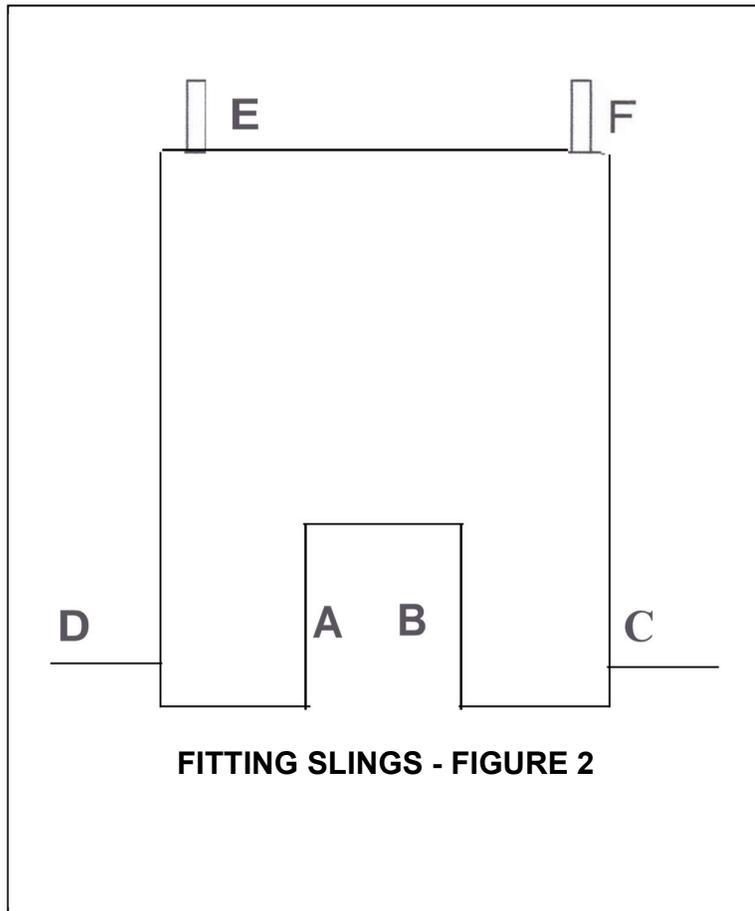
It is not necessary to set the gunwale under the pontoon if a sling is being used. However, there is a need to position the boat so that client is lowered directly into seat without having to push them backward or forward while they are in the air.

Unloading clients from dinghies is basically the reverse of the above.

**NEVER ATTEMPT TO LIFT A CLIENT FROM A BOAT BY THE ARMS, OR UNDER THE ARMS OR ANY OTHER MANUAL METHOD.**

## Fitting of slings

Slings are used to load and unload Clients who are not able to get in and out of the boats by the normal procedure. Most of the slings are made of a canvas material and some have six loops attached to them as depicted in fig.2.



**BEFORE LIFTING A CLIENT USING A PONTOON CRANE, BE SURE TO ADVISE THE CLIENT THAT THEY WILL NOW BE LIFTED. TREAT THE CLIENT WITH CARE WHEN LIFTING.**

To fit the slings they are first placed on the Client's wheelchair. If they don't use a wheelchair then on one of the plastic chairs which should be positioned under the winch so that when the hanger is attached the lift will be vertical. It should be noted that when a Client is about to be fitted with a sling on the pontoon or about to be winched into or out of his wheelchair/chair,

**THE CHAIR SHOULD BE PARALLEL TO THE WATER'S EDGE.**

The sling should be positioned so that the edge E-F will be about shoulder height when the client is seated.

Once seated and with A-D and B-C under the Clients legs without any twists, pass A through B. Next pass C through A and D through B. Loops C and D should now be in control of the two legs and the sling is ready for attachment to the winch hanger. It is important that E and F go on the hanger first followed by D with E and C with F. As C and D carry most of the weight this sequence is a safeguard against the lighter loaded loops slipping off during the lift.

Where the Client has only one leg a different procedure is necessary. In this case place both leg sections under the leg. Pass A through B but this time pass C through B and D through A. From this point proceed as in the previous paragraph.

There are some red and blue coloured slings for larger people which only have the loops C, D, E and F. These slings are used in the same manner with C crossed through D so that D and F go to one hook on the hanger and C and E to the other. Loops E and F pass under the arms of the client:

Although it is the carer's responsibility, before commencing winching the volunteer on the winch should ensure that the wheelchair seatbelt and/or leg strap are released.

## Section 3 - Dinghy Volunteer Tasks

1. The dinghy sailing area is generally within Smiths Creek and Trinity Inlet, with the main channel (Harbour) used when there is limited Commercial Traffic.
2. All vessels must give way to all commercial traffic and stay clear of vessels alongside the commercial wharfs.
3. All dinghies will carry radios tuned to VHF 72 where radio numbers permit. Dinghies should return to the pontoon with their sails de-powered and sailing into the wind.
4. All dinghy skippers should complete the competency program.

### **Storage**

1. The Dinghies are stored on their trolleys in the verge area of the CCYS yard
2. The masts with furled sails are stored in the storage tubes.
3. The furled jibs are stored in the storage tubes.

## Rigging (Access 303)

Ensure all furling knots are snub on the starboard side of the dinghy.



### JIB

Pull sufficient slack into the jib furling cord to form a loop.  
The loop should be larger than the furling drum on the jib and the crossover should be at the front of the dinghy.

Insert the mast through the loop and into its socket.

Fit the cord into the drum groove before pushing the mast fully home.

Have the saddle on the drum facing the stern of the boat.

Re-attach the tensioning shock cord.

Fully unwrap the jib sheets and run the sheets through the appropriate cam cleats.

Tie figure of eight stoppers in the ends of the sheets

### MAIN

Install the mainmast after checking that base of the mast is free of obstruction and sand.  
Ensure the towing cord loop is positioned over the mast socket and the base of the mast is securely in the mast step (floor socket).

Connect the boom to the mast bobbin and check that there are no twists in the mainsheet at the traveller.

Shackle the clew of the main sail to the boom slider.

Check that the sheet, and the out-haul are both running freely, are not twisted and have correct stopper knots. (figure of eight knots).

Tighten mast locking nut (be careful not to over tighten) under centre cowling.

Check joystick and rudder operation.

Ensure the painter (rope for securing the bow to the pontoon) has no stopper knot.

Check the draining bungs (two) are inserted and tight in both transom and at right/rear of cockpit.

The dinghy is now ready to launch and have the rudder and keel fitted and locked in place.



## De-rigging (Access 303)

As with the rigging, the de-rigging is carried out in two stages. The first stage occurs on the water at the pontoons.

### SAILS

Furl the jib using the furling cord.

Furl the mainsail using the furling cord.

Take up the slack in the mainsheet and outhaul.

**NOTE:** These Actions above can be performed either from within the dinghy or from the pontoon.

### KEEL

Remove rudder blade.

Hoist and secure the keel.

The dinghy can now be retrieved from the water

**UNDER NO CIRCUMSTANCES, ARE VOLUNTEERS TO BE IN A DINGHY THAT HAS KEEL RAISED.**

Once retrieved from the water the dinghy and trolley are to be washed down with fresh water either at pontoon or near the boatshed.

Unclip the jib tensioning shock cord and remove the furling cord from jib furling drum.

Remove all masts and store in the tube racks in their respective tube.

Place the boom along with the dinghy's rudder into the dinghy.

### **Installing and removing keels. (Access 303)**

1. Keels are to be installed at the pontoon using any of the winches.
2. The keels are lifted by attaching the winch hanger to the loops on the keel handle. Remove the keel pin.
3. The keel can then be lowered gently into the slot.
4. Once the keel is fully down the hanger can be removed and the keel locked in position using the long keel pin provided or by fastening the hold-down strap.
5. Nobody is to board the dinghy until the keel is fully down.
6. To remove the keel, withdraw the keel pin or unfasten the hold-down strap.. Attach the loops to the crane hook. Lift the keel using the crane until the last pin hole in the keel can be seen. Insert the keel pin and lower the keel until the pin is resting on the keel box. Remove the crane hooks from the wire loops.

**ONCE WINCHING STARTS NOBODY IS TO BE IN THE DINGHY.**

### **Installing and removing rudders.(Access 303)**

1. Rudders are installed at the pontoon either from the pontoon or from within the dinghy if the keel has been installed.
2. If the installation is from the pontoon then it is easier if the stern is pulled in against the pontoon.
3. The rudder is installed with the thicker edge facing the bow.
4. A shock cord is provided at the top of the rudder to secure it in position. Pull the shock cord rearward to jam the rudder in its box.
5. To remove the rudder, release the rudder shock cord and remove it from the rudder box. This can be done either from the pontoon or from within the dinghy if the keel is still in position.
6. Once removed the rudder should be placed in the dinghy.

### **Positioning of boat at pontoon for loading/unloading clients**

1. With a dinghy, the boat is positioned into the wind and its gunwale against the pontoon to minimise the chance of the Client's hands or feet being caught between the boat and the pontoon. The bow line is set so that the boat is approx. parallel to the pontoon. The gunwale is pulled under the pontoon by hauling in the aft mooring line at 45 degrees. A gentle pull of the mast towards the pontoon will achieve the desired result.
2. Once the boat is in position then the self- transferring client is to sit on the pontoon adjacent to the boat. The legs are then swung into the boat and finally the body eased into the seat.
3. It is not necessary to set the gunwale under the pontoon if a sling is being used. However, there is a need to position boat so that the client is lowered directly into the seat without having to push them backward or forward while they are in the air.

Unloading clients from dinghies is basically the reverse of the above.

## **Furling and unfurling sails**

1. The furling cord for the jib is the bottom cord. The pulley and tensioning shock cord for the jib attaches to the port side deadeye under the seat. Consequently for the main it is the top cord and starboard deadeye which is a permanent connection.
2. All sails are furled by pulling on the port side furling cords. Do not push from the other side as this can lead to the cord falling out of the groove in the furling drum in the case of the main or slipping in the groove in the case of the jib. The shock cord under the seat ensures that tension is always kept on the return side of the cord. Pushing on that side removes the tension and can cause the aforementioned problems.
3. If there is resistance when you are trying to furl the sails then the most common reasons are:
  4. Furling cord is not in furling drum groove.
  5. The pulley block used in the tensioning system under the seat has inverted. This should have been checked at the rigging stage.
  6. In the case of the mainsail, tension in the mainsheet and outhaul can be the cause. Check that there is plenty of slack. Manually moving the plastic ring attached to the clew towards the front of the boat also significantly reduces the load.
  7. The furling cords are cleated.
8. Unfurling the sails is done by pulling on the starboard side (of boom) furling cord. Again, it is important not to push on the return side of the cord. The sail should then be tensioned to the desired shape by adjustment of the outhaul. When the desired shape is achieved secure the outhaul in the cleat provided on the side of the boom. When tensioning the outhaul pull it towards the mast, to avoid pulling the boom off the mast.
9. When only partially unfurling the sail(s), secure the furling cord(s) in the cleats provided on the port side of the keel housing. This is to ensure that they don't unfurl further, while sailing, due to wind pressure.

## Towing

1. The towing line provided has spliced loops, one fitted around the mast Base as it enters through deck, and the other looped through the bow ring and is fastened to the painter (Towing line).
2. The dinghy sails should be furled and the tow commenced.
3. For a shorter tow the dinghy can be secured close alongside and steer the dinghy away from the rescue boat.
4. For a longer or faster tow the dinghy sails should be furled and the dinghy towed off the stern of the safety boat using the towing line provided.
5. Two dinghies can be towed one on either side of the rescue boat or from astern.
6. If the dinghy is aground the rudder should be raised before attempting the tow.

## Man Overboard (MOB)

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### **DO NOT PANIC**

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The first action after the call of "Man Overboard" is to **KEEP THE MOB IN SIGHT.**

If possible, skipper to steer immediately to a heave to position on the **LEEWARD** side of the **MOB**. (If you go to windward the boat could get blown on top of him pushing him under)

Skipper will get the attention of Sailability Base and the support boat by calling on **VHF 72** and remaining in the heave to position with sails shaking and **if possible** waving at the support boat crew.

The support boat will notify **Sailability Base** of the situation and come to assist.

**If possible** the skipper of the MOB dinghy will take hold of the MOB and **attach the end of**

**the main sheet to his life jacket and secure it to the boat. NOW HE CANNOT DROWN.**

The support boat will then take charge. **If possible** the MOB will be guided towards the front of the support boat where the MOB can, aided or unaided, be slid on board the safety boat. If this is not possible the MOB will be secured to the support boat and slowly returned to the base.

Do everything to help keep the ex MOB as warm and as dry as possible. (Shock could be a factor here). **Prevention is much better than the cure but MOB can happen at any time so always be prepared...**

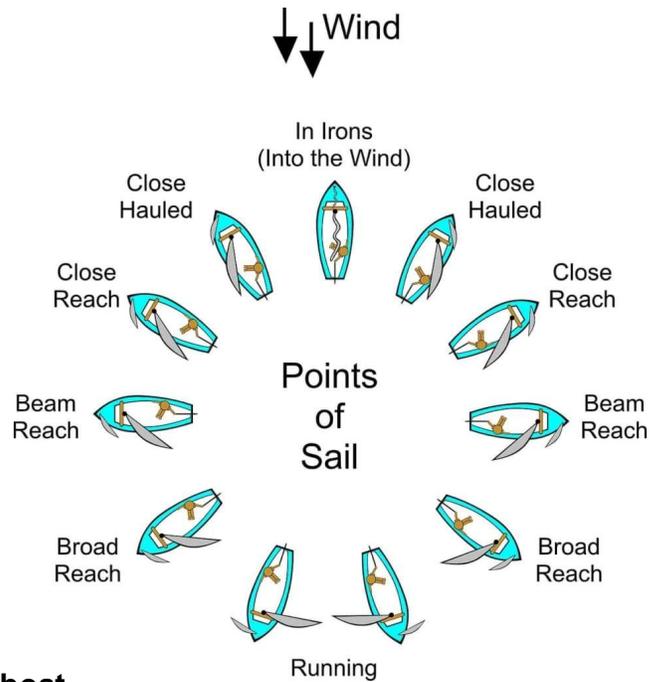
One of the most serious situations you can encounter while out sailing, one which requires immediate and efficient action by all concerned and one which requires great care to ensure that one accident does not become two or more.



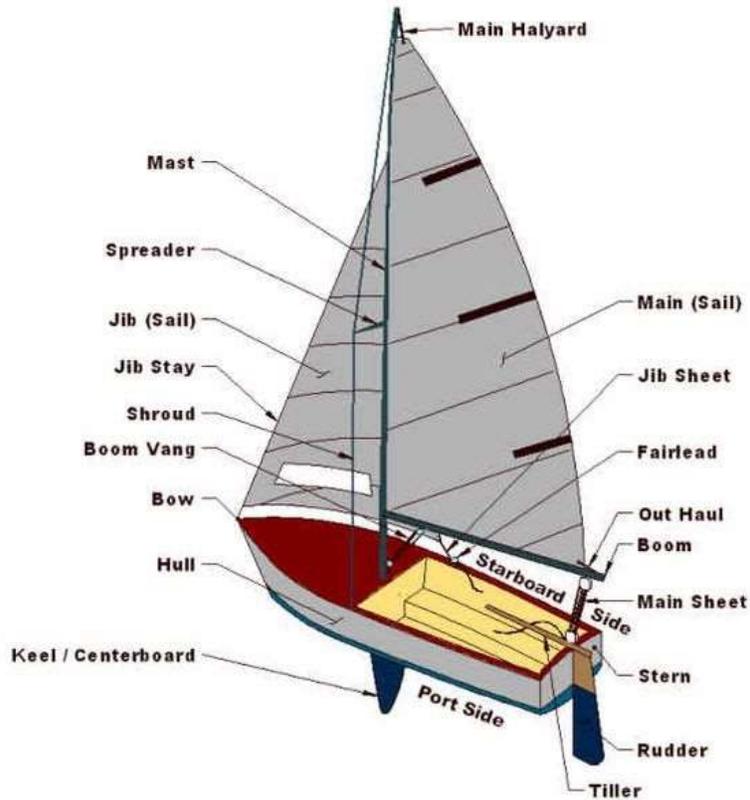
***VOLUNTEER HANDBOOK***

**APPENDIX**

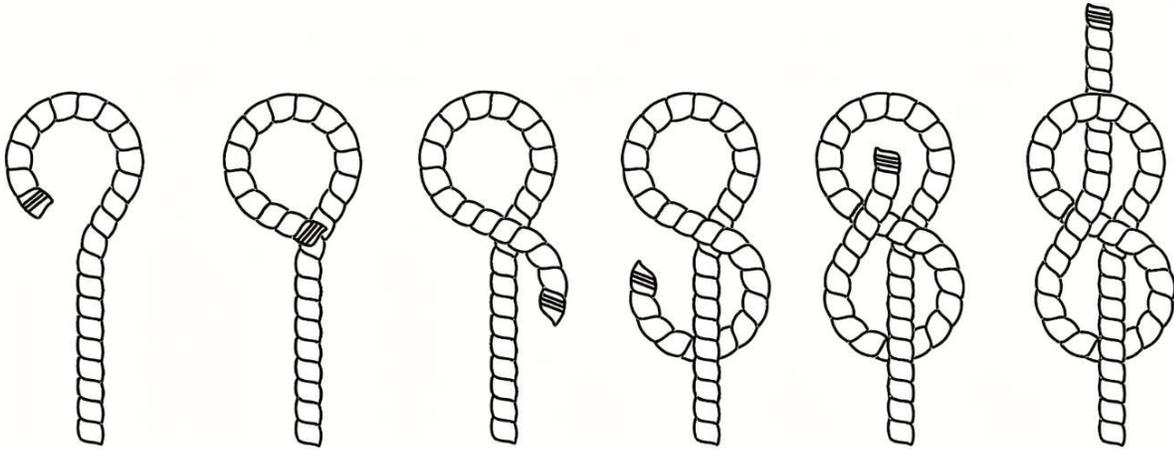
## The 10 points of sail



## Parts of a sailing boat



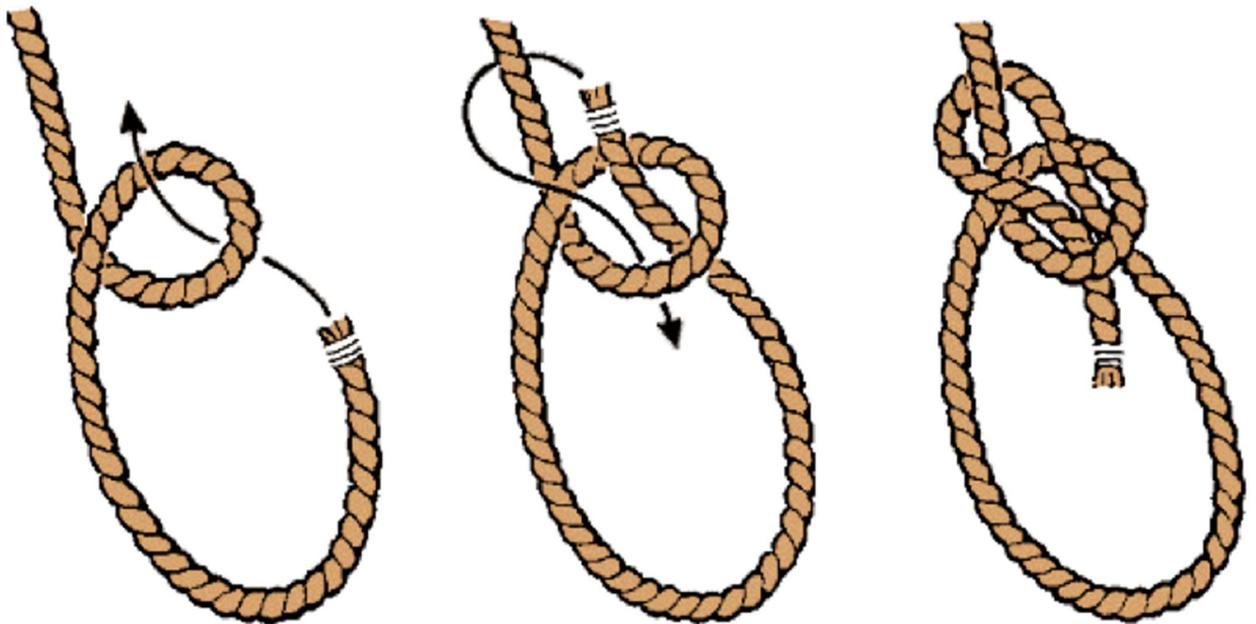
## Figure of 8 knots



## Bowline

*The bowline has been called the king of knots. It will never slip or jam if properly made and, thus, is excellent for tying around a person in a rescue. Begin by forming an overhand loop in the standing part. Then take the free end up through the eye, around the standing part and back from where it came.*

*Use this to refasten the painter to the tow rope*



## Notes