

NEW FOREST & DISTRICT SAILABILITY (NFDS) - VOLUNTEER INDUCTION AND INITIAL TRAINING

GUIDANCE FOR THOSE INTRODUCING AND INDUCTING NEW VOLUNTEERS

Starting the introduction

New volunteers arriving at NFDS should make themselves known to reception. If you are the first person to speak to them, ask them to go to reception or take them there.

The new volunteer should be introduced to the OOD, a committee member present, or someone with equivalent experience and knowledge of NFDS to start the introduction to NFDS. A potential volunteer may wish to see whether volunteering at NFDS suits them before deciding to join, that is fine but the Minimum introductory requirements below must still be covered first. If they wish to join immediately, or when they are ready to do so, the process and requirements are set out in the Volunteer Log Book, which all volunteers will be given.

Explain that the main areas for volunteering are reception, boat rigging and launching, pontoon, skipper, safety boat driver, equipment & maintenance, and administration & management. The induction and initial training requirements vary depending on how a volunteer wishes to help. Generally no prior experience or qualification is necessary.

The Minimum introductory requirements are set out on page 3 of the Volunteer log book and reproduced below. These points need to be covered but this should be done in an informal way (for example standing on the terrace and then strolling down to the pontoon (having put on a buoyancy aid)) to answer some of the most obvious questions, including what goes on and where, who's expected to do what and what happens if something goes wrong. The following paragraphs summarise briefly the points that should be covered under each of the headings.

Minimum introductory requirements (Please tick when you've received the information.)

- ÿ Introduction to Officer Of the Day (OOD)
- ÿ Mission of NFDS
- ÿ Working with the disabled
 - Chain of command: OOD, Pontoon Co-ordinator, Reception, Safety boat, skippers
 - Boats, launching and rigging
 - Sailors: registration at reception, boat & skipper needs, half hour slots
- ÿ Walk around the site: pontoons, ramps, clubhouse, accessible toilets, phone etc
- ÿ Days, times and rota system
- ÿ Spinnaker Club and membership
- ÿ Key safety points
- ÿ Buddy system and introduction to buddy

Introduction to OOD:

The OOD is in charge for the day and all new volunteers should be introduced as a courtesy to the new volunteer and the OOD, and for the OOD to know that a new volunteer is present and to be satisfied that the induction and initial training has been completed, a buddy allocated and that the volunteer is competent and happy to start. The OOD may well perform some or all of the induction and organise a buddy.

Mission of NFDS:

The relief of disabled persons through the provision of recreational sailing.

Working with the disabled:

We call our disabled customers "sailors". On joining a volunteer must become familiar with our guidance on moving and handling people, child and vulnerable adult protection and a Disclosure and Barring Service (DBS) check (previously CRB) will be required.

Chain of command:

Structure of responsibilities: reception, pontoon, communication, skippers, safety boat, OOD plus Reception and Volunteer Co-ordinators, and Management Committee.

Boats, launching and rigging

Boats: rigged and launched first thing and generally put away at the end of the day. Our fleet: Hansa 303s, one servo, 2.3s, 2.4mRs, privately owned Hansa Libertys.

Sailors

Registration at reception, boat and skipper needs, allocation of a slot, down to pontoon, approximately half hour sessions, one per day.

Days, times and rota system

Two main, full sailing days, Tuesdays and Fridays, and Race Coaching on Thursday afternoons.

Rota slots are Tuesdays and Fridays: 9am – 1.30pm and 12.30pm – 4.30pm and Thursdays: 12pm – 4.30pm.

There is no minimum commitment of time expected of volunteers, although in practical terms it should be a whole morning or afternoon rota slot. Many volunteers agree to come every week for a particular rota slot or indeed all day but there are others who are unable to commit so regularly and come when they are available. We have a minimum number of volunteer (about 24) needed to operate a sailing day and accordingly it is important that volunteers attend for their rota slots or let the Volunteer Co-ordinator know in advance that they cannot come. The volunteer Co-ordinator maintains the rotas and monitors availability in order to find additional volunteers if any rota slot will be short.

Spinnaker Club and membership:

The clubhouse and lake are operated by Spinnaker Club and NFDS volunteers and sailors become associate members. It is very important to respect this relationship, including understanding that we share the facilities with other Spinnaker Club members.

Key safety points:

Buoyancy aids must be worn at all times on jetties, pontoons and in boats by volunteers, carers and sailors. Ambulant sailors must always be accompanied on the pontoon by either their own carer or an NFDS volunteer.

Electric wheelchairs are to be moved only by their owner or his/her personal carer.

Do not fit a sling without training.

Do not operate a hoist without training.

Do not sail a boat as helm until signed off to do so by the Bo'sun, Sailing Captain, Chairman or equivalent.

The initial sign off will be to sail without a sailor. Sign off as a skipper to take sailors out is an additional stage. The servo 303 and 2.4mRs require specific additional sign off.

Buddy system and introduction to buddy:

For at least their first day, all new volunteers should be allocated a buddy. The principle of the buddy system is that the new volunteer works alongside the buddy, or may just shadow them. The buddy will be a volunteer experienced in the role that the new volunteer is initially wishing to undertake. The buddy will talk through and explain everything that they are doing, what, why and how, and allow the new volunteer to do as much as possible depending on willingness, apparent ability but always being conscious of safety.