Sailability Shorncliffe
Queensland Australia

Sailing Day Roles

Purpose

This document provides an overview of the Sailability Shorncliffe roles and responsibilities undertaken on sailing day events, including current incumbents.

This document should be read in conjunction with Sailability Shorncliffe policies and procedures. Refer website – http://www.sailabilityshorncliffe.org.au/information/risk-management/

Document Information

Version	Date	Person/s	Comments
1	27 Aug 24	Owner: Peter Tyrrell, President Writer: Donna Wenham Approval: Peter Kearney, Vice President	
2	13 Nov 24		Update BBQ Assistant
3	Aug 26	Owner: Peter Kearney, President	Reviewed and updated
4	Sep 26		AGM changes – OOD

LISTING OF ROLES

- Officer of the Day (OOD)
- Registrar
- Base Coordinator (‘Base’)
- Pontoon Coordinator (‘Pontoon’)
- Safety Boat Skipper and Support Crew
- Pontoon Boat Skipper and Support Crew
- Sailboat Skippers
- BBQ Cook and Assistant
- Weather and Water Forecaster

Officer of the Day (OOD)

Lead: Rick Cutler
Backup: Peter Tyrell
Responsible for the coordination of the day’s operations in a safe, efficient and compliant manner. Tasks may be delegated to representatives as appropriate. The role starts with opening the premises and ends with securing everything for the day. Importantly, the OD takes charge in the event of a serious incident or whether sailing continues if weather conditions deteriorate.

Registrar

Team Leader: Susan Wimsett
Backup: Janet Kirkwood
Responsible for greeting and providing information to clients and carers. Facilitate registration sign in, receive monies and issue a receipt. At the end of the day the Registration desk balances money taken and passes it to the Treasurer for banking. Supported by Administrators.

Base Coordinator (‘Base’)

Team Leader: Robyn Gale
Backup: Susan Hammill
Responsible for allocating clients and carers to sailboats and the pontoon boat within the available time slots. Engage with clients and carers to identify any special requirements to ensure they have a more pleasant on-water experience and advise as appropriate. Coordinate preparation activities to assist adherence to schedule and ensure appropriate safety devices, such as life jackets and slings, are in place to sail and then returned after sailing. Advise the Pontoon Coordinator of client and carer names for sailing. Ensures life jackets on clients and carers are fitted correctly and then assists their movement to the dock. Supported by Runners.

Pontoon Coordinator (‘Pontoon’)

Team Leader: June Debono
Backup: Lyn Bow
Receives the names of sailboat clients from the Sailing Coordinator and then communicates with the Sailing Coordinator to have the client sailors sent down to the dock and also carers to pick up clients who have completed their sail. Allocates a sailboat to each sailor and records the details on the sailing sheet. Coordinates with skippers time of return to the pontoon. Ensure clients and carers are transferred to and from sailboats and pontoon boat in a safe and efficient manner. Assist sail boats and pontoon boats to dock and cast off. Supported by Pontoon Workers.

Safety Boat Skipper and Support Crew

Team Leader: Peter Mulcahy
Backup: Paul Harris
The safety boat is manned by at least one skipper and one support crew member, who both have appropriate marine licences. The skipper ensures the boat is prepared at the beginning of the day and secured at the end of the day, with all appropriate checks and maintenance undertaken. The safety boat remains on-water if sailboats and the pontoon boat are in use. The safety boat ensures the safety of all on the water and provides supports in such cases where a tow or recovery is required, provides updates on prevailing weather and water conditions and can assist coordination of traffic on the water. In the event of an incident, the safety boat may take the lead in any response and will maintain contact with the OD. The safety boat lead overseas safety boat Sail Safe competency accreditation for safety boat crew members.

Pontoon Boat Skipper and Support Crew

Team Leader: Jonathan Routhan
Backup: Bill Devlin
Have responsibility for their crew members. The skipper and support crew member are required to follow OD and safety boat skipper directions. The pontoon boat lead overseas pontoon boat Sail Safe competency accreditation for pontoon boat crew members.

Sailboat Skippers

Team Leader: Andrew Milne
Backup: Ron Altmann
Have responsibility for their sailing crew member during the sail, ensuring they remain safe and within the deemed sailing area. Skippers are required to follow OD and safety boat skipper directions. The sailboat lead overseas sailboat Sail Safe competency accreditation for sailboat skippers.

BBQ Cook and Assistant

Cook: Graeme ‘Doc’ Hall
Assistant: Don Kirkwood
Responsible for making and serving yummy treats to clients, carers and volunteers. Includes sourcing ingredients, set up and close down, and of course insuring the maintenance of food hygiene standards.

Weather and Water Forecaster

Lead / Weatherman: Terry Burn
Backup: Peter Kearney
Responsible for reviewing weather and water forecast conditions and quality reports to determine, and then communicate, if sailing day events can operate or are cancelled.

ALL VOLUNTEERS

Start of Day:

- Boats and trailer from shed with use of tractor.
- Sailboat rigging and launch.
- Base, registration and pontoon equipment in place and set up.
- Attend start of day briefing by Officer of the Day / President.

During Day:

- Greet and engage with all as the opportunity arises.
- Undertake allocated roles as nominated by Officer of the Day and delegate as required.
- Assist other volunteers, carers and clients as able and required.

End of Day:

- Remove and pack up base, registration and pontoon equipment.
- Retrieval and wash down of boats, including sailboat derigging.
- Boats and trailer to shed with use of tractor.

Sailability Shorncliffe volunteers are encouraged to acquire experience in various roles to enable a multi-disciplined operation to support sustainability and also to provide variety and enjoyment to the volunteers.