



Organisation Policy

Purpose

This document describes how Sailability Shorncliffe meets its objectives as described in the Associations Incorporation Rules:

- (1) To provide people with disability the opportunity to participate in the sport of sailing and other on-water activities in a safe and supportive environment.
- (2) To liaise with Sailability Queensland Inc., service clubs, charitable institutions, government agencies and other sporting bodies to further the aims of the organisation.
- (3) To implement fundraising and/or sponsorship activities to maintain the viability of the organisation.

This document should be read in conjunction with Sailability Shorncliffe policies and procedures.

Refer website – www.sailabilityshorncliffe.org.au/information/risk-management/

Document Information

Version	Date	Person/s	Comments
1 DRAFT	Nov 24	Writer: Donna Wenham	For review
1	25 Feb 25	Owner: Peter Tyrrell, President Writer: Donna Wenham Approval: Peter Tyrrell, President	Endorsed and approved at Management Meeting
2	Aug 26	Owner: Peter Kearney, President	Reviewed and updated

Table of Contents

Compliance	Pg.3
Context	Pg.3
Organisational Management	Pg.4
Financial Management	Pg.5
Risk Management	Pg.5
Incident Management	Pg.5
Operational Management	Pg.6
Volunteer Management	Pg.7
Client Management	Pg.8
Community Management	Pg.8
Fundraising Management	Pg.8

Compliance

Sailability Shorncliffe is incorporated as an association in Queensland, complying with the requirements of the *Associations Incorporation Act and Regulation*.

Incorporation #	IA35409
ABN	91 556 187 808
Address	c/- Queensland Cruising Yacht Club PO Box 399, Sandgate Qld 4017
Email	sailabilityshorncliffe.org.au@gmail.com

Sailability Shorncliffe is also registered for GST and as a not-for-profit charity with the *Australian Charities and Not-for-profits Commission (ACNC)*.

Context

Sailability Shorncliffe is a not-for-profit organisation run entirely by volunteers who are dedicated to providing sailing and cruising experiences for people with disabilities.

Sailability Shorncliffe operates from the Queensland Cruising Yacht Club (QCYC) at Cabbage Tree Creek, Shorncliffe.

Our sailing course takes in the lower reaches of Cabbage Tree Creek system and the basin of Bramble Bay, not far from the famous Shorncliffe Pier.

Special equipment and boats provide the opportunity for all people regardless of age, gender, ability or their level of disability to enjoy the water.

The fleet consists of nine (9) specially designed sail boats, a pontoon boat and a safety support boat.

Sailability Shorncliffe operates on Mondays from 9am to approximately noon during the school term, excluding public holidays.

Additional training, maintenance and social event days are held throughout the year, as well as administrative support meetings.

Sailability Shorncliffe is affiliated with and supported by the state branch of Sailability Queensland and works closely with other Sailability clubs across the state.

Organisational Management

The Sailability Shorncliffe Management Committee undertakes general control and management of the administration of the affairs, property and funds.

Management membership will be President, Vice President, Secretary, Treasurer and elected committee members. Minimum of seven (7) members on committee.

Role	Responsibilities
President	• Overall management and operation of the association • Confirm sufficient members are available to carry out duties • Confirm volunteers are aware of their duties and responsibilities • Appoint and rotate appropriate roles/tasks for sailing days
Vice President	• Deputise for the President as required • Lead the recruitment and introduction of new volunteers • Lead sponsorship and fundraising efforts • Coordinate sailing day communications • Assist in any other areas to improve running of operations
Secretary	• Deals with all correspondence, distribution of information and newsletters etc. to volunteers, clients and carers • Taking, storing and distributing club meeting minutes • Maintaining the club membership database, completed Volunteer Registration Forms and Blue Card accreditations • Maintain regular contact with the State Secretary, ensuring all administration procedures are noted and instigated
Treasurer	• Confirm that all money due is collected and received and that all payments authorised by the committee are paid • Keep correct books and accounts showing financial affairs connected with club activities • Ensure boats and equipment are fully insured • Assist in the acquittal of grants, with respect to the financials, and reconciliation of donations by supporters • Lodge a BAS annually and provide a financial report monthly

The committee meets at least every 4 months or when an issue requires a meeting, with the President as chairs with minutes recorded.

Business to be raised at the meeting must be sent to members before the meeting so the feelings of other volunteers, carers and clients can be sought.

If an issue cannot be resolved with a majority vote, then a special general meeting of all Sailability Shorncliffe members will be called to address the issue.

The Management Committee are supported by a number of dedicated, experienced and suitably qualified volunteer members that undertake leadership support roles.

Financial Management

Sailability Shorncliffe seeks to secure and manage funds to ensure sustainability of safe operations.

The Management Committee exercises the powers of the organisation as per incorporation to manage the financial affairs of Sailability Shorncliffe.

On behalf of the Management Committee, the Treasurer prepares and submits required financial statements and lodgements.

Risk Management

Sailability Shorncliffe is committed to eliminating or minimising risk, so far as is reasonably practicable, for our clients, volunteers and visitors.

Our risk management framework revolves around developing, implementing, managing and reviewing the risk register, policies, procedures and practices.

The **Risk Policy** document and **Risk Register** supports the common law obligations to identify risks and develop process to manage them as part of their general duty of care.

Incident Management

Any volunteer who becomes aware of an incident is obliged to notify the Officer of the Day (OOD) either directly or using the two-way radio network.

The OOD is responsible for coordinating the appropriate response to an incident, depending on event location. Refer to **Operations procedures** for detail on individual incident responses.

All incidents must have an Incident Report completed and submitted to the OOD, as soon as possible, including any applicable photos or statements.

The incident is to then be recorded in the Incident Register and an Incident Review conducted.

Other authorities may be required to be notified of the incident such as QCYC, Sailability Queensland and Maritime Safety Qld (Marine Incident Report Form 3071).

The incident is to be tabled at the next committee meeting for discussion, with the Risk Register reviewed and updated if required from the outcome.

Following any major incident, it is essential to debrief on the situation as a group to check everyone involved is okay, both physically and mentally, and identify any lessons learnt.

The CEO of Australian Sailing, or their delegate is the only person authorised to interact with the media. If approached by media or similar third-party source during or following an incident, volunteers are advised to be polite but not to disclose any details. Refer such person/s to Sailability Shorncliffe President or Vice President.

Operational Management

To support this policy, the following procedures have been documented to describe how Sailability Shorncliffe manages key areas of its operation:

- Land Based Operations
- Sailboat Operations
- Pontoon Boat Operations
- Safety Boat Operations

For each key area leads have been identified who coordinate and oversee the operations within that area, including but not limited to –

- developing, implementing and ensuring adherence to procedures,
- leading accreditation program,
- nominating volunteers to roles on the day of operations,
- ensuring equipment is maintained in good order and available for use, and
- escalation of issues, concerns or opportunities to the committee.

Refer ***Sailing Day Roles*** document for listing of operational roles, responsibilities and incumbents.

Volunteer Management

Recruitment of volunteers is undertaken by advertising via social media platforms and local publications, but also by word of mouth and our general presence in the community.

Potential volunteers are greeted and introduced to the activities by Management Committee members or their delegates and provided with or directed to required registration forms and encouraged to review Sailability Shorncliffe website for policy, procedures and learning. An induction program has been developed and is to be provided to all new volunteers to work through in order to gain exposure and familiarity with all functions.

To comply with the *Working with Children (Risk Management and Screening) Act*, all volunteer members are assessed as being suitable through the acquisition of a Queensland Government issued 'Blue Card', linked to Sailability Shorncliffe. (Refer *Blue Card Process document*)

Volunteers are then introduced into the activities they are interested in and suitable for by more experienced volunteers, including review of all relevant safety and operational procedures.

Sailing and motorboat skippers require accreditation through our Sail Safe program. (Refer *Sail Safe program documents*)

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.

Regular maintenance and training days also provide opportunities to review and practice procedures.

As required and/or available to the organisation nominated volunteers are offered the opportunity to undertake further external training, such as First Aid / Radio.

Registers of volunteer qualifications and competencies are to be held and regularly maintained.

Volunteers are greatly valued, and their contributions very much appreciated. Besides from receiving thanks from Management Committee members, clients, carers and other volunteers on a regular basis, social events and other forms of acknowledgement are organised as often as possible.

Client Management

Clients and their carers are required to complete a Client Registration form providing all required details before participating in their first event day with Sailability Shorncliffe.

If any details for the client or carer change, they must advise the administration desk before they participate in any further events.

Sailability Shorncliffe Management Committee check the client registration details of all current clients are reviewed on an annual basis.

Clients not participating for more than 3 months are deemed as non-current and required to complete a new registration form if wishing to sail in the future.

Sailability Shorncliffe identifies all children attending our events have a right to be safe and protected from harm and have developed and implemented a ***Child and Youth Risk Management Strategy***.

Clients must always be kept under supervision when at the event day, particularly when they are in potentially hazardous locations such as the pontoon.

Community Management

Sailability Shorncliffe is fortunate to operate from the Queensland Cruising Yacht Club (QCYC) at Cabbage Tree Creek, Shorncliffe where we enjoy a superb outlook and excellent grounds and facilities enabling us to cater for all needs.

The Management Committee works closely with QCYC with the sharing of resources.

Additional community engagement activities are coordinated by the management committee.

Fundraising Management

Sponsor and grant acquisition activities are coordinated by the management committee.