

# DARWIN SAILING CLUB VOLUNTEER POLICY

**April 2023**

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# 1 INTRODUCTION

Darwin Sailing Club is committed to the health, safety, and general well-being of all the participants involved with the club. Volunteers are very important to us, and we want to support you. This guide has been prepared to assist in your introduction and continued involvement as a Volunteer at the Darwin Sailing Club. It will serve as a handy reference during your time as a Volunteer. This information pertains to those volunteers specifically rostered for sailing/racing related events and should help you to get started but if you have questions at any time or if you would like to receive information in a different way, please reach out to our Sailing Co-Ordinator at [sailing@dwnsail.com.au](mailto:sailing@dwnsail.com.au).

## 2 ABOUT US

### 2.1 WHAT WE DO

Located in Darwin's bayside suburb of Fannie Bay, the Darwin Sailing Club is the Northern Territory's leading recreational sailing club. Formed in 1963, the Club has a long history of supporting and encouraging sailing as a sport that continues today.

### 2.2 WHEN WE OPERATE

The Clubhouse Reception is open weekdays from 9am-5pm. The Sailing Tower will be opened for each sailing/racing event and will be used as a Volunteer Hub.

## 3 VOLUNTEER AIMS

The Club's aims for its team of volunteers are to:

- Have fun
- Provide superior race management for our competitors
- Maintain and enhance the Club's reputation for race management
- Utilize your skills and develop your abilities
- Achieve your personal goals and ambitions
- Attain qualifications relevant to your roles
- Ensure you have fun in the process.

## 4 VOLUNTEERING PHILOSOPHY

Volunteers are exactly what the word implies, VOLUNTEERS. At DSC there is no expectation that volunteers are required to always say 'yes' when asked to help with a particular regatta. Our volunteers range from a dedicated few who volunteer on a regular basis, to those who only volunteer once or twice a year, usually over the busy regatta period. There is no requirement to volunteer a minimum number of times per annum or any other specific requirement. Volunteers are encouraged to say 'no' when in doubt as we often have another volunteer willing to act.

Once a volunteer accepts a position for a regatta, we do ask that if circumstances change and the volunteer finds themselves unable to attend, that they, wherever possible, advise the Sailing Co-Ordinator or DSC Reception as soon as possible.

## 5 MEMBERSHIP

It is a requirement that a Volunteer is, at minimum, a social member of the Club, for the purpose of insurance and ease of communication. A social membership can be applied for at reception or via our website

<https://www.darwinsailingclub.com.au/become-a-member>. This membership also provides for other great benefits, including:

- 15% discount at the bar
- 10% discount at the Waterfront Bistro
- Ability to make table bookings under 6 pax
- Priority booking for waterfront locations
- Weekly badge draws (Thursday & Friday)
- Members only service area
- Discounted function hire rates
- Receive e-newsletter the Cyber Spinnaker
- A full annual calendar of DSC events

## 6 POSITION DESCRIPTIONS

Volunteers assist the Sailing Office in conducting the Sailing Program of the Club in many ways. The list below will provide some insight into the many and varied roles:

- Race Officer
- Radio Operator
- Tractor Driver
- Timekeeper
- Flags
- Scribe (manual & SailSys)
- Floater
- Shore Support
- Mark Boat Skipper & Crew
- Rescue Boat Skipper & Crew

## 7 VOLUNTEER TRAINING

Volunteer training will be held prior to commencement of the season. The Club, in conjunction with Australian Sailing has a competency-based training program for its volunteers which will lead to accreditation and certification.

## 8 MENTORING

In addition to the structured courses and training referred to above, DSC will mentor all new Volunteers. This is achieved by having new Volunteers work with some of our long-term, experienced Volunteers. In addition to the above there will be briefings before each day's racing and a debrief at an informal gathering following each day's racing. There are also more formal meetings of Race Officers, or race Officers and Course Layers to discuss matters of mutual interest.

There are also structured meetings of Volunteers at approximately six-monthly intervals.

## 9 VOLUNTEER INDUCTION

You may already be familiar with the Club and its surroundings, but if not, the Sailing Co-Ordinator will show you around. The Induction checklist ensures that you are familiar with all the facilities and location of necessary safety equipment. You will be required to attend an induction session prior to commencement of your first volunteering shift.

## 10 MANDATORY QUALIFICATIONS

### 10.1 OCHRE CARD

All Volunteers are required to have an Ochre Card issued by the NT Government. The application form is available on the [SAFE NT website](#).

We have a form that will reduce the fee for this card for all volunteers. Please ask the Sailing Co-Ordinator for this form to submit with your application.

DSC is legally obliged to warn you that it is an offence for a disqualified person to sign an Ochre Card application form.

### 10.2 POWERBOAT HANDLING CERTIFICATE

Australian Sailing Powerboat Handling Certificate is required for anyone who skippers a club powerboat.

### 10.3 FIRST AID AND CPR

Although a First Aid Certificate is not mandatory, it is highly regarded, a few roles may require this qualification. Darwin Sailing Club host regular First Aid courses. Please contact the Sailing Co-Ordinator to express your interest in the next course.

### 10.4 OTHER QUALIFICATIONS

Depending on the role, certain other qualifications are necessary. Some of these can be accessed via the Australian Sailing online learning portal whilst face to face courses will be offered, throughout the year.

## 11 VOLUNTEER REGISTRATION

- Register in the DSC Volunteer Portal
- Email copies of relevant qualifications to [sailing@dwnsail.com.au](mailto:sailing@dwnsail.com.au)

## 12 VOLUNTEER ROSTERING

This is done via the DSC Volunteer Portal: <https://darwinsailingclubvolunteers.com.au/#/login>

Volunteers must be registered in the DSC Volunteer Portal to be allocated shifts. You will receive an email confirming your appointment. Volunteers can select availability and preferred roles for race days.

The Sailing Co-Ordinator will approve shifts prior to each event. The friendly team are here to help with any technical concerns you may have around the use of the portal. Please reach out if you require a demonstration!

## 13 EXPECTATIONS

### 13.1 WHAT YOU CAN EXPECT FROM DARWIN SAILING CLUB

While at the DSC you can expect to:

- Be treated with respect and equal to others
- Receive assistance and/or training for you to learn and to develop skills
- Be given tasks that match your interests, competencies, and skills
- Be provided with safe working conditions
- Be protected by insurance
- Be thanked and recognised for volunteering.

### 13.2 WHAT DARWIN SAILING CLUB EXPECTS FROM YOU

- Treat everyone with respect, courtesy and without harassment
- Behave with honesty and integrity and in a way that upholds the values, integrity, and reputation of the Club
- Comply with all applicable Australian laws
- Follow the rules and procedures set out in this policy and on the DSC website
- Act with due care and diligence
- Comply with any lawful or reasonable direction given by a person with the authority
- Do not provide false or misleading information
- Ask if there is anything you don't understand
- Work together with other volunteers in a respectful manner
- Be reliable, and let relevant people know if you can't come/will be late
- Be free of alcohol or any drugs that may affect your decision-making abilities
- Ask for support when needed and talk about any concerns you may have
- Disclose any medical conditions we should know about
- Notify the Sailing Co-Ordinator of changes to your details.

### 13.3 KEEPING EVERYONE SAFE

If you see something that you think is unsafe, please alert Reception or the Sailing Co-Ordinator, who will report it to the Duty Manager. Volunteers may choose to leave at any time; we ask for as much notice as possible.

The Sailing Committee reserves the right to terminate the services of a volunteer if, for justifiable reasons, the person is considered unsuitable.

## 14 CONCERNS OR COMPLAINTS

From time to time, issues and grievances will occur within the Volunteer team or the wider Club – this is natural, and we would like to try to resolve this as quickly as possible.

If you have a concern or a complaint you can:

- If possible, speak directly to the person that the complaint is directed
- If you are not comfortable with that, speak to the Sailing Co-Ordinator
- If you feel you are not being heard, speak to the Operations or General Manager

It is OK to raise concerns, we want your experience with the DSC to be a happy and rewarding one.

## 15 CONDUCT

Volunteers are expected to follow the [Darwin Sailing Club Code of Ethics and Conduct Policy](#).

Inappropriate behaviour may lead to disciplinary measures from the Sailing Committee.

Examples of inappropriate behaviours are:

- Bad language/abusive behaviour directed at anyone
- Breach of trust
- Neglect of duties and responsibilities
- Failure to attend or lateness without notice

## 16 PROTECTING PEOPLE'S PRIVACY

From time to time you may need to collect contact details or sensitive information from other staff, volunteers, members, or guests. It is important that this information is stored securely and NOT distributed unless consent has been given.

Likewise, your confidential and personal information will be dealt with in accordance with the provisions of the Privacy Act. This information is only to be used for the purpose for which it was collected. For more information, discuss with the Sailing Co-Ordinator.

Please also be mindful that it is your responsibility to ensure photographs are not to be taken or shared without consent.

## 17 SAFETY AND LIABILITY

Volunteers must adhere to the Work Health & Safety (WH&S) Policy and make themselves familiar with the Emergency Procedures, both onshore and on the water. If any volunteer is concerned about a WH&S issue in the workplace, they must raise the matter immediately with the Sailing Co-Ordinator who will report it to the Duty Manager.

## 18 EMERGENCY & INCIDENT REPORTING

Volunteers should familiarize themselves with safety practices and emergency procedures adopted by the Club and are required to complete an [Incident Report Form](#) for any safety related incidents or injuries.

## 19 LOSS OF PERSONAL PROPERTY

You should exercise caution to protect your personal property. Purses, wallets or other valuable items should never be left unattended. If an item is lost or stolen, you should notify Reception, but the Club cannot be held responsible for replacement or associated losses.

## 20 NON-SMOKING ENVIRONMENT

The DSC site is a smoke-free environment, except for within the designated smoking area, which is located between the bar and bistro.

Responsible disposal of cigarette butts is requested as is restraint from smoking in the presence of juniors while in your volunteer role.

## 21 DRESS CODE

Volunteers need to dress appropriately for their duties and for the weather. The Club will provide high-vis vests which all sailing/racing related volunteers are expected to wear when on duty. The vests will be provided by the Race Officials during the pre-race safety briefing and must be returned at conclusion of your volunteer shift.

SunSmart clothing is encouraged.

Within the licenced premises of the Club, the minimum dress required is:

- Shirts or T-shirts or blouse or dress
- Shorts, slacks, or skirts
- Footwear

Persons wearing hats (unless for medical reasons) will not be permitted to remain within the Bar. The wearing of any article of clothing bearing profane, suggestive, or improper words or designs will not be permitted on the Club premises.

## 22 REIMBURSEMENT OF EXPENSES

Each volunteer is responsible for expenses incurred, except where purchases are made on behalf of the Club or the task has an unusual cost level attached. Purchases of this nature must have prior written approval in line with the [Darwin Sailing Club Reimbursement of Expenses Policy](#).

In addition, DSC shows their appreciation to the volunteers by providing each with two bar drink tickets for each day a volunteer is on duty. You can present your tickets at the bar to purchase selected alcoholic and non-alcoholic beverages. These tickets must be redeemed by 31<sup>st</sup> December in the year of the volunteer activity.

The cost of obtaining qualifications and attending courses is borne by the Volunteer or Club as follows:

QUALIFICATION/COURSE	RESPONSIBILITY FOR COSTS
Ochre Card	DSC (\$7)
First Aid and CPR	DSC
Safety Boat Endorsement	DSC
Towing De-Rigging	DSC
Start Powerboating	Volunteer
Australian Sailing Powerboat Handling	Volunteer
Radio Operator's License	Volunteer
Race Officer	FREE
Mark Laying	FREE
Umpire	FREE
Judge	FREE



## 23 VOLUNTEER RECOGNITION PROGRAM

Volunteers are essential to the conduct of all sailing events at DSC. It is vital that a well-trained, competent and reliable cohort of volunteers are available if the Club is to achieve its sailing program.

In recognition of the effort and commitment of our volunteers the Darwin Sailing Club acknowledges volunteers across two levels.

### **TIER 1**

#### **Volunteer Commitment:**

- To register as a volunteer in a timely manner.
- To be reliable confirming availability and if unable to attend when rostered, to provide as much notice as possible.
- To conduct themselves in an appropriate manner, accepting tasks that they are able to fulfill.
- To achieve the necessary accreditations and legislated requirements of the role.

#### **Club Commitment:**

- To provide a safe environment for volunteers
- To provide, in conjunction with Australian Sailing or other providers where appropriate, training for roles that the volunteer is suited to, at no cost to the volunteer.
- To reimburse volunteers for fees to achieve statutory requirements.
- To provide any necessary safety or other equipment.
- To endeavour to provide the volunteer with tasks that they are interested in, where possible.
- To provide two bar drink tickets at the completion of their shift. These tickets to have an expiry of 31<sup>st</sup> December in the year of the volunteer activity.
- To provide a high-vis vest for volunteers to wear whilst on shift

### **TIER 2**

#### **Volunteer Commitment:**

- As for Tier 1 PLUS:  
A minimum of twelve days (shifts) in a season

#### **Club Commitment:**

- As for Tier 1 PLUS:  
Reimbursement of membership fees for the year on achieving the service requirement

NOTE: This policy does not preclude volunteers receiving regatta shirts/clothing for an event.

**Thank you again for joining our team of volunteers!**

**We look forward to working with you!**