



## Sailability Victoria

### Operating Guidelines for Clubs and Sailability programs

This Operational Manual was created in 2015 (updated 2024) with significant contribution from the International Association for Disabled Sailing (IFDS, now Para World Sailing), the US Sailing Adaptive Sailing resource manual, Mornington Yacht Club Sailability Policy & Procedures Manual (Aug 2012), the Sailability Branch Manual (First Edition Jan 2003) and the Operating Standards and Guidelines for Australian Sailing Discover Sailing Centres. This resource primarily aims to assist Sailability Victoria programs with details of operating and administrative support for daily operations of an inclusive sailing program and assist your club in becoming more aware of the needs of those living with a physical or intellectual disability.

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## 1. Introduction

### Who or what is Sailability Victoria?

Our philosophy at Sailability Victoria is that everyone should have access to the sport of sailing. We support the goal of inclusion; to provide opportunities for all people to participate in the most appropriate manner possible. We support the development and promotion of sailing for people regardless of their skill level, physical and/or intellectual abilities. The primary focus of this manual is to assist your club in becoming more aware of the needs of those living with a physical, sensory or intellectual disability.

Please note that whilst the focus is on disability throughout, Sailability Victoria encourages clubs and programs to adopt inclusive sailing programs for all people in your local community.

Sailability Victoria is a registered charity.

### Sailability Victoria Mission Statement

*'Sailability programs shall be available to an increasing number of communities, to introduce people of all ages and abilities to the joys of sailing in an easy to understand, fun and inexpensive way, and within a supportive environment.'*

### Sailability Victoria's Key Objectives

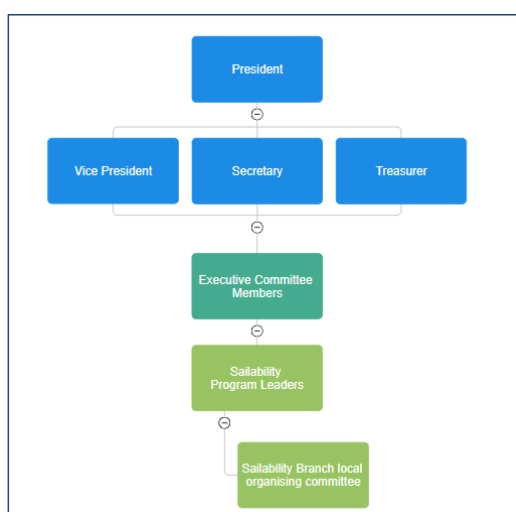
1. As a peak organisation, Sailability Victoria will remain focused on the sustainability of its programs throughout Victoria and continue to provide resources that are useful to clubs and programs.
2. Sources of ongoing funding shall be sought to facilitate a number of key operational and strategic initiatives of Sailability Victoria.
3. Inclusion will remain a key objective, focusing on the integration of people with a disability within the mainstream of sailing – this will include working with Australian Sailing to develop inclusive learn to sail programs and pathways within the sport.
4. Through its programs, Sailability Victoria will grow the participation levels in sailing, ranging from purely recreational sailing, through to all levels of competition.
5. Development Pathway - increase the development opportunities for sailors of all abilities, in both racing skills and coaching.
6. Effective working relationships will be developed and maintained with key organisations and program partners, in particular Australian Sailing, the class associations and interstate Sailability programs.

## Sailability Victoria Executive Committee and Sailability Programs in Victoria:

Sailability Victoria is a volunteer led organisation and many programs are run and supported only through volunteers.

Information about the committee members and individual branches can be found on the Sailability Victoria website - [www.sailabilityvic.org.au](http://www.sailabilityvic.org.au)

### Organisational Structure



For information regarding suggested branch program roles structures, please refer to Appendix A.

### What is inclusion?

The goal of inclusion is to provide opportunities for all individuals to participate in the most appropriate manner possible. Inclusion is ensuring all individuals are equally supported, valued, and respected. This is best achieved by creating an environment in which individuals feel welcomed, safe, respected, valued, and are supported to enable full participation and contribution. Belonging is the outcome of conscious inclusion. It is recognising, respecting and valuing individual differences that intersect and form who they are. For more information on Inclusion, please refer to Appendix B.

## What does affiliation to Sailability Victoria mean?

Sailability Victoria is the umbrella organisation for all affiliated Sailability programs within the State of Victoria. Upon application for affiliation, each program agrees to abide by administration procedures recommended by Sailability Victoria.

Affiliated Sailability Program membership involves the following rights and privileges:

- One vote per branch on the Sailability Victoria Committee via a Program Delegate
- Access to the Sailability Victoria Executive Committee for advice and support
- Sponsorship and grants opportunities (subject to availability)
- Ability to fundraise through Sailability Victoria's DGR (deductable gift recipient) status.
- Ability to use the Sailability Victoria RevSport and Microsoft applications for management of records and communications including dedicated email addresses for each program).

Affiliated Sailability Program membership involves the following responsibilities and obligations:

- Provide documentation regarding any grant money received from Sailability Victoria.
- Accurate record keeping of volunteer and sailor participation.
- Payment of the annual affiliation fee of \$50.00 (2024/25).
- Share knowledge with other Sailability Victoria programs to promote and develop best practice programs.

## 2. Sailability Administrative Guidelines

This information has been adapted from the Operating Standards and Guidelines for Australian Sailing Discover Sailing Centres. The Sailability Victoria Executive Committee highly recommends reading and following the Australian Sailing Discover Sailing Operating Standards and Guidelines for best practice. A copy of the guidelines are available from Australian Sailing [DSC Operating Standards and Guidelines - Australian Sailing - Resources \(sailingresources.org.au\)](https://sailingresources.org.au) We have highlighted some key points, below.

- Booking and/or Enrolment forms should include information about any pre-course requirements and emergency contacts. These records should be kept in accordance with the Privacy and Data Protection Act 2014, please refer to Appendix K. Programs should seek a medical declaration as part of the

Participant Enrolment. If the Club/Program is aware that a client has a medical condition, they should seek further advice from the participant and/or carers and advise Instructors/Volunteers/Members accordingly. This is especially important if someone is attending on their own. In the unlikely event of an emergency, you need to know what information regarding allergies etc are to be passed onto the emergency services. It is helpful, again in the unlikely event, that you are aware of any preexisting injuries or health concerns that need to be considered when pulling someone from the water e.g. someone with reduced sensation in their lower limbs may not feel ropes tied around legs and this may not be visible in murky water.

- Instructor and volunteer credentials should be recorded and kept up to date. Checking qualifications of Instructors is available through the RevSport system. All Instructors/Volunteers/Members should undergo induction training in the running of the Program and should sign that they have read and understood the Operating and Safety Procedures.
- Clubs/Centres working with children and young people under 18 should have a **child protection policy** and procedures in place including a current Working with Children Check for all volunteers. More information regarding child safety is outlined later in this document.
- Details of any incident should be entered on the Incident Form which can be found on the Sailability Victoria website. These will be reviewed by the committee and followed up if required - as well as disseminating any lessons learned. For more information on critical incident reporting, we recommend reviewing the Australian Sailing website information, found at [Risk & Incident Management - Australian Sailing - Resources](#)
- A customer feedback system should be in place. Complaints should be addressed as quickly as possible.

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## Insurance

The Program should make sure it is fully aware of the legal liabilities and responsibilities arising from its Sailability Victoria activities both ashore and afloat. It is the Club's or Program's responsibility to ensure that adequate insurance covering all of its activities are in full force and effect while the Program is recognised by Sailability Victoria. All the Program's activities and boats should be covered, so it is important to disclose all business activities to the insurer.

Sailability Victoria requires that affiliated programs and clubs maintain a minimum standard of insurance cover for

- Public Liability,
- Member and Volunteer Personal Accident
- Marine Equipment.

Stand-alone and club programs are required to insure all boats (including rescue vessels) owned by Sailability Victoria. Whilst equipment owned by a yacht club will generally be covered for sailing and training activities, the policies for any privately owned equipment should be endorsed for use in the conduct of Sailability activities.

### **Public Liability Insurance**

As a minimum, the Centre must hold public liability cover of at least AU \$10 million for its activities both afloat and ashore.

*\*\*Note: Australian Sailing Qualified Instructors, upon completion and payment of their annual registration, will be covered by Australian Sailing's accredited Coaches/Instructors Liability and Professional Risks Insurance Policy, whilst delivering an Australian Sailing Program and Course at a recognised Discover Sailing Centre.*

### **Insurance Assistance**

Australian Sailing's official insurance provider is Network Marine Insurance Brokers who may provide assistance to a Club or Program. Please refer to [Insurance for clubs - Australian Sailing - Resources \(sailingresources.org.au\)](#) for further information.

### **Record Keeping - Volunteers and participants**

An accurate record of volunteers and participants involved in all Sailability activity must be maintained and stored by affiliated programs. Programs should maintain accurate membership records to track participation and membership numbers, enable effective communication about program activities and provide accurate information for insurance purposes. This procedure must be followed to ensure all sailors, volunteers and third parties are protected by the Sailability or Club insurance provisions it's protected by. Record keeping is a requirement of member clubs of Australian Sailing and Sailability Victoria Incorporated programs. All records should be kept secure and confidentially in accordance with the Privacy and Data Protection Act, 2014, Appendix K.

## REVSPORT

Clubs and Centres can benefit from the use of RevSport in the following ways:

- Administration of all customer records.
- Generation of customer attendance lists.
- Emailing or SMS Course Participants at any time such as to send out reminders.
- Use of the Online registration facility to avoid paperwork and data entry, and additionally the payment facility if a club does not have other arrangements.
- Promotion of the course to the public on the Discover Sailing websites.
- The RevSport database is fully privacy compliant, regularly backed up and customer records are not accessible to other Clubs or Centres.
- Clubs and Centres must record every Customer in every Course in RevSport on enrolment and within 48 hours of the course commencement to be covered by Australian Sailing Personal Accident Insurance, if they are not a registered club member.
- To mark the Customer on completion of the course to receive both the registered electronic certificate and for their qualification to be automatically recorded in their mySailor record.

## 3. Risk and Safety Management

Safety is a responsibility that is shared by all involved in any Sailability activity. It is the duty of all staff, instructors, carers and volunteers to be vigilant and aware of all circumstances or actions that may affect the safety of themselves and others, and to notify the Program Leader of any situation as soon as possible.

The following information is a **recommendation**. The information has been adapted from the Operating Standards and Guidelines for Australian Sailing Discover Sailing Centres.

For further information and to access up to date best practice guidelines, Sailability Victoria recommends reviewing the resources available on the Australian Sailing Risk Management page [Risk & Incident Management - Australian Sailing - Resources \(sailingresources.org.au\)](https://www.sailingresources.org.au)

Sailability Victoria has highlighted some key points below.

1. Safety management documents should contain a Risk Assessment and Risk Management Plan specific for the site. It should be available to all volunteers, and they should be trained during their induction. Plans should be reviewed annually.
2. The Safety Procedures should include the steps to be taken in the event of a major incident/serious accident at the program (An Emergency Action Plan and relevant contact details need to be included). This would normally include first aid, calling

emergency services, and recording any relevant information. It will normally be posted in a visible place. More information on Emergency Management Plans can be found in Appendix C.

3. The Club/Centre should be using a system that enables them to monitor the number of users that are on the water at all times.
4. There should be a system to ensure boats and other equipment are maintained in good condition according to the manufacturer's recommendations and that faulty equipment is removed from the operating fleet until effective repairs have been completed.
5. The sailing area should be clearly defined and made known to all afloat. The safety boat should be able to view the entire sailing area at all times.
6. Programs should not operate on days of strong wind warning, gale warning, electrical storm, extreme heat or other adverse weather warnings that may impact their ability to deliver the program safely.
7. There should be a simple signal for all boats to return to shore, which is known by all afloat.
8. The safety of sailors and volunteers must be considered at all times. If weather conditions alter, sails are to be reefed accordingly, or sailing abandoned, and sailors brought ashore should conditions prove unsafe.
9. The use of VHF radios is recommended and should comply with local regulation regarding operation. Operators should be licensed.

### Safety Boats\*

During sailing activities, a safety boat should always be on the water, with at least two crew on board.

They should only be driven by persons holding a minimum of a Victorian Marine Licence, although it is preferably persons hold an Australian Sailing Power Boat Handling certification. Safety Boats must fully comply with State Marine Legislation and Regulation, including any special provisions for club boats, in all regards, including equipment and operation.

*\*When conducting sailing activities with Hansa Dinghies, the best Safety Boat is a 4-5m inflatable. If a Hansa Dinghy needs to be towed, it is safer and easier to tie the dinghy close alongside and remove the rudder blade so that the dinghy cannot be "steered" in the wrong direction.*

### Safety Boat Ratios

Sufficient safety boats should be available to provide cover for all activities in progress at any one time. The following minimum safety boat requirements are recommended, but the

Program should adopt lower ratios based on the assessment by the Supervisor of the level of experience of the participants, the weather and the locality:

Dinghies: (single handed or crewed)

- Up to 6 dinghies: 2 safety boats (1 if on a lake or in clear view of the dock)
- 7 to 15 dinghies: 3 safety boats (2 if on a lake or in clear view of the dock)
- More than 15 dinghies: 4 or more safety boats (3 if on a lake or in clear view of the dock)

If operating within clear view of the dock, the Dock Manager should have radio contact with the safety boat operator and access to a phone in case of emergencies.

### First Aid

It is recommended a First Aid Officer be appointed for each Sailability session. This person should hold a current First Aid qualification from a nationally recognised organisation (e.g. Provide First Aid). All program volunteers should be encouraged to undertake First Aid training.

The First Aid Kit(s) should be in an easily accessible and clearly marked position. The contents should be regularly checked and re-stocked. A first aid kit should be carried in each safety boat.

### Child Safety

Many Sailability Victoria branches operate programs with school aged children or adults with cognitive impairments. Whilst people with disabilities are not children and should not be treated as such, an adult with a cognitive impairment is at greater risk of exploitation or abuse – especially young women. Therefore, it is a requirement for ALL Sailability Victoria volunteers to have a valid Working with Children Check. This check is free for volunteers and can be obtained through Service Victoria. More information on obtaining the check is listed under Volunteers, below.

Please note that all staff working with adults with disability should already have this card as part of their employment requirements and so this is not a requirement unique to Sailability Victoria.

Volunteers supporting programs in the regions located along the state borders, such as Albury-Wodonga, are required to hold a Working with Children Check for both states. You can obtain a check for another state regardless of your home address.

Holders of a Working with Children Check are required, under legislation to comply with mandatory reporting requirements. This means that if you have reason to believe that someone is being abused, you are required to report it.

For more information regarding the Working with Children Check requirements and the sport of sailing, please refer to the following Australian Sailing links.

[Victoria - Australian Sailing](#)

[Safeguarding Children and Young People Policy Template 2023](#)

## SunSmart

Sailability Victoria recommends the following guidelines be considered when holding any outdoor activity and that programs encourage volunteers and participants to Slip Slop Slap Seek, Slide and Sip!

During the daily sun protection times (when the UV Index is at 3 or above; in Victoria this is year-round) SunSmart recommends using a combination of the five sun protection measures:

1. Slip on sun-protective clothing that covers as much skin as possible!
2. Slop on SPF50+ or higher sunscreen – make sure it is broad spectrum and water resistant. Apply 20 minutes before you go outdoors and reapply every two hours!
3. Slap on a hat that protects your face, head, neck and ears.
4. Seek shade
5. Slide on sunglasses – make sure they meet Australian Standards.

For more comprehensive information on SunSmart:

<http://www.sunsmart.com.au/default.asp>

## Safety Considerations for People with a Disability

Sailing should be a safe sport if policies and procedures that have safety in mind are implemented and followed.

Generally, the same policies that your club/program has with all participants (like wearing PFDs while on docks or near the water) should be the same for participants who have disabilities.

However, there are a few considerations that are important to discuss in this manual.

When specific tasks are being done, like transferring onto the boat it is important to examine how you are handling that task. Is the way the task is being handled safe for you and for the participant? Is there a safer way of doing it? It can be very helpful to brainstorm with instructors, caregivers, and the sailors themselves to determine what works best and most safely for everyone. Safety should be a cornerstone of your sailing program. The rest should be pure fun, sport and enjoyment!

## DEHYDRATION

Participants and volunteers should be encouraged to drink plenty of fluids to prevent dehydration. **\*Some participants may not be able to drink fluids (i.e. some may require thickened liquids to reduce the risk of choking). Please check with them or their support person when confirming medical/safety information\***. Where participants and volunteers are expected to be on the water for long periods, they should be encouraged to take a drink along with them and please consider having additional drinks in the safety boat.

## PERSONAL FLOTATION DEVICES (PFD'S)

All participants and Instructors must always wear a lifejacket on the water that complies with the current Australian Standards and State Marine Regulations.

Sufficient lifejackets (PFD's) in a range of sizes must be available for all participants.

Participants may supply their own lifejackets. All lifejackets shall comply with current Australian Standards – please review [What lifejacket do I need? | Australian Maritime Safety Authority \(amsa.gov.au\)](#). Lifejackets should fit each user securely\* so that, once immersed, they do not slide up the body of the user. Crotch straps should be used if appropriate. All lifejackets should be inspected regularly to ensure that they are in generally good condition. If there is doubt as to effectiveness, they should be tested or discarded.

*\*Whilst sailors wear non inflatable lifejackets whenever possible, we recognise that some sailors are unable to do this and may use an inflatable type 1 PFD where there is no other alternative. Note this should be decided on a case-by-case basis.*

## 4. Working with Participants

A person with a disability is just that - a PERSON who has a disability.

Some volunteers may be uneasy when meeting a person with a disability for the first time.

Treat a person with a disability just the same as you would treat any other person. If you feel a person may require assistance, ask if you can help and then inquire how best to help. It is important for people with a disability to maintain as much independence as possible. This includes support to learn to sail independently if they desire.

Always refer to ability rather than disability – so that an individual's disability is not the focus, rather their ability is acknowledged and nurtured. Be observant, be respectful, be pleasant - but most importantly be yourself, relaxed and enjoy the interaction.

A person's wheelchair is part of their personal space so the volunteer must take care not to drape themselves over the participant's chair unless the person is comfortable with them doing so.

## Duty of Care v Dignity of Risk

Duty of Care refers to “the obligation to take responsible care to avoid injury to a person whom it can be reasonably foreseen may be injured by an act or omission”. Volunteers should always be alert to the presence or potential for hazardous situations. Dignity of Risk refers to the ability of a person to willingly decide to take a “Safe” risk.

Dignity of Risk is acknowledging a person can make their own choices, i.e. although a decision may look risky to you as the volunteer, the person making the choice knows exactly what they are choosing to risk. Whilst the sport of sailing is safe it is not risk free. Part of a Program’s Duty of Care is the provision of a safe environment for participants and volunteers. Through the use of stable craft and adhering to the recommendations of the Program Operational Manual, it’s supporting documents and current legislation, Sailability programs can minimise the risks associated with participation in sailing.

A level of risk nevertheless remains, which is heightened when people have a higher risk of injury due to impaired function. In such instances, greater care should be taken to ensure that sailors have an appropriate PFD fitted, equipment is maintained, and best practice guidelines are followed to prevent physical injuries, dehydration, sunburn, stress etc.

## Communication

People communicate by using a combination of spoken messages and non-verbal messages. Some people with disabilities may have difficulty with some aspects of communication. Verbal communication involves spoken words, tone and body language. Some people with disabilities may have difficulty with some or all 3 of these aspects of communication.

It is important to establish how a non-verbal person communicates YES and NO. Ask them to show ‘yes’ and then ‘no’. Having established this, communicating then becomes easier when you phrase questions requiring a YES or NO answer. Sometimes it may be necessary to be patient when a person has difficulty with verbal communication. If you can’t work out what the person is trying to tell you, then try to get some help. Don’t be embarrassed to say that you can’t understand. Often it becomes easier to understand what a person says as you get to know them better. Relaying a message through speech or a communication aid must be combined with listening closely for there to be effective communication.

### Communicating Safety to Participants

Communication with participants is of primary importance. Volunteers should ask each participant (or their support person if necessary) whether they have any condition that could affect either their own safety, or the safety of others. Attention should be given to any person who may not be personally aware of the dangers of hypothermia and heat exhaustion. Certain participants may have no sensory feeling of "cold" or "hot" or be unaware of the meaning of that feeling. Similarly, some participants find it difficult to judge their stamina accurately. Some participants have little or no sensation in various areas of the body. To protect feet and legs from bruising, pressure spots or scrapes, it is important that participants have their feet and legs protected e.g. Wear appropriate footwear. All volunteers should be alert to these potential dangers.

More information on supporting participants can be found in the *Working with Sailability Participants* document, found here [Microsoft Word - Working with Sailability Participants 20240619.docx](#)

### Sailor Development

One of the objectives of Sailability Victoria is to fully integrate people with disabilities into the mainstream yachting structures. To this end, we encourage Sailability participants to develop skills and record their progress under the Australian Sailing programs. These include Assistant Instructor, Instructor, Coach and learn to sail programs and inclusion in club racing if interested. Further information can be found on the Australian Sailing website (links below). Please feel free to contact the training team or your state's Club Support Officers if you are interested in a program but do not feel the current delivery is accessible to you. Sailability Victoria may be able to support you with negotiating modifications where necessary.

[Become A - Australian Sailing - Resources \(sailingresources.org.au\)](#)

[Diversity and Inclusion Resources - Australian Sailing - Resources \(sailingresources.org.au\)](#)

The Australian Hansa Class Association runs winter Discover Hansa Clinics at Docklands Yacht Club from May-August. Please email [hansasailingvic@gmail.com](mailto:hansasailingvic@gmail.com) for more information – or follow them and Sailability Victoria on Facebook where this information is often shared!

## 5. Volunteers

Volunteers are a key resource to a successful program. Start at your club, there may be members who would like to volunteer. Sailability volunteers can be recruited from various

backgrounds, with different skills and abilities. They provide valuable outdoor experiences for people of all abilities, contributing their time, skill, knowledge, experience, energetic and enthusiastic nature. If you need additional support, contact your local hospital or universities with Physical or Occupational or Recreational Therapy programs to see if any aspiring therapists would like to volunteer their help. There are other community sources such as Rotary, Men's Sheds and local lifestyle villages that may be willing to include volunteering with you as part of their social and community programs.

Sufficiently train volunteers to maximise their safety and contribution to Sailability and the development of the program. Consider supporting them to complete a Start Sailing 1 or 2 course or Adult Learn to Sail course if they do not have a sailing background. Volunteers should comply with regulations, and have the skills to contribute effective delivery and development of the Sailability program in a professional and safe manner.

For further information regarding volunteers please refer to Appendix A (roles within the program) and Appendix D (training and screening checks).

## 6. Notes on Equipment and Facilities

The following information is a best practice recommendation.

### Facilities

Accessible facilities benefit *everyone*. Much of the following can be introduced easily at the design stage or at minimal cost if changes need to be made to your site.

Look at your club or site and ask yourself the following questions:

- Do I have docks that are accessible to a person in a wheelchair?
- How will a wheelchair-using newcomer get into a boat?
- Are the restrooms accessible?
- Are my parking lot, walkways, and building doorways accessible?

Many people with a disability sail successfully at venues with no special facilities or adaptations. Prior to inviting individuals with a disability to your site, you may need to make a few adjustments to your venue and familiarise your staff and volunteers with adapting instruction and/or boats. This is more broadly covered in Appendix E, however key points are outlined below.

- The *Tradies Guide to Good Access*, [Tradies and renovators guide to good access | South Gippsland Shire Council](#), outlines best practice recommendations for access in a clear and simple manner and is a great resource to get started.
- Separate male and female and/or unisex toilets and changing rooms should be provided, with sufficient accommodation for the average number of program

attendees. Temporary, unisex and/or wheelchair accessible cubicles can be created in a variety of ways but in the long-term, well-established guidelines for toilets should be employed.

- Separate cubicles are preferred when facilities are used by people of mixed ages due to child safety policies.
- Showers should be simple to control with adjustable shower head height. Check that partially sighted sailors are familiar with the layout and operation of the shower, and that the controls are within reach for a person in a wheelchair.

## Equipment

- There should be a system for rinsing equipment in fresh water after use, particularly in salt or unclean environments.
- In locations with adverse weather, enough wind and waterproof jackets in a range of sizes should be available. Waterproofs supplied should be clean and serviceable, and it should be made clear when a booking is confirmed whether the Program will supply them.
- Adequate dry areas ashore must be provided to give shelter in bad weather and to enable a comfortable environment for shore-based teaching. These areas should be appropriately furnished and equipped for this purpose.

### PERSONAL FLOTATION DEVICES (PFD'S)

- All participants and Instructors must always wear a lifejacket on the water that complies with the current Australian Standards and State Marine Regulations.
- Sufficient lifejackets (PFD's) in a range of sizes must be available for all participants. Participants may supply their own lifejackets. All lifejackets should comply with current Australian Standards – please review [What lifejacket do I need? | Australian Maritime Safety Authority \(amsa.gov.au\)](#). Lifejackets should fit each user securely\* so that, once immersed, they do not slide up the body of the user. Crotch straps should be used if appropriate. All lifejackets should be inspected regularly to ensure that they are in generally good condition. If there is doubt as to effectiveness, they should be tested or discarded.
- *\*Whilst sailors wear non inflatable lifejackets whenever possible, we recognise that some sailors are unable to do this and may use an inflatable type 1 PFD where there is no other alternative. Note this should be decided on a case-by-case basis.*

### FUEL STORAGE, TOOLS AND OTHER HAZARDS.

- The program should store its fuel with regard to the safety of volunteers, staff, participants and the general public.
- Volunteers should be trained in the handling of fuel both in terms of controlling fire risk and in terms of lifting and carrying containers. It is expected that the program be compliant with any relevant health and safety legislation.

- Volunteers should be trained in the use of workshop equipment as required. The workshop area should be clean and tidy with no unnecessary hazards and should not be accessible to participants.
- The program should ensure that volunteers are trained in the use of any hazardous substances that are in the workshop area and that these substances are stored safely.

#### HANSA CLASS SAFETY RECOMMENDATIONS

While other classes are used in some Sailability programs, the Hansa class is used most widely. For this reason, we highlight the classes safety features and manufacturer recommendations below to maintain the safety and stability of the craft.

- Hansa Dinghies are designed with a hull form and other features which combine to give considerable stability, however this advantage is reliant upon the following factors:
  - **Seating**
    - It is important that people remain seated low in the boat.
  - **Keels**
    - It is most important that the keel be fully down and locked when sailing.
    - The hole located 1/3 down the keel is there purely to facilitate sailing off a beach, and under **no** circumstances should anyone be allowed to sail around with the keel held in this position.
    - There is a locking pin (the long aluminium tube provided with the boat) provided to lock the keel fully down so even in a “knock down” it remains in place. It is imperative that the locking pin be inserted at the top of the keel console whenever the boat is used. Please refer to this document from the manufacturer [keel-lockdown-v3.pdf](#) ([hansasailing.com](http://hansasailing.com))
  - **Reefing**
    - As the Hansa Dinghy is a displacement type hull, extra sail area in strong winds does not mean more speed. In a breeze it is always better to reef the sails to suit the stronger gusts.
    - The 2.3, 303 and Liberty use the same system for sail reefing. It is easy to use but can become tangled if not used properly. Please refer to the following videos, from the manufacturer, about how to reef a Hansa dinghy.
      - [Main reefing drum 1 on Vimeo](#)
      - [vimeo.com/508240128](https://vimeo.com/508240128)

- [vimeo.com/508241676](https://vimeo.com/508241676)
- [Main reefing drum 4 on Vimeo](#)

Further information on which boats may suit your programs can be found in Appendix F, below.

Further information on additional equipment to enhance accessibility and potentially minimise manual handling injury risk can be found in Appendix G, below.

## 7. Sources of funding and Marketing the program

A range of funding sources are available to assist Sailability Victoria programs. These include Sponsorship, Donations and Grant Funding from Government or Public Benevolent Institutions. Sailability Victoria Executive Committee are all volunteers, so 100% of all money raised goes to the benefit of it's affiliated programs. The Committee aims to apply for and obtain grants throughout the year which can then be disseminated to affiliated programs through an internal grant process or during affiliation renewal. All Program Leaders are advised when the internal grant process is occurring, and the applications are reviewed by the Executive Committee. To receive information regarding the internal grants, please ensure your program's contact details are up to date. It is strongly recommended that affiliated programs only seek funding for capital items (such as boats, motors, hoists, jetty modifications etc) and that annual operating expenses (such as insurance, fuel, maintenance etc) be funded through membership and sailing fees. For additional information, please refer to Appendix H.

### Tax Deductibility on Donations

Sailability Victoria is registered as a DGR with the Australian Taxation Office. Sponsors and other benefactors seeking receipts to obtain tax deductibility on donations from the Australian Taxation Office should follow the following procedures:

- Contact Sailability Victoria via [email to](#) obtain bank account details and advise that a donation is expected.
- A letter from the sponsor/benefactor should accompany the donation specifying for which affiliated program the funds have been provided.
- An invoice from the affiliated program should be forwarded to the Secretary of Sailability Victoria for the same amount as the donation/sponsorship.
- When the funds have been processed by Sailability Victoria, the full amount of the donation will be forwarded to the Sailability program, and a receipt will be forwarded to the payee. Please note that Sailability Victoria is unable to issue an

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official tax receipt unless the monies have passed through the account of Sailability Victoria.

Programs must ensure that procedures relating to obtaining Tax Deductibility on donations are followed.

## 8. In summary...

There are many benefits to affiliating your inclusive sailing program with Sailability Victoria. These include;

- Access to appropriate, up-to-date resources outlining best practice recommendations
- Access to the tax deductible DGR status for processing donations, including access to the internal grants process and the affiliation bonus (when available).
- Access to the Sailability Victoria RevSport portal for reporting and recording. This includes access to a program specific email address.
- Reciprocal advice and support from other Sailability Victoria Programs.
- The Sailability Victoria Executive Committee looks forward to working with you and your program.

### Developing specific marketing strategies for your program

You will need to sell your program to the local community and your target market. Consider who you would like to work with and who suits your capacity to deliver a program – craft available, safety boats available, number of co-sailors, volunteers, capacity to teach and upskill participants or offer a participation program.

Most people who join your organisation will live locally. Look around and identify what organisations or individuals are located near you that suit the programs you can offer and approach them first. Producing a small fact sheet that can be shared is a great approach.

The fact sheet should include.

- Style of program,
- Your training or qualifications,
- Facilities and capacity for group sizes,
- Costs,
- Dates and times,
- Location,
- What participants need to bring.

Please note that if you are not part of a Yacht Club's Discover Sailing Centre you can't use the Australian Sailing logo in your materials. Please note that if you are not affiliated with Sailability Victoria, you cannot use the Sailability Victoria logo.

Approach the program via phone and follow up email with the fact sheet attached. If you do not hear back within a fortnight, aim to follow up and understand why they were not interested in your program and modify to suit if that is possible.

For more information on this please refer to Appendix I.

### Membership

Membership structures and a schedule of fees are determined by each affiliated Sailability Victoria branch or their host club taking into account the local circumstances, however, please refer to Appendix J for suggested categories.

## Appendix A: Branch program structure and suggested volunteer roles.

### Program Structure within a club

Inclusive programs and Sailability programs at a club:

*Our primary recommended approach for a club with an inclusive sailing program or Sailability program is your club does not have an exclusive Sailability or Inclusive program committee; we recommend representative/s from the program/s join existing General, Sailing and Social Committees. However, should your club choose to have a separate committee the following is recommended.*

The role of your committee of management within your Club can include (but is not limited to):

- A committee is more effective when it comprises representatives and volunteers from the club, interested individuals, and local community groups and support organisations. It is important that a member of your general and/or sailing committees are included in your committee.
- The committee meet on an as-required basis, however it is recommended that meetings be held monthly

The role of the Committee can include (but is not limited to)

- Planning, promoting and conducting inclusive sailing and boating activities
- Fundraising for equipment and activities through donations, grant applications and sponsorship
- Promoting the program to potential groups, new members and sources of volunteers
- Recruiting volunteers from the yacht club, service groups and the community
- Providing a delegate to report to the Sailability Victoria Committee
- Working with your Club to be included in Discover Sailing activities
- Working with your Club to be included in recreational, racing and social activities
- Office bearers usually include a chairperson or President (primary spokesperson for the program), Vice-Chairperson (optional), Treasurer (to maintain accurate financial records and prepares annual financial statements) and Secretary (often these two are combined, who sends and receives correspondence on behalf of the Committee). Individual members of the Committee can be assigned specific tasks such as fundraising, membership development, media, volunteer recruitment and training, or bookings officer. Many of the above-mentioned roles can be combined.

## Suggested Volunteers roles within a Program

### **Program Coordinator**

The Program Coordinator is responsible for the administration, sailing and training of the program. The role is performed by a volunteer who directly reports to the club or an existing/club administrator or manager within the club. The role is supported and guided by the Sailability Victoria Executive Committee.

- Communicates with the General Committee
- Conducts the volunteer induction
- Allocate appropriate tasks to instructors and volunteers in accordance with their position description.
- Fills in the quarterly report and emails back to the Sailability Victoria Executive Committee.
- Implement all safety an operational procedure.
- Ensure the adequate numbers of instructors, safety boat drivers, volunteers are available to available to proceed with the program.
- Ensuring all equipment is in good repair and is appropriately setup.
- Ensure the well-being and safety of all volunteers and participants
- Runs volunteer workshops

### **Booking Officer/Administration**

- Receives enquiries about the program
- Takes bookings
- Sending out email and confirming bookings
- Provides booking sheet of participants to the Dock Marshal and Program Coordinator.
- Enters participants into sailpass (or similar) or passing them onto the club secretary.to entering participants into RevSport.
- Provides registration form to the participant.
- Receives registration form back from the participant.
- Register all volunteers into sailpass.

### **Treasurer**

- The treasurer looks after all the finances relating to the Sailability program
- Provides a report to the Sailability Victoria Executive Committee.

### **Instructors**

Instructors are responsible for helping participants make the first step in what we hope will be an extensive pathway of sailing enjoyment in their life. This is achieved by.

- Working in conjunction with volunteers to prepare the boats and other equipment prior to each Sailability session.
- Monitor the condition of the equipment and report any problems to the Program Coordinator.

- Demonstrating and providing instruction to participants on the water.
- Delivery of the Sailability program
- Making an assessment of the weather conditions prior to the start of each Sailability session. Communicate this assessment to the Program Coordinator.

### **Dock Marshal**

- Is responsible for the safety of participants whilst on the dock and for those participants that might need assistance when placing lifejackets on them or being transferred into boats.
- Ensuring that all participants are wearing the appropriate safety equipment
- Responsible for the safety of participants whilst on the dock
- Following all safety guidelines for the protection of both the participant and volunteers
- Greeting people as they arrive
- Ensuring that all sailors, visitors and volunteers have registered using the sign in sheet for the day.
- Committed to delivering the program objectives and values
- Ensuring that all sailors have completed a filled in the registration form before sailing either on the day or during the current session
- Safely transfer participants into boats using the safe lifting techniques
- Ensuring all sailors have correct fitting life jackets on and are ready to be transferred into boats as they become available.
- Working in conjunction with other volunteers to prepare the boats and other equipment prior to each Sailability session.
- Report any incidents on the dock to the Program Coordinator

### **Safety Boat Drivers**

Are responsible for the safety of participants whilst on the water and act as the primary means to provide assistance to sailors. The Safety Boat Driver should hold a Boat License, and we recommend them gaining their AS Safety Boat Certificate.

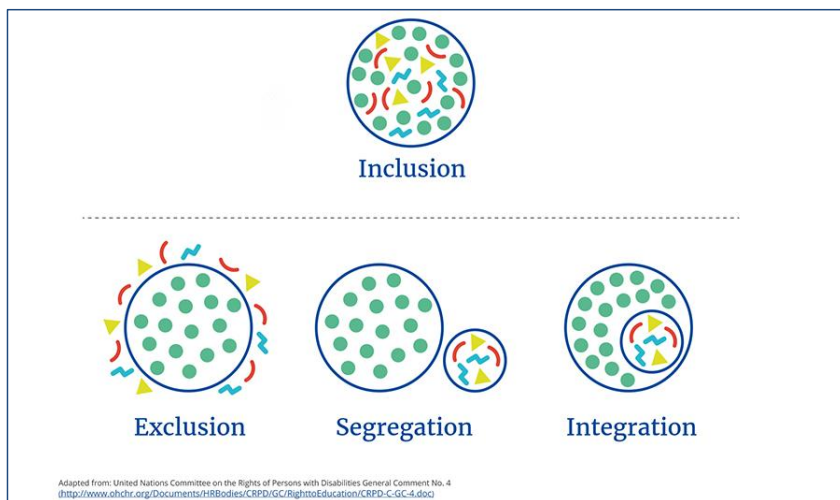
- Ensure the safety of sailing participants whilst on the water.
- Providing on water assistance to sailors.
- When an event/program is in progress the safety boat(s) is to be on the water at all times.
- Checking the safety boat, fuel and motor to ensure reliable operation.
- Ensuring that communication with the shore is operational at all times.
- Reporting any on-water accidents/incidents to the Program Coordinator.
- Being aware of safety issues e.g. Towing methods, reefing sails, how to extract people from water etc.
- Working in conjunction with other volunteers to pack away the boats following each Sailability session.

## Appendix B: Inclusion

### What is inclusion?

Inclusion is ensuring all individuals are equally supported, valued, and respected. This is best achieved by creating an environment in which individuals feel welcomed, safe, respected, valued, and are supported to enable full participation and contribution. Belonging is the outcome of conscious inclusion. It is recognising, respecting and valuing individual differences that intersect and form who they are.

The goal of inclusion is to provide opportunities for all Individuals to participate in the most appropriate manner possible. Inclusion encompasses a broad range of options within sailing including participating, volunteering, administering and leading the sport. Adaptations and modifications to existing programs and procedures, and practices to minimise disadvantage experienced by people of all abilities are critical. This fine tuning can be major or minor and it may be possible to do on the spot or may require extensive planning with a range of people. These are some additional resources available on the Australian Sailing's Participation Hub [Diversity and Inclusion - Australian Sailing - Resources](#)



### Why inclusion?

Being Inclusive provides a range of significant benefits to your club. These include.

- Long term sustainability of the club
- Increased membership, volunteer and participant base
- Expanded sponsorship opportunities
- A stronger and more connected community
- Increased community support and public perception

- Ensures consistency in achieving club goals
- Enriches the culture and awareness at your club.

For more information, please review the Australian Sports Commission page at [Evidence and resources | Australian Sports Commission \(sportaus.gov.au\)](#)

### **Including all groups from your community**

Consider strategies to include people from your diverse community including those from:

- Culturally and linguistically diverse (CALD) communities
- Aboriginal and Torres Strait Islanders
- People with a disability
- LGBTQIASB+ community
- A range of ages

### **Why involve people with a disability?**

People with a disability are a viable market sector worth considering for many clubs. Further, there are many real benefits for organisations in encouraging people with a disability to join them. These benefits may include:

- financial benefits, as extra money comes from new members
- social benefits
- reinvigoration of a club with 'new blood'
- a new pool of volunteers
- a new level of elite competition
- expertise in assistance in officiating, coaching and/or administration.

Sporting clubs also have a legal obligation to provide access to people with a disability. Access does not simply mean that there are toilets and ramps appropriately placed. Access also means that the organisation is actively developing and implementing strategies that will allow people with a disability to participate and become an active member of the club.

### **Types of accessible Sailing Programs in Australia:**

1. A Sailability Program at a Club – but stand alone. The Sailability Program is promoted at the club but generally runs separately from the Clubs activities. For example, most of its sailing is done on different days to the clubs sailing.
2. A Sailability Program at a Club – the Sailability Program is an integral part of what the club does. Sailability sailors and volunteers are recognised as members of the club, perhaps with fees concession, and generally sail in normal club activities.

3. Inclusive Sailing – there is no separate branding, such as Sailability, but the club has inclusion policies and practices for people with disability. They are involved but not separately identified. Sailing equipment based on Universal Design principles is included in regular club training and racing programs. Where possible, clubs may provide vessels to any new sailors as they take the first steps to join the sport, e.g. the club may make training boats available to previously learn to sail program graduates during their first season as club members.

## Appendix C: Risk and Safety Management

### Emergency Plan

Each Sailability Victoria Branch should develop an Emergency Procedure Plan for their venue.

The host club may already have this and Sailability Victoria encourages Program volunteers to familiarise themselves with this plan. Supervisors should have a copy available to them at all times. The Emergency Plan should be addressed in all volunteer training.

Recommendations for issues to be included:

- Location of nearest telephone (if no phone available, a mobile phone should be on site)
- Contact numbers for emergency services, hospital and doctor
- Location of fire extinguishers
- Visual and audible signals for calling all craft back to shore in case of emergency
- Vehicular access to event site for emergency services
- Location of First Aid Kit
- Radio communication between safety boat and shore – channel, call signs etc.
- Designated shore marshalling area
- Training of designated Safety Officers
- Register of names for all volunteers and participants on the water at any given time
- Awareness of specific medical conditions which may require attention e.g. epilepsy, diabetes, heart condition etc.
- The Supervisor (or Safety Officer) has the responsibility of activating the Emergency Plan and allocating various tasks to responsible personnel.

### Child Safety

Many Sailability Victoria branches operate programs with school aged children or adults with cognitive impairments. Whilst people with disabilities are not children and should not be treated as such, an adult with a cognitive impairment is at greater risk of exploitation or abuse – especially young women. Therefore, it is a requirement for ALL Sailability Victoria volunteers to have a valid Working with Children Check. This check is free for volunteers and can be obtained through Service Victoria. More information on obtaining the check is listed under Volunteers, below.

Please note that all staff working with adults with disability should already have this card of part of their employment requirements and so this is not a requirement unique to Sailability Victoria.

Volunteers supporting programs in the regions located along the state borders are required, such as Albury-Wodonga, are required to hold a Working with Children Check for both states. You can obtain a check for another state regardless of your home address. Holders of a Working with Children Check are required, under legislation to comply with mandatory reporting requirements. This means that if you have reason to believe that someone is being abused, you are required to report it. For more information regarding the Working with Children Check requirements and the sport of sailing, please refer to the following Australian Sailing links.

[Victoria - Australian Sailing](#)

[Safeguarding Children and Young People Policy Template 2023](#)

## Appendix D: Volunteers – training.

Volunteers are a key resource to a successful program. Start at your club, there may be members who would like to Volunteer. Sailability volunteers can be recruited from various backgrounds, with different skills and abilities. They provide valuable outdoor experiences for people of all abilities, contributing their time, skill, knowledge, experience, energetic and enthusiastic nature. If you need additional support, contact your local hospital or universities with Physical or Occupational or Recreational Therapy programs to see if any aspiring therapists would like to volunteer their help. There are other community groups such as Rotary, Men's Sheds and local lifestyle villages that may be willing to include volunteering with you as part of their social and community programs.

Sufficiently train volunteers to maximise their safety and contribution to Sailability and the development of the program. Volunteers should be adequately trained, comply with regulations, and have the skills to contribute effective delivery and development of the Sailability program in a professional and safe manner.

In the view of best practice and duty of care, and to mitigate exposure to liability, it is reasonable to expect that the following be in place at your Sailability Victoria program.

- An operating procedure for the Sailability program (refer to Sailability Victoria Operational Manual. This Manual is available and adaptable for your program).
- A Risk Assessment for the Sailability program
- An Emergency Action Plan
- A first aid certificate for all volunteers
- Abide by all State and Maritime laws and regulations (e.g. Powerboat drivers hold licences, appropriate PFD usage etc.)
- Working with Children's check, free for volunteers, <https://www.vic.gov.au/working-with-children-check>. **This is a mandatory requirement. Please refer to the note on Child Safety under Risk and Safety Management, [here](#).**

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In addition, Australian Sailing offers the following courses, and we recommend that some volunteers and/or staff obtain the following:

- Assistant Instructor or Instructor
- Powerboat Handling Course
- Various free online modules that can be completed in one's own time. [e-Learning Courses - Australian Sailing - Resources \(sailingresources.org.au\)](#)

*Funding can be sourced to pay for this in some instances by Sailability Victoria, when funding is available.*

The screening and training process is an important step in recruiting and training volunteers. It enables programs to establish the suitability of potential volunteers for roles and tasks they are expected to carry out. Through the induction process, volunteers are required to hold or be able to attain a Working with Children Check (WWC).

This process eliminates the risk and helps protect participants, your club, Australian Sailing and Sailability Victoria against financial loss, the risk of legal action and damage to the program's reputation.

Table: Suggested training pathways for volunteers.

<b>Volunteer Type</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
No Prior sailing experience	Volunteer Induction (First Aid, WWC, On-Water training/procedures)	Start Sailing 1 and 2 courses	Powerboat Handling Course	Assistant Instructor Course	Classifier ( if a medical practitioner or physiotherapist)
Intermediate Sailor - No Qualifications – summary of sailing experience to be provided by the volunteer and reviewed by the program leader.	Volunteer Induction (First Aid, WWC, On-Water training/procedures)	Better Sailing course if required	Powerboat Handling Course	Instructor Course (Powerboat Handling, First Aid)	Classifier (if a medical practitioner or physiotherapist)
Experienced Sailor - No Qualifications – summary of sailing experience to be provided by the volunteer and reviewed	Volunteer Induction (First Aid, WWC, On-Water training/procedures)	Powerboat Handling Course	Instructor Course (Powerboat Handling, First Aid)	AS Coach Development Pathway	Classifier (if a medical practitioner or physiotherapist)

by the program leader.					
Qualified Instructor - summary of sailing experience to be provided by the volunteer and reviewed by the program leader.	Volunteer Inductions (First Aid, WWC, On-Water training/procedures)	Senior Instructor	AS Coaching Pathway	Classifier (if a medical practitioner or physiotherapist)	

## Appendix E: Facilities

Accessible facilities benefit *everyone*. Much of the following can be introduced easily at the design stage or at minimal cost if changes need to be made to your site.

Look at your club or site and ask yourself the following questions:

- Do I have docks that are accessible to a person in a wheelchair?
- How will a wheelchair-using newcomer get into a boat?
- Are the restrooms accessible?
- Are my parking lot, walkways, and building doorways accessible?

### Your Club and surrounds

Many people with a disability sail in clubs with no specialised facilities. Problems of physical access are overcome by a positive attitude on the part of all concerned and a tolerance for some loss of independence on the part of the people with a disability who are keen to sail. However, accessible facilities benefit all club members whether the person has a disability, is ageing, a parent of young children or managing a short-term injury. If facilities are right for people with a disability, they are excellent for others.

The *Tradies Guide to Good Access*, [Tradies and renovators guide to good access | South Gippsland Shire Council](#), outlines best practice recommendations for access in a clear and simple manner and is a great resource to get started.

#### Jetties

Jetties should be stable and wide enough for two wheelchairs to pass safely or have regular passing points. Depressions in the surface should be sufficiently narrow to avoid tripping people and jamming wheelchair castors. A raised edge guides partially sighted sailors and reduces the chances of wheelchairs (occupied or otherwise) being 'lost overboard'.

Avoid wide, unstable fenders such as rubber tyres. They increase the space between the boat and the jetty and make transfers more difficult.

Ramps to the jetty should have handrails. The surface of the ramp should have transverse strips wide enough to give a good footing for a walker but short enough to allow the wheels of a chair to pass.

#### Mobile/Floating pontoons

Pontoons are also available should you not have a Jetty. Floating pontoons are particularly helpful on lakes where water levels can alter substantially due to rainfall. Pontoons enable keelboats to operate easily from a beach or lake shore, they are easily and quickly assembled and dismantled for storage and transport.

Funding for mobile/floating may be available through your local and/or state government grants. Pontoons are available from Hansa Sailing Systems. [www.hansasailing.com](http://www.hansasailing.com)

#### Shore

If a boat is to be launched from the shore, it is essential that a firm, smooth beach is selected for the purpose. Old carpets can be laid over soft or muddy surfaces. Heavy duty rubber matting provides a longer lasting solution.

### **Doors and Steps**

A stiff door and a high threshold can be difficult for a wheelchair user. Both sides of a threshold should be ramped. An independent wheelchair user can often negotiate one step; however, two steps are impossible and should be bridged with a ramp.

To assist the partially sighted, there should be good colour contrast between the door, the frame and the surrounding wall. Clear labelling at a consistent height is appreciated.

### **Alternatives to Stairs**

While carrying is a simple temporary solution, it will always be hazardous and undignified for all concerned. Alternatives are expensive. You may care to approach your local government, sports council or charities for grants to assist your club in these facilities. Bridges, lifts, stair lifts etc require specialist advice from an occupational therapist, architects, and you may need to meet local building safety regulations.

It is always important to ask the person with a disability what they can do! They may be able to walk up a few stairs even though they use a wheelchair for mobility.

### **Social Areas**

A 'social' area implies inclusion. Much can be achieved by a sincere welcome and a discreet check (few people enjoy causing disruption with their arrival). An untidy environment is both inconvenient for a person in a wheelchair and hazardous/disorientating for a partially sighted person. Try to be consistent with layout and avoid placing furniture in route ways.

The use of chairs rather than fixed benches gives person in a wheelchair access to tables.

### **CHANGE ROOMS & TOILETS**

Check that change rooms and toilets are clearly labelled and accessible. If your club is hosting an event, accessible facilities are available for hire. Please note that for child safety it is best to have individual cubicles available for changing or separate areas for children and adults.

- Separate male and female and/or unisex toilets and changing rooms should be provided, with sufficient accommodation for the average number of program attendees. Temporary, unisex and/or wheelchair accessible cubicles can be created in a variety of ways but in the long-term, well-established guidelines for toilets should be employed.
- Separate cubicles are preferred when facilities are used by people of mixed ages due to child safety policies.
- Toilets should have soap and water available (or sanitiser) and be located within a reasonable distance of the dock.
- All facilities provided must be hygienic, tidy and well maintained.
- Floor surfaces should be non-slip especially in areas likely to get wet.
- Showers should be simple to control with adjustable shower head height. Check that partially sighted sailors are familiar with the layout and operation of the shower, and that the controls are within reach for a person in a wheelchair.

## Appendix F: Boats

Sailability Victoria recommends classes built using universal design principles for a sustainable and inclusive sailing program, however, acknowledges that only having other classes of boat should not stop a program getting on the water. Universal design is an approach where equipment and spaces are designed to meet the needs of a diverse population and therefore be accessible to all comers. The basic principles include equitable use, simple and intuitive usable features, a tolerance for error and low physical effort required to use. Almost any boat will do provided it is:

- Reasonably stable
- Suitable for the sailor (participant)
- Designed with a good sized, uncluttered cockpit
- Sensible for the sailing conditions at the venue.
- It's a good idea to have a range of boats available and to offer a choice of sailing activities

Boats that are currently popular and used by Sailability programs in Victoria are included in this section with reference information as to where you can learn more about each individual class of boat. The below table gives a brief comparison of yardstick, launching, crew numbers, and cost. More details on classes are in the text that follows.

Class		crew	OTB option to launch	YV yardstick	Cost
Optimist	AS	1	y	170	
Pacer	AS	2-3	y	127.5	
Hansa 2.3 wide	I	1	y	175	\$ 8,335.46
Hansa 303 1p	PWS, I	1	y	166	\$ 12,336.03
Hansa 303 2p		2	y	170	\$ 12,336.03
Liberty	PWS, I	1	n	132	\$ 16,240.30
RS Quest		2-3	y	115-116*	\$ 24,240.00
RS Venture Connect SCS	PWS, I	2	n	115-116*	\$ 65,000-70,000
2.4mR - open	I	1	n	137	
I	Inclusive				
PWS	Para World Sailing Pathway recognised class for Para World Championships				
AS	Australian Sailing program commonly used class				
*	Based on comparison to the Portsmouth Yardsticks used by the RYA.				

### ➤ Hansa

- The Hansa Class includes 3 small dinghies (2.3, 303 and Liberty) and a skiff (Skud). The 2.3, 303 and Liberty incorporate several original design features:
  - Roller reefing system, enabling the sailor to adjust the size of the sail to suit various conditions while under way.
  - Ballasted keel, ensuring the craft is almost impossible to capsize.
  - Hull design – the innovative concave hull shape promotes additional stability.
  - Seating low down in the boat lowers the centre of gravity and adds more stability.
- The 2.3 and Liberty can be sailed using servo assist technology allowing those with impaired mobility, strength, or motor skills to sail solo. The IHCA has a reference list of approved (and tested) modifications to increase access for sailors with specific needs. Please refer to [Equipment Applications – International Hansa Class Association](#) for the adaptations. This is a great place to start if you have a sailor wishing to start sailing independently and who is finding an element out of reach or not suitable for their abilities.
- Hansa dinghies, trolleys, and equipment to aid adaptation and launching from a variety of locations can be found at <https://hansasailing.com/>
- The Skud was offered as a Paralympic class at all summer games from 2008-2016 while the 303 and Liberty are currently recognised by Para World Sailing as part of the Para World Sailing circuit.
- The Australian Hansa Class Association runs 'Discover Hansa' days throughout the winter at Docklands Yacht Club followed by the Docklands Yacht Club Winter Short Course Series. There is a robust pathway from participation to Para and Open World Championships for any sailor who wishes to take their racing beyond the club level.

➤ **Optimist**

- The optimist dinghy is a small OTB cat rigged dinghy used by many clubs to deliver tackers and other learn to sail pathway programs to children.
- Whilst not suitable for someone who uses a wheelchair, they may be used at clubs to deliver programs to sailors with other impairments and conditions where physicality is not limited.
- The Optimist and the Hansa 303 have a similar Yardstick – 170 and 166 respectively when sailed single handed so there is potential to use in the same training fleet where mixed abilities are supported.

➤ **Pacer**

- The Pacer class is used by many clubs and sailing schools as their training fleet, they are ideal for beginners and can be sailed by all ages.
- Available with both wooden and fibreglass hulls and designed to be sailed by a crew of two, the Pacer has a rig consisting of three sails: a mainsail, jib and spinnaker.
- The Pacer has been used successfully by Sailability programs who offer sailing for people at off the beach clubs. Whilst not suitable for someone who uses a wheelchair, they have successfully been used at clubs to deliver programs to sailors with intellectual impairments, ASD and vision impairments.
- The cost is approximately \$10,000 (2013 price). Second hand boats may be available for around \$2000 - \$10,000. The pacer accommodates 2-3 adults, and 2-4 children.
- <http://www.pacersailing.org.au/>
- <http://www.pacersailing.org.au/boats-equipment/boatbuilders>

➤ **RS Quest**

- The RS Quest is currently used by some Yacht Clubs for their training fleets. It can seat several adults or a number of children. The class can be beach launched.

➤ **RS Venture Connect SCS**

- The RS Venture Connect is a stable, weighted keel boat with an equivalent yardstick recommendation to the RS Quest.
- It is currently recognised by Para World Sailing as part of the Para World Sailing circuit.
- Whilst there are not currently any in Victoria, it may be a suitable addition to a club seeking to provide a pathway for Sailability participants that allows access to training with the clubs regular training fleet.
- The RS Venture Connect has a similar yardstick to the RS Quest.

➤ **2.4mR**

- The International 2.4mR is a one-person keelboat.
- The boat is primarily used for racing and the class holds highly competitive national events in many countries.

- World Championships attract around one hundred boats every year. The 2.4mR was one of the classes used at all summer Paralympic games from 2000-2016.
- Whilst the 2.4mR is best launched off a hardstand using a crane, it is ideal for integrated sailing since the sailor does not move in the boat, and everything is adjustable from right in front of the sailor.
- Both hand-steering and foot-steering are available.
- The boat is sailed without a spinnaker, but with a whisker-pole for the jib.
- Currently there is a highly active and encouraging racing fleet at the Royal Brighton Yacht Club.
- <http://www.inter24metre.org/index.php>

**For a more detailed listing of classes and comparisons between them, please refer to the companion document found here**

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## Appendix G: Support and Access Enabling Equipment

### C-Crane Lifting System

The Hansa C Crane was developed to fill the need for an inexpensive transferring aid to enable participants to transfer from the dock to the boat and to enable easy removal of keels for the Hansa. The C Crane consists of a davit which fits in a socket either sunk below deck level or elevated above in a bolt-on stand. Either can be fitted to existing pontoons, docks, and jetties and are fitted standard on all Hansa Sailing modular pontoon systems.

C-Cranes are available from Hansa Sailing Systems.

The C-Crane davit can additionally be added to the side of the boat trailer and adapted so that a sailor can be hoisted into the boat onshore, and the boat can then be launched off the beach with the supported of volunteers. This is great for lake clubs who may not have a floating pontoon available. The method has successfully been used in Ballarat and at regatta venues when there are a large number of sailors and limited dock space.

The C-Crane can also be used to launch the boats (hull and keel as two separate units). This may reduce the risk of manual handling injuries for volunteers.

[C Crane, Slings & Belts Archives - hansasailing](#)

### Slings or Lifting Harnesses

Slings or a lifting harness are needed for the C-Crane Lifting System. Some sailors will have their own personal slings/harnesses that they prefer to use. Slings that cradle the sailor around the back and buttocks and that cross between the legs are highly recommended because they offer the extra safety of keeping a person from sliding out of the sling during the transfer.

### Servo Electrics

Servo Assist Controls are generally used to enable people with limited mobility to enjoy freedom and independence on the water by sailing solo. Sailing is an activity where the use of powered equipment only serves to level the playing field and not give the sailor an advantage. It encourages integration and allows previously disadvantaged people to participate, to compete, and to win against others who are more physically able.

<http://hansasailing.com/servo-electrics.html>

To understand how adaptable this equipment can be, you may be interested to read about the sailing adventures of Natasha Lambert. Natasha has adapted a large catamaran *Blown Away* so that it can be controlled with the Sip'n'puff servo systems. So far, she has used the

servo control system to sail the yacht around the K and across the Atlantic. More information can be found on her website here [Natsha Lambert – Disabled sailor and adventurer](#)

### **Shore Accessories**

The Keel Caddie is designed to safely and easily transport centreboards from storage to waterside. When used in conjunction with a C Crane, any problems associated with transferring and handling ballast centreboards on shore are removed. The Keel Caddie should be considered essential for those handling a number of centreboards over any distance, particularly the Liberty centreboard which weighs 70 Kg. The Keel Caddie will carry up to five 2.3 or 303 centreboards.

## Appendix H: Sources of Funding

### Donation or Sponsorship

A Donation is a gift provided as an act of generosity and goodwill by an individual or organisation. A donation can be made for a specific or general purpose, however it will generally be without further obligation on the Branch to provide goods, services or specific acknowledgement. On the other hand, a Sponsorship may constitute a legal agreement entered into with a company or organisation whereby a commercial arrangement or promotional opportunity is provided in exchange for financial support.

### Sponsorship

#### Identifying and selecting potential sponsors

Consider the reputation of the program and Sailability Victoria and avoid inappropriate sponsor organisations such as alcohol companies. Examine if the type of sponsor will have the approval of the members and participants, especially when children are included. Also consider local community ethnic, political, and religious aspects of your audience. Sample sponsorship proposals may be available from Sailability Victoria.

The writing of grant applications is almost an art form, and it is helpful if a person experienced with the preparation of funding applications to Government and institutional organisations can assist with this task. It is most important to read the funding application instructions carefully as the key evaluation criteria are often provided.

Suggested sources of funding include:

- State Government [Grants and programs | vic.gov.au \(www.vic.gov.au\)](https://www.vic.gov.au/grants-and-programs)
- Sport & Recreation Victoria sporting equipment and athlete grants [Funding | Sport and Recreation Victoria](#)
- Vic Health Active clubs– available each year. [Funding | VicHealth](#)
- Parks Victoria Facilities Grants – only available if you are operating at a Parks Victoria managed venue
- Local Government Community Grants Schemes – most local councils provide annual grants to organisations for recreational programs which contribute to the life of the municipality. Keep an eye on the local paper or contact your local council offices
- Philanthropic Trusts – several philanthropic organisations provide grants for recreational activities which involve disadvantaged groups within the community

- Service Clubs (Lions, Rotary, Apex, Freemasons etc) – these groups can often provide grant funds for equipment and can also be a source of volunteer support. It is worthwhile arranging to make a presentation to all such local groups to explain what your Branch is trying to achieve and who it will benefit-
- Private Donors – there are many philanthropically minded people in the community who may have the capacity to provide funds to assist with equipment or programs. Use your combined knowledge of the local community to identify individuals who could be approached either in person or via a written request.

## Appendix I: Marketing your program

You will need to sell your program to the local community and your target market. Consider who you would like to work with and who suits your capacity to deliver a program – craft available, number of co-sailors, volunteers, capacity to teach and upskill participants or offer a participation program.

Sometimes individuals with disabilities or service providers will approach your program with the intent of becoming involved. In most instances this will have been a big step for the individual to take and the program should be understanding of this. Sometimes an opportunity may arise, either because an existing member may acquire a disability or may have a friend or relative with a disability.

However, Sailability Programs can be more pro-active in developing strategies to attract new members. To this end your program will need to think about who might want to join in its activities. Most people who join your organisation will live locally. Look around and identify what organisations or individuals are located near you and approach them first. A good way to start is by checking if there is a specific group or body in your area that might be interested in attending your program. Contact individuals or organisations and ask what they want. Find out what they may need that you can provide.

### Develop your program.

After consulting local groups, individuals and support groups, a clear picture of needs and expectations should evolve. This information should be regularly given out to new members and put together to produce a package that should be appealing to your new members. It should be value for money without being charity and should clearly meet the needs you identified in discussions earlier.

This package may include:

- Support programs for all new members i.e. a 'buddy' program
- Information about 'come and try' days
- Information about the activities
- Information on minor modifications which have been made to physical facilities (if any were needed).
- Use local radio stations, community papers and social media groups for interviews and advertisements.
- Make presentations to individuals or to groups in larger organisations.
- Plan for 'come and try' days and family days targeting specific groups or local organisations.

- Work with local disability service providers.
- Remember to include the services provided in all club promotional brochures and material.

### Where can I get help with this?

- Many disability organisations have programs, resources and people who can assist clubs in identifying target groups and gaining access to people with a disability. They also may be able to assist in developing programs that would appeal to certain individuals and can often help with the communication process.
- Attend Sailability Victoria meetings (run via Teams) and talk to other program coordinators about solutions they have found and the way they run their programs. What successes have they had and how have they overcome some problems? See if there are any lessons that can be learned from their experience. Have they developed products or resources that you might be able to borrow, adapt or copy?
- The Australian Sports Commission has collected a range of case studies of clubs that have successfully developed policies, programs and services targeted at including people with a disability in their sporting activity.

## Appendix J: Suggested Membership Categories.

Membership structures and a schedule of fees are determined by each Affiliated Sailability Branch or their host club taking into account the local circumstances, however the following list of possible membership categories are provided as a guide:

- **Casual Sailor** - this entitles an individual to participate in one sailing session only and does not include personal accident insurance cover provided for members and volunteers. Cover is provided under Public Liability Insurance. (Commonly \$5 donation). This may be arranged through SailPass at your host club.
- **Individual Branch Member** – Entitles the individual to participate in the Branch's regular sailing program for no additional fee and voting rights at Annual General Meeting of the Sailability Branch. Includes personal accident insurance whilst involved in Sailability activities. (Commonly \$50-\$80 per annum)
- **Family Membership** – May be provided to include additional family members at a reduced rate. Includes personal accident insurance whilst involved in Sailability activities. (Commonly \$100-\$150 per annum). Consider expanding your Family membership definition to include Grandparents and Grandchildren or Aunts/Uncles and their Nieces/Nephews. Whilst parents may not have the time or budget when busy balancing family and work commitments at that life stage, the wider family who may already be avid sailors may have the time and financial resources to include younger family members in their club and programs. Additionally include children/youth until they complete all education including tertiary – i.e. don't cease their inclusion in family at 18yo – so that they can maintain a sailing membership whilst studying.
- **Group or Corporate Membership** – Enables an organisation (often a Disability Support Group or Special Developmental School) to obtain a group membership which entitles a number of individuals to participate in the Branch's regular sailing program throughout the year. Includes personal accident insurance whilst involved in Sailability activities. (Commonly a discounted rate of \$200-\$500 depending on the number of individuals who will participate)
- **Associate Member** – Individuals or organisations who may not be involved as participants or volunteers are provided with an opportunity to show their support for the activity and receive regular communications from the Branch. Does not include personal accident insurance. (Commonly \$10-\$20)
- **Volunteer Member** – Volunteers who may or may not be involved as participants are provided with a discounted membership and receive regular communications from

the Branch. Includes personal accident insurance whilst involved in Sailability activities. (Commonly \$0-\$20)

- **Corporate Supporter** – Enables companies and community organisations to provide financial support for Sailability activities on an annual basis. Corporate Supporters may be acknowledged on Branch newsletters, on banners displayed during sailing and promotional activities, via a sponsor's board or on the boats. Does not include personal accident insurance. (Can range from \$200 to \$1000 per annum)
- **Pro-Rata** – Branches may determine whether pro-rate membership is available depending upon the time of joining.
- **Sail Pass** – for Sailability programs run at Australian Sailing affiliated yacht clubs, consider speaking to the club about a Sailability specific Sail Pass system that provides cover and club access during the sessions but at a discounted rate for program attendees.

## Appendix K: Privacy and Data Protection Act 2014

Ali to summarise whilst the rest of this document is being reviewed. All new information!

[Privacy and Data Protection Act 2014 | legislation.vic.gov.au](https://legislation.vic.gov.au)