

VOLUNTEER STATEMENT

This is an Agreement between individual Sailability Volunteers and Sailability Gold Coast. This Agreement is not a legally binding contract, and it may be cancelled at any time by either us or you.

What you can expect when volunteering at Sailability Gold Coast

Sailability Gold Coast values its volunteers and we will endeavour to provide you with:

- Written role descriptions so you understand your role and the tasks you may be asked to perform
- Orientation, induction and Training relating to your volunteer roles
- A safe environment in which to perform your roles
- Respect for your privacy, including keeping your private information confidential
- A Safety Officer, so that you can ask questions and get feedback
- Public Liability Insurance to cover you for the volunteer duties you are authorised to perform
- Recognition for your service with Years of Service Awards. To qualify you need to successfully fulfill your chosen volunteer roles and attend Sailability regularly.

What Sailability Gold Coast asks of its volunteers

An understanding that you perform all duties on a voluntary basis. As a Volunteer you are under no obligation to attend Sailability Gold Coast every week or to perform tasks you are not comfortable with

- Have a current Blue Card before commencing any active volunteer duties
- Provide evidence of any boat licence if applicable to your chosen roles
- Support Sailability Gold Coast's aims and objectives and participate in all relevant induction and training sessions
- Support Sailability Gold Coast by attending regularly whenever you can. We operate Tuesdays 8.00am - 1.00pm as our main Volunteer Day and Thursdays 8.45am - 11.30am for volunteer training and a small number of clients with a booking
- Only perform duties you are authorised to perform within your role description/s and always follow reasonable directions and instructions
- Let us know immediately if there is anything, or if anything arises, that makes you unsuitable or unable to carry out your volunteer role
- All boat skippers and boat crew must be physically agile enough to be in control of the vessel and be capable of assisting others in an adverse event. Diminished eyesight or hearing may also be a cause of reduced performance
- All boat skippers and crew must be skilfully focused and mentally aware of potential hazards, continually monitoring deteriorating weather conditions and putting the needs and enjoyment of the clients and carers first, even if this is not necessarily be the most efficient or effective sailing outcome

- Always comply with the law. Be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive
- Understand and comply with the organisation's Rules and Regulations (Sailability Gold Coast's Constitution), the Volunteer Handbook and Policies and Procedures. These can be found on our website at www.sailabilitygc.org including a:
 - Risk Management/Health and Safety Plan; Code of Conduct; Confidentiality Agreement; Grievances Procedure; and Performance Management Strategy

Role Descriptions (see separate document for each Role Description)

We have developed Role Descriptions to help you understand your role, the responsibilities and boundaries of the roles and the tasks you may be asked to perform. You may be personally liable (that is legally or financially responsible) for any harm or damage caused to yourself or others if acting outside the boundaries of the Role Descriptions or if you act outside the instructions given to you.

If you are unsure whether a particular task or work is part of your role, or who you can and can't receive directions and instructions from, please don't hesitate to talk to the Safety Officer.

Health and Safety of you and others

At Sailability Gold Coast the safety of everyone is a priority.

- Notify the Safety Officer of any health and safety issues or potentially hazardous situations that may pose a risk to you or others and report any accidents or incidents as soon as possible. If you have any questions or concerns about your role, your health and safety, or if you need any assistance to help you perform your role, please contact the Safety Officer.
- Use any property or equipment safely and only for the purpose of the task
- You may be personally liable for any harm or damage caused to yourself or others if you are affected by drugs or alcohol when you are volunteering.

Orientation, Induction and Training

Several roles within Sailability Gold Coast require little prior experience. For these roles you will be provided with on-the-job training from your volunteer colleagues.

All roles involving boats and taking clients and carers sailing, will require certain qualifications, training and assessment. This is mandatory even if you have prior sailing experience.

More information on what training is required is provided in each Role Description.

Public Liability Insurance

We are committed to providing adequate insurance cover for volunteers while carrying out their volunteering roles that have been approved and authorised by us.

To ensure this insurance covers you for any incidents that occur while you are volunteering with us, you need to sign in on the form provided every time you volunteer and report an incident as soon as it has occurred.

Actions that are beyond the scope of your volunteer role, or that occur without appropriate authority or permission from us including criminal, dishonest or reckless activity are unlikely to be covered by our insurance.