

HRSC Junior Sailing Volunteer Induction Programme

Guidance for those introducing and inducting new volunteers

This guide assumes the volunteer is already known to the Captain of Juniors and Senior Instructors who have agreed that their help will suitably enhance the season's sailing programme ahead, supporting existing SI, DI and AI goals, and integrating harmoniously into safety boat and junior sailor ratios.

The induction

Typically, induction will start on a date agreed by the Captain of Juniors at the HRSC clubhouse. This will be a pre-season meeting where the volunteer will be introduced to Captain of Juniors, the SIs, DIs, AIs and any other volunteers, new or established, in Junior Sailing at HRSC.

The main areas for volunteering at Junior Sailing are:

- Instructors (SI, DI or AI qualified)
- Shadow Instructors (individuals working towards becoming certified AIs)
- Safety Boat Driver
- Land crew (responsible for the Junior Sailing register, sailing day admin and radio duty)

The induction and initial training requirements vary depending on how a volunteer wishes to help. Generally no prior experience or qualification is necessary.

Minimum introductory requirements

For all areas of volunteering, these requirements need to be covered at the pre-season meeting. This can be done in an informal way, for example standing on the balcony and touring the site (buoyancy aids must be worn on the pontoon). Discussion will include what goes on and where during Junior Sailing, who is expected to do what and what happens if something goes wrong.

The following points must be covered:

- **Introduction to the key Junior Sailing team**

Including Captain of Juniors, SIs, DIs, AIs, Captain of Safety Boats, Land Crew. Chain of command.

- **Introduction to policies and best practice**

Familiarise the volunteer on best practice, including key club policies such as the operational procedures policy, health & safety policy, equality policy, safeguarding & child protection policy, emergency action plan.

Action a self-declaration form and/or DBS.

If the volunteer is coming onboard as an instructor, record their certification number on the Master Admin Spreadsheet, if the volunteer is coming onboard as a Safety Boat driver, also record sight of their qualification on the Master Admin Spreadsheet. If first-aid trained, record this and the expiry date of the qualification.

- **Schedule**

Inform the volunteer of any pre- and post-season meetings, the length of the season, timings for attendance on Friday nights during that season, who to inform if a session will be missed, what happens when there is bad weather.

- **Communication**

Establish lines of communication: exchange phone numbers, email addresses, and bring the volunteer into the relevant FaceBook messenger group for weekly pre-planning ideas.

- **Junior Sailors**

Expected numbers, introduction to the stages/groups, organisation of the crew per stage/group. Run through the sailor registration and sign-out protocols.

- **Understanding of Ratios**

Clear instruction on the safety ratios of children to instructors to safety boats and associated rules (eg AIs can only teach up to Stage 3).

- **Sailing Boats**

Familiarise the volunteer with what sailing boats the club has and their names. Inform them which boats are typically used for which groups, where and how they are stored.

- **Safety Boats**

Names of club safety boats and any private boats being used. Introduction to a grab bag and its contents.

- **'On the day' logistics**

Run the volunteer through the Helford Beach/Cow Beach split, which groups sail from where, how transport is arranged to the North side, rigging and de-rigging responsibilities.

- **Familiarisation with the site**

Walk the volunteers around the slipway, boats, pontoon, clubhouse, toilets and showers, store room and club office. Show them where everyone congregates and where sailor registration happens. Explain the use of the chain on Friday nights to prevent any vessel launching during the Junior Sailing session. Locations of radios, equipment, grab bags, first aid kits.

There is an associated checklist for this induction overview on the Master Admin Spreadsheet, which must be filled in by an appropriate member of the Junior Sailing team on induction day, probably Captain of Juniors or a delegated instructor. There is a column for each volunteer to show they have received the relevant information.