



SAILABILITY BAYSIDE PROCEDURES

SAILING FOR PEOPLE WITH DISABILITY

Guidelines for Registrars

Summary of tasks

1. Register and receipt of client sailing fees
2. Manage whiteboard records of sailor clients
3. Liaise with runner and pontoon coordinator
4. Reconcile monies from fees and deliver to nominated person
5. Assist whenever possible with client preparation and general operations

Minimum assistance required

Two people

Report to

Officer of the Day (OOD)

Setting up procedure

1. Set up one table and two chairs
2. Take stationery items, including whiteboard marker, cash tin and receipt books from storage room
3. Place whiteboard behind desk
4. Rule up whiteboard with two columns for sailor clients & one column for Faith sailing times
5. Write OOD's name in top right-hand corner
6. Display relevant notices on notice board.

Booking in clients

Sailor clients are requested to pay a \$7 sailing fee to support our operations.

1. Collect sailor client fee and issue receipt in the client's name
2. Highlight attendance sheets to indicate attendance
3. Check with carer for any particular client issues (behaviours) that we should be aware of. If so, ask the carer to advise the pontoon coordinator or OOD.
4. Write client's name on the whiteboard (dinghy or Faith), in order of registration
5. For Faith sailings, carers are complimentary – write '+ 1' to obtain exact numbers for each Faith sailing time (maximum 8 passengers)
6. Advise carers that they will be called by the runner/client coordinator when the boat is ready
7. If a carer or guardian is new or uncertain, advise them on procedures.

Other duties

1. Ensure all volunteers sign the Attendance Record book on arrival
2. Make new volunteers welcome, give them a volunteer's induction kit and introduce them to the OOD, volunteer coordinator, president or any available committee members
3. At the end of the day, hand all monies and receipt books to the treasurer
4. Pack all registration items in boxes and return them to the storeroom