

DINGHY VOLUNTEER HANDBOOK



RSYS Sailing
Academy

Updated: 4/10/2023

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About this Handbook

The purpose of this handbook is to facilitate a successful volunteering program at the Club that supports the coaches and the sailors to ensure a pleasant and safe environment. To that end, this handbook covers all the safety protocols that are currently in effect as well as role descriptions and procedures for the various volunteer roles.

Key Contacts

Sailing Office / Shore Base : UHF 71 - call sign "Squadron Base"

RSYS Waterfront : VHF 73 - call sign "Squadron Tender" or PH: 0405 971 800

NSW Marine Rescue : VHF 16 - call sign "Marine Rescue" or PH: 9450 2468

RSYS Front Reception : 9955 7171

NSW Ambulance, Fire, Police : 000

Academy Manager Ian Coates : 0435 852 950

CEO William Pettigrew : 0406 993 107 in the case of an emergency only

Expectations & Requirements

RSYS is committed to building a sense of community within our club, the success of which, hinges on the support we give to each other.

With that in mind, parents/carers (and/or a family member) of each youth sailor is expected to be sign up for the Dinghy Volunteer Roster. This commitment is approximately **one Sunday per month but may vary due to squad size, race days and regattas.**

We encourage all Volunteers (over 18) hold a current Working with Childrens Check (WWCC)

If you have not yet attained a WWCC, as a volunteer you can do so for free:

<https://www.service.nsw.gov.au/transaction/apply-working-children-check>

By signing your sailor up to the Academy Dinghy Squads you are making a commitment to volunteer for the shifts you have been allocated. Non-attendance to one of your rostered shifts is considered a breach of this commitment to the club and the sailors.

We therefore expect you to actively swap your shift with another volunteer parent via the Clubs HR volunteer coordination system.

Failure to meet your commitments may result in your Sailor being withdrawn from the program.

Duty of Care

RSYS by law has a duty of care for its staff and participants. It is a legal obligation which is imposed on an individual requiring adherence to a standard of reasonable care while performing any acts that could foreseeably harm others. It is the first element that must be established to proceed with an action in negligence.

It is up to both the club and individuals to provide the best practiced duty of care for all. In the eventuality of an incident or injury occurring on the water, there are certain procedures in place. These are designed with correct communication and student welfare in mind. These are outlined in the operating procedures.

As a volunteer at RSYS, internal authorities, external authorities and plans of action are here to aid yourself and everyone involved. **It is important that you are familiar with the following chains of response, as these are here to assist all involved with expedient solutions.**

Safety for on Water Session

To ensure safe on water session, please be familiar with the following minimum requirements and processes.

1. Briefing - Before the commencement of all sessions all Volunteers will attend a briefing to ensure an understanding of the day's plans and safety protocols.
2. Rescue Boats - Ensure sufficient personnel and equipment is aboard each RIB and safe Rescue Boat to Sailing Vessel Ratios are maintained.
3. Race Management - When racing, sufficient personnel onboard the committee vessel, with a qualified Coxswain and RO to hold a minimum of AS Regional Race Officer Qualification and all Committee Vessel Members to hold an AS Committee & Finish Boat qualification.
4. Weather Information - Local Weather forecast is obtained and wind speed limits for each class is considered along with other relevant conditions
5. First Aid Provision - One First Aider will always be available onshore during sessions and Offsite assistance will be coordinated by the house duty manager.
6. Launching & Retrieval - Adequate personnel on standby to assist in the launch and retrieval of Sailors boats throughout the session.

On Water Injury Management

In the incident of a participant being injured, where they are identified by an instructor/coach, the following principles apply. It should be noted that our responsibility as seamen applies to all with whom we share the water with.

The first instructor/coach to make contact with the casualty informs the lead coach and shore base via radio, it will then be decided whether or not emergency services need to be contacted.

If evacuation is required, the patient is then to be taken to the pond as close to the hardstand as possible on the arm side. If any head or neck injuries exist, the patient **MUST** not be moved until a time that emergency services can advise or take over.

If any incident takes place on or off the water you must fill out an incident report that day. These forms can be found in the black attendance clipboards and in the Academy Office near the RIB keys.

Concussions

Concussions are a serious injury that can occur while on the water in a number of ways. The symptoms of a concussion include:

- Headaches
- Dizziness or balance issues
- Sensitivity to light
- Low energy levels
- Memory or concentration issues
- Irritability/sadness

If a concussion is suspected (i.e. you witnessed the boom hitting them in the head, or there is evidence of trauma to the head, or the sailor is displaying symptoms of a concussion) here is a simple on-water assessment for a concussion:

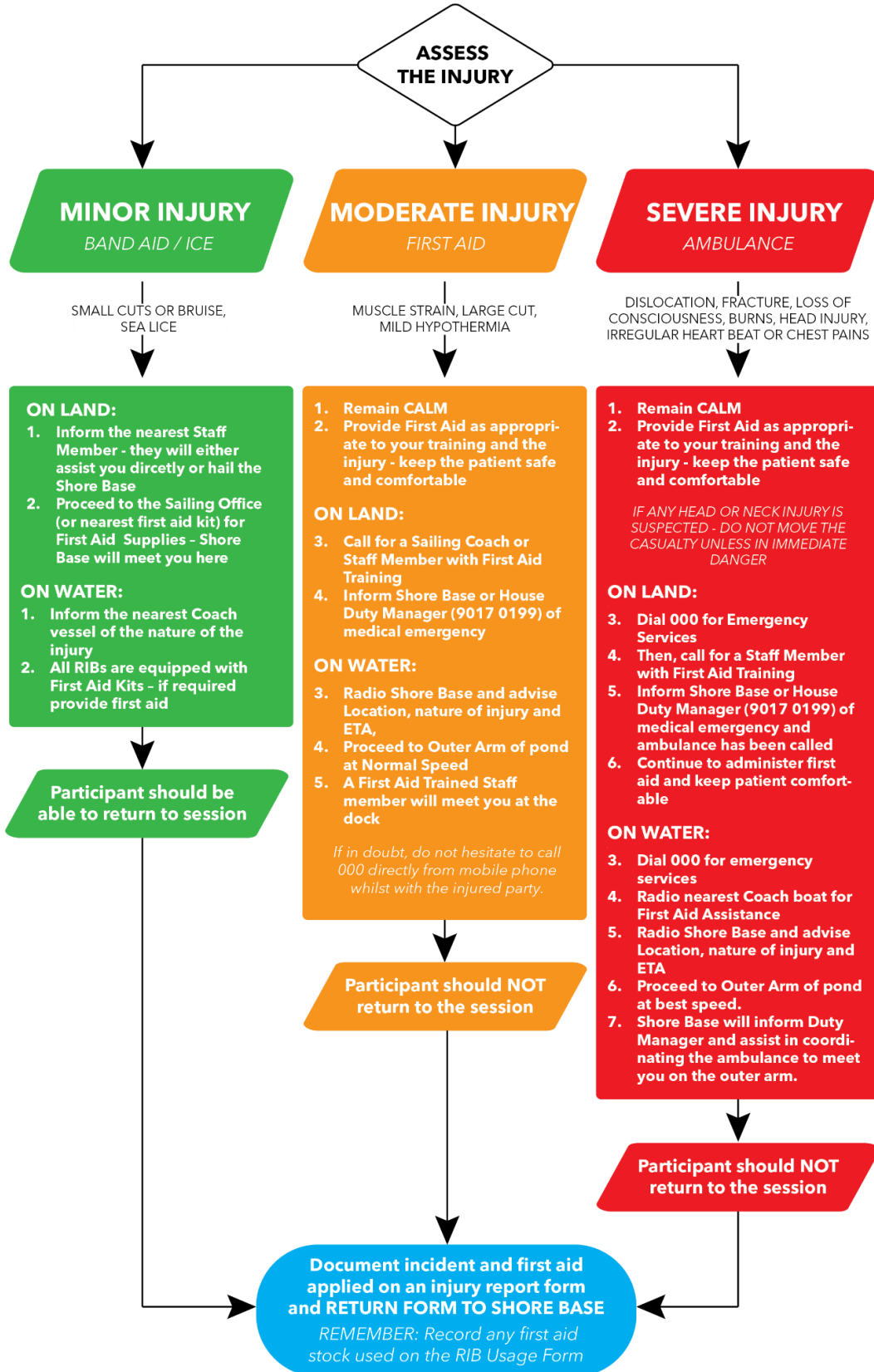
1. What is your name, what happened?
2. What day is it?
3. Are you feeling tired/sad/irritable?
4. Is there any numbness or tingling?
5. Can you track my finger with your eyes?
6. What did you have for breakfast?

While asking these questions observe them: checking for slurred speech, lack of focus, (i.e. are they looking at you?) and/or signs of tiredness. If you suspect a concussion at all, a coach should be told immediately and protocol for injury management should be followed.

Injury Management

In the event that a participant is injured the following principles apply.

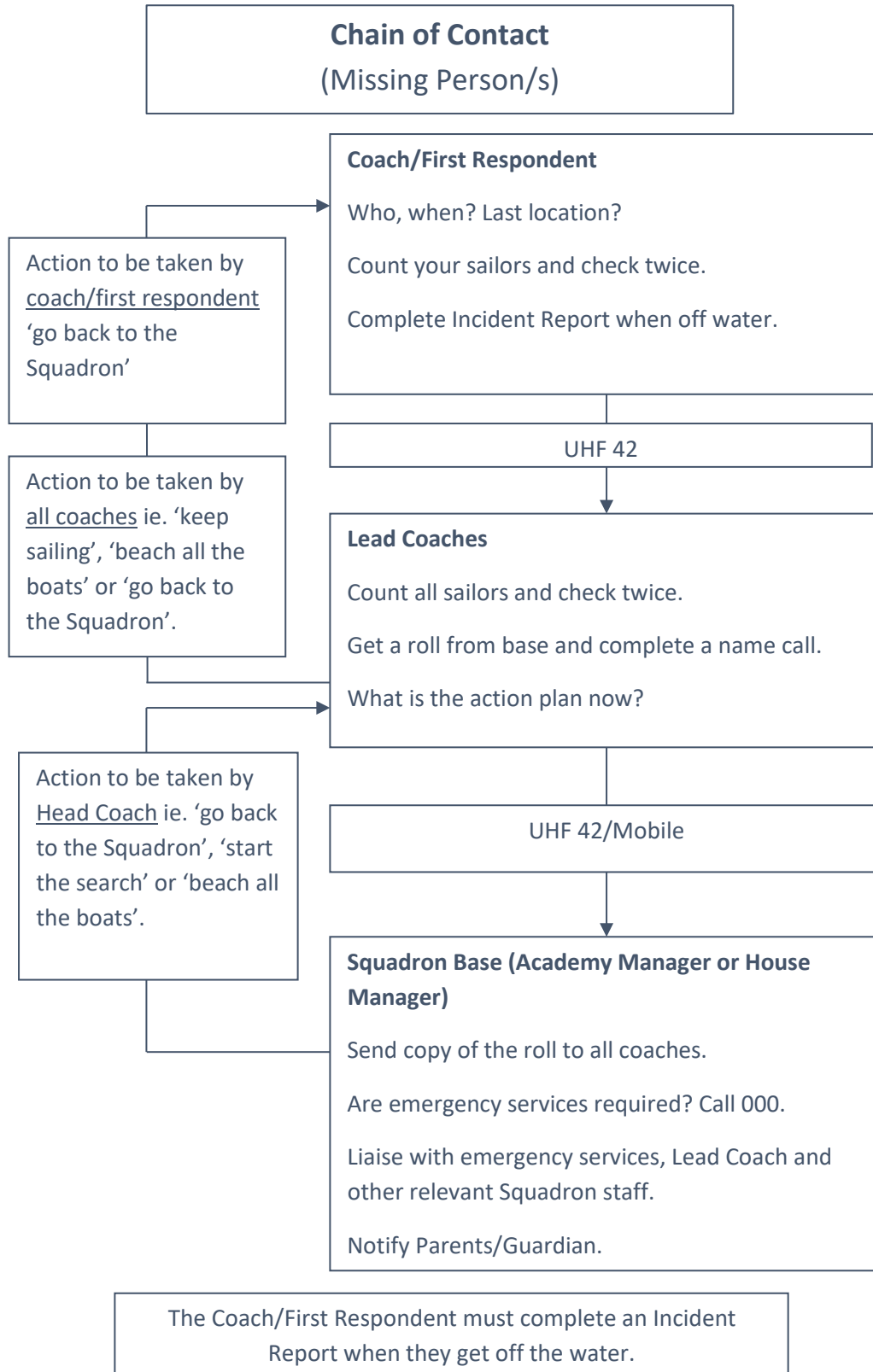
It should be noted: We have a responsibility as seaman to render assistance to our fellow boaters in any way we reasonably and safely can.



Missing Student

Once it's established that a student is missing, a head count is to be arranged by the Lead Coach on the water and confirmed with shore base via the sign on sheets.

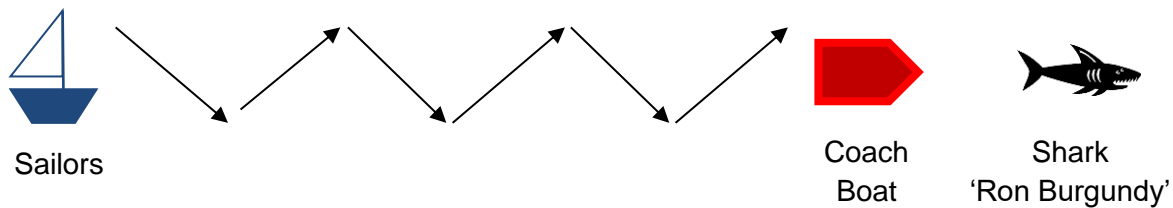
All available boats are to assist in a coordinated search and rescue. This is to be coordinated by the Sailing Academy Manager or Head Coach.



Shark Sighting

In the rare case of a shark being sighted, the word "shark" is to never be used and simply replaced by the word "Ron Burgundy" at all times around students, parents and patrons. The person in charge on the water is to be made aware and no capsizing is permitted after the sighting. A decision will be made whether or not to abandon the session and return to shore.

Greater care is to be taken when visibility in the water is low particularly following heavy rain. In these conditions capsizing if deemed necessary will be refined to shallower waters. Both of these policies are not to be discussed with parents or children and students should never be made aware a shark is present.



Always place yourself between the student and the shark and if possible scare away with the technique shown above.

Code words:

- "Boat on the beach" = Immediate assistance required
- "Ron Burgundy" = Shark has been sighted

Evacuation Locations

In the case of an injured sailor or an emergency evacuation all coaches should attempt to return to the Squadron, however, if you are unable to reach the club or need assistance quicker refer to the diagrams below that highlight primary, secondary and 'beach the boats' locations.

All emergency service vehicles that are called to the Squadron for an on-water emergency/injury will be directed to the outer arm of the Squadron Pond near the metal ramp by a staff member to ensure quick access to the patient. If possible, coaches should dock their rib on the inside of the outer arm next to the bottom of the metal ramp.

If head or neck injuries are suspected, coaches must not move the patient until advised to by emergency services or if they are in immediate danger.

Evacuation Locations

In the case of an injured sailor or an emergency evacuation all coaches should attempt to return to the Squadron, however, if you are unable to reach the club or need assistance quicker always look for the closest point for an ambulance and note that together with RSYS, the NSW Police have suggested the following wharfs as suitable access points for ambulance services.

- Manly Wharf
- Rose Bay Wharf
- Man of War Steps Wharf
- Balmain Wharf

All emergency service vehicles that are called to the Squadron for an on-water emergency/injury will be directed to the outer arm of the Squadron Pond near the metal ramp by a staff member to ensure quick access to the patient. If possible, coaches should dock their rib on the inside of the outer arm next to the bottom of the metal ramp.

If head or neck injuries are suspected, you must not move the patient until advised to by emergency services or if they are in immediate danger.

Important Note: The above suggested ambulance drop off locations are suggestions only, the Skipper of the vessel must always make a decision based on the severity of the incident and the information available to them. There may be a location close and more appropriate to the incident.



Emergency Procedure

Appendix 1 - Emergency Procedures & Medical Emergencies

1. Remain Calm and Perform DRSABCD
2. Note that at 'S' send for Defib & Ambulance
3. Assess the injury
 - a. If the injury is serious such as injury to head, loss of blood, black out, nausea or broken bones call 000 then contact lead coach & front of house.
 - b. If minor injury call lead coach and shore base for first aid.
4. Contact the House Duty Manager 9017 0199 to advise there is a medical emergency and that an ambulance has been called.
 - a. The Duty Manager will send a staff member to the street to direct the Ambulance to the hardstand.
 - b. The Duty Manager will contact the Chief Executive Officer or RSYS Commadore to inform that a medical emergency has occurred.
5. Commence First Aid whilst waiting for Amulance and constantly monitor the casualty.
6. Following the emergency, ensure the incident report is completed and given to the Duty Manager.

Appendix 2 - Emergency Contacts

Emergency Services '000' or VHF channel 16.

RSYS Waterfront Manager : 9017 0161

RSYS Duty Manager : 9955 7171

Academy Manager : 9017 0153

Water Police Balmain : 9320 7499

Oil & Fuel Silll : 9296 4000

North Sydney Police : 9956 3199

NSW Maritime Authority : 13 12 56

Who to contact for advice outside of business hours: CEO - 0406 993 107

If the emergency involves injury, damage to property, fire or fuel/oil spills please contact the Chief Executive Officer on 0406 993 107

Appendix 3 - Location of First Aid Equipment

Advanced Air Resuscitation & Defibrillation

- Sailing Office Foyer
- Waterfront Dockmaster Office
- House Manager Office
- Committee Boats Gitana & Mischief








First Aid Kits

- House Manager Office, Main Club House Level 4
- Sailing Office, Wudjong House
- Careening Cove Anchorage bar area near stereo end cupboard
- Youth Sailing Room
- Waterfront Dockmaster Office
- Committee Boats Gitana & Mischief

RESUS



IN AN EMERGENCY CALL **TRIPLE ZERO (000)** FOR AN AMBULANCE

D	Dangers? Ensure the area is safe for yourself, others and the patient.	
R	Responsive? Check for a response: ask name, squeeze shoulders. No response? Send for help. Response? Make comfortable and monitor response.	
S	Send for help Call triple zero (000) for an ambulance or ask another person to make the call.	
A	Open Airway Open the mouth and check the airway for foreign material. Foreign material? Place in the recovery position and clear the airway. No foreign material? Leave in position. Open the airway by tilting the head back with a chin lift.	
B	Normal Breathing? Check for breathing: look, listen, feel for 10 seconds. Not normal breathing? Ensure an ambulance has been called and start CPR. Normal breathing? Place in the recovery position and monitor breathing.	
C	Start CPR 30 chest compressions; 2 breaths. Continue CPR until help arrives or the patient starts breathing.	
D	Attach defibrillator (AED) and follow the voice prompts.	

Learn first aid | 1300 ST JOHN | www.stjohn.org.au

THIS INFORMATION IS NOT A SUBSTITUTE FOR FIRST AID TRAINING. FORMAL INSTRUCTION IS ESSENTIAL. © St John Ambulance Australia Inc. 2017

Volunteer Roles

The different parent/guardian volunteer roles are outlined below. For more details and instructions, please read the separate volunteer job descriptions.

Land Based Roles:

Ramp Duty Assistant: Assist coaches and sailors in launching and retrieving dinghies.

Ramp Duty Supervisor: An experienced Volunteer who on the day leads the Ramp Duty Assistant team to ensure timely and safe launching, provides guidance to new volunteers and directs sailors as to here

BBQ Cook/Supervisor: Prepare, cook and serve post-racing/racing BBQ for sailors. A key element of this role is ensuring the BBQ is served up at the allotted time.

Race Management Team:

Race Committee - Race Officer: Overall responsible for coordinating up setting a good course and running properly formatted races. A Regional Race Officer qualification is required for this role.

Race Committee - Coxswain: Skipper of the Committee Vessel and responsible for the safety of the vessel and its crew. This role requires a current NSW Boat Licence and been approved and inducted by RSYS Sailing Manager Rob Ridley - this role is typically done in conjunction with another Race Committee Role on the Day (i.e. Race Officer/Flags/Recorder/Timer).

Race Committee - Flags: Responsible for all visual signs (flags and course board) and assisting RO as directed.

Race Committee - Recorder: Responsible for recording all starting (including OCS) and finishing boats and assisting the RO as directed. Volunteers utilise the race management system SailSys as well as paper finish sheets.

Race Committee - Timer: Responsible for the starting sequence and assisting RO as directed.

Safety & Mark Boat Team:

Safety/Mark Boat Driver: Responsible for skippering a safety boat and providing assistance as needed or directed by coaches. On race days they will be responsible for setting up the marks and setting them in consultation with the RO. Safety Boat Operator qualification required.

Safety/Mark Boat Crew: Responsible for assisting the safety boat driver with providing support to sailors. This role might be on-board a coach boat or a dedicated safety boat.

Ramp Duty Assistant

Timing

- Timing for your volunteer role is given on the volunteer roster and you may not always be rostered on for the same time.
- Ramp assistants are required to be ready to help with boats throughout the whole morning or afternoon session, not just at the beginning and end, as boats often come in with breakages or other problems.

Location

- All dinghy squad boats (Optimists, Lasers and Pacers) currently launch from the pontoon each week.
- In some weather conditions, dependent on wind and waves, it is not safe or easy to launch boats from the pontoon and boats will instead be launched in the 'pond'. **This decision will be made by the coaches and communicated to sailors and ramp assistants.**

Other Information

- Ramp assistants should wear enclosed footwear that can get wet, and be aware that pants, especially long pants may also get wet when launching and retrieving.
- No sailor or parent should attempt to lift a boat out of the water by themselves.
- Ramp assistants should take care to not damage the boats - this can occur easily from the boat hitting the side of the pontoon or being put on a trailer without padding.
- Optimists, lasers and pacers do differ in size and weight however the general instructions for launching them are the same. However, please keep the differences in mind, as the heavier boats may need more assistants or sailors to lift it out of the water.

Launching

1. Before starting to launch, check the boat has all necessary sheets (ropes) and foils (boards), and the sailor is wearing a lifejacket.
2. Line the boat up so the back of the boat is parallel with the edge of the pontoon. Sailors know how to do this and usually line it up themselves.
3. Attach the rudder to the back of the boat and make sure it is secure. This is also generally done by the sailor.
4. Untie the front of the boat from the dolly (trailer), and keep holding the tow rope.
5. Slowly wheel the boat back until the wheels drop over the edge. This can jolt the boat so try to move as slowly as possible through this part.
6. Lift the front of the boat slightly and push it back into the water, while holding on to the tow rope.
7. The sailor or another assistant should pull the dolly back up onto the pontoon and wheel it up onto the brick area, and stack it neatly with the other dollies.
8. Hold the boat next to the pontoon so it does not hit the pontoon, as this will damage the boat. Optimists and lasers should be held by the mast or the side of the boat. Pacers should be held by the sidestay (wire on the side of the boat).

9. Sailor/s should then get into the boat and put the centreboard in/down. Do not let go of the boat before they are ready.
10. Once the sailors are ready, push their boat away from the pontoon. Try to push the boat so it is not facing into the breeze once you let go, as they won't be able to sail it that way.

Retrieving

1. Boats will often come in as a whole group so direct sailors to come to the pontoon only when you have enough ramp assistants to start retrieving a new boat. Sailors can sail around and wait in the meantime.
2. Get a dolly (trailer) from the brick area and bring it to the end of the pontoon. Optimists, lasers and pacers all have different dollies, but you can use any of the correct type of dolly for any boat, it does not matter which one.
3. Line the dolly up so the back is parallel to the edge of the pontoon.
4. 'Catch' the boat when the sailor comes to the pontoon by grabbing the mast/edge of the boat/sidestay to completely stop the boat and hold onto it.
5. Take the tow rope from the front of the boat and hold onto it.
6. The sailor should take out the rudder and centreboard. Optimists should unclip their mainsheets as well.
7. The sailors should then climb out of the boat onto the pontoon.
8. For lasers and optimists, push the dolly back so the wheels drop over the edge. Do not do this for pacers, leave the wheels on the pontoon.
9. Swing the boat so it is pointing straight at the pontoon, and in line with the dolly.
10. Grab the front of the boat and lift it out of the water, then pull the boat up and back so it slides onto the trailer. Retrieving is easier with more people to help lift, and is best with at least one person on each side of the boat so the lift is balanced.
11. Tie the boat onto the front of the trailer with the tow rope, and pull the boat and dolly out of the water. The sailor will then take the boat up the ramp.

BBQ Cook/Supervisor

Timing

- Timing for your volunteer role is given on the volunteer roster and you may not always be rostered on for the same time.

General Information

- To volunteer in this role you must be able to operate a gas BBQ, and be confident in your cooking abilities.
- Keep in mind that the BBQ is not in perfect condition and it is very difficult to change to heat level. If you need any help, ask a staff member, coach or committee parent.

Cooking Instructions

1. Wash hands
2. Collect cooking equipment (tongs, serving dishes, paper towels, oil, napkins) and food (sausages, onions, sauces) from the kitchen.
3. Begin cooking the food approximately 15-20 minutes before the sailors are expected to arrive (you can check with other parents or coaches when this will be).
4. Check gas is connected and all BBQ handles are turned off.
5. Turn on the gas first and then the BBQ.
6. Cook the onions first, and then the sausages.
7. Put cooked food into serving trays before distributing to sailors.
8. After the food has been cooked, turn off the gas first and then the BBQ.
9. Wash the BBQ with water while it is still hot, using water, paper towels and the BBQ scrub.
10. Take all kitchen utensils and spare napkins and sauces back to the kitchen.

Race Committee Flags

Timing

- Timing for your volunteer role is given on the volunteer roster and you may not always be rostered on for the same time.

General Information

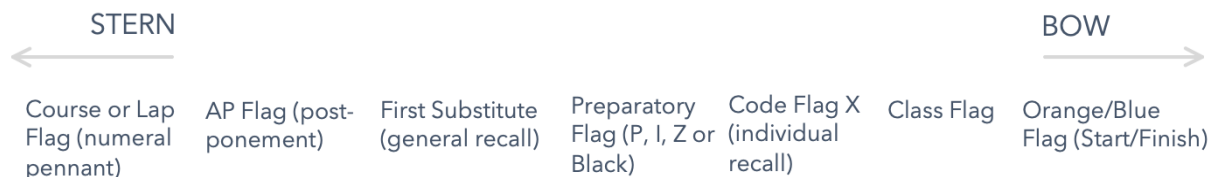
- Volunteers in charge of flags on the race committee assist the Race Officer (RO) in starting races, and are responsible for all visual signals needed for racing.
- Some prior knowledge of flags, the rules of racing and the phonetic alphabet are required. All race committee volunteers should also have read the sailing instructions.
- More information about flags and starting procedures are available on the RSYS website.
- Any questions or problems on the day of volunteering should be directed to the Race Officer.

Equipment

- The volunteer on the race committee responsible for flags should ensure all the necessary equipment is brought onto the start boat before leaving.
- Equipment includes:
 - Complete set of International Code of Signals flags, and all numeral pennants.
 - Any class flags or other special flags mentioned in the sailing instructions, and a class burgee.
 - A course board and alpha/numeral cards (if required).
 - Spare cord, a knife, electrical tape, flag sequence sheet, flag identification chart, current RSYS handbook.
- Set Up and Procedures

Set Up Before Start

- List the flags to be used in the starting sequence on a sheet of paper and fix in a clearly visible location (this is often supplied by the sailing office).
- Clip the flags to the appropriate halyards as shown in the diagram below:



- As directed by the RO, record any information needed (such as number of laps or bearing to windward mark) on the course board and fix to the back of the start boat.
- Check all flags are correct (they can be stowed in the wrong storage pocket).
- Ensure all halyards are running freely and there are no tangles or knots.

Normal Procedure

- After each flag is hoisted or lowered, cross it off the starting sequence list to keep track of what has been displayed.
- Starting sequence flags will be hoisted or lowered on the timer's countdown. Any other flags will be hoisted or lowered on the RO's command.
- Procedures regarding recalls, postponements, abandoning racing and changing the course are described in the Racing Rules of Sailing, and outlined on the RSYS website at the same link listed under 'General Information'

Race Committee Timer

Timing

- Timing for your volunteer role is given on the volunteer roster and you may not always be rostered on for the same time.

General Information

- Volunteers in charge of timing on the race committee assist the Race Officer (RO) in timing the starting sequence, and with other tasks.
- A general knowledge of racing/starting rules is required. All race committee volunteers should also have read the sailing instructions.
- More information about starting procedures and the role of the race committee are available on the RSYS website, [here](#).
- Any questions or problems on the day of volunteering should be directed to the Race Officer.

Equipment

- The volunteer on the race committee responsible for timing should ensure all the necessary equipment is brought onto the start boat before leaving.
- Equipment includes: Two digital timepieces, timing sheet and clipboard, pencil/pen and the RSYS handbook.

Timing Procedures

- The timer takes orders directly from the RO and provides prompts for the flags signaller. Times during the starting sequence should be called aloud.
- During the last minute to a flag movement/action, call the time every 10 seconds. When there are five seconds to go count each second.
- Each call should be made in a clear loud voice.
- The hoisting of the Course flag is at the discretion of the Race Officer once the start boat is on station, but no later than 5 minutes prior to the start of the race.

Race Committee Recorder

Timing

- Timing for your volunteer role is given on the volunteer roster and you may not always be rostered on for the same time.

General Information

- Volunteers in charge of recording on the race committee assist the Race Officer (RO) in recording the results of boats in races, including those who did not race or were over at the start.
- A general knowledge of racing/starting rules and the abbreviations used (such as DNC, DNS, OCS) to describe failures to complete a race correctly. All race committee volunteers should also have read the sailing instructions.
- More information about starting procedures and the role of the race committee are available on the RSYS website, [here](#).
- Any questions or problems on the day of volunteering should be directed to the Race Officer.

Equipment

- The volunteer on the race committee responsible for recording should ensure all the necessary equipment is brought onto the start boat before leaving.
- Equipment includes:
- Clipboard, pen/pencil, binoculars, digital stopwatch
- List of entries in each division/class showing boat name and number
- Blank finishing sheets

Recording Procedures

Start of the Race

- Record the sail numbers of any boats over the line (OCS) at the start (as called by the RO). Cross the sail numbers off as they recross the line. Advise the RO when all OCS boats have recrossed the line.
- If any boats fail to restart, record OCS on the list of entries and bring this to the RO's attention at the end of the race.
- At the start of each race, record the starting time of the race on the list of entries.
- After the start, count the number of starters and cross-check with the RO and the list of entries.
- Record any boats that start after 4 minutes after the start (check sailing instructions) as DNS and record their starting time.
- Record any boats that did not come to the starting area as DNC.

End of the Race

- Prepare the finishing sheets by recording the date, sheet number and recorder's name.
- As each boat finishes, record the sail number as called by the RO, and the finishing time.
- Notify the RO when boats that were recorded OCS or BFD are about to finish. These boats should not be given a sound signal, but their sail number and finishing time should still be recorded.
- Boats that finish, but subsequently retire, should be recorded as RET on the list of entries.
- Transfer all boats that have been recorded OSC, DNS, RET, etc, onto the finishing sheet.

Volunteer Training Opportunities

RSYS offers a range of training to help you get involved and upskill yourself to allow you to get more involved and support the running of the Dinghy Sailing program.

Training courses offered at RSYS include:

- Radio Operators Course
- First Aid Training
- Powerboat Courses:
 - o Powerboat Handling
 - o Safety Boat Operator
- Dinghy & Keelboat Instructor Courses
- Club Umpire Courses

Find more information and to express your interest in any of the above, please contact the Academy Administrator at academy@rsys.com.au

Volunteer Inductions

To ensure all our Volunteers are adequately prepared to safely carry out their duties, during the Audit day at the commencement of each term we will hold inductions for all Volunteer roles and the equipment you may be required to use. These include:

- Pontoon Launch & Retrieval Induction
- Crane Induction
- RIB Induction & Certification
- Committee Vessel Induction
- Committee Vessel Coxswain Induction & Certification
- Mark Inflation and Deployment/Retrieval Induction

Australian Sailing National Officiating Program

Additionally, Australian Sailing National Officiating Program has developed a new Race Officer Accreditation Policy as of March 2023. The new structure offers Volunteers the opportunity to upskill to be apart of the Race Management Team through self-guided, free online courses. For our Dinghy Volunteers, completion of one of these course and an RSYS Race Committee induction will make you eligible to volunteer in Race Committee roles throughout the season.

Course	Length	Overview
Mark Laying	Free online course 2 hours self-guided study time	A Team Member capable of assisting in running races as a member of the Race Management Team.
Committee & Finish Boat	Free online course 2 hours self-guided study time	A Team Member capable of assisting in running races as a member of the Race Management Team.
Scorer & Handicapper	COMING SOON	
Regional & National Race Officer	Regional & National Race Officer Course 2 day, Face to Face course + 12 hours study	The individual responsible for all on water activities, on-course Race Officers, all associated race officials and volunteers. Can successfully work with club staff and regatta scoring/handicapping.

For more information: <https://www.sailingresources.org.au/officials/race-officers/>

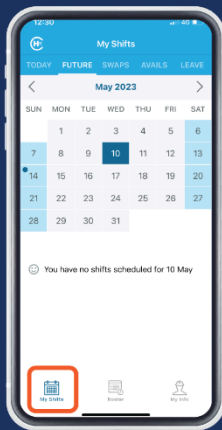
Clubs HR - Volunteer Coordination System

All Dinghy Squad Volunteering will be coordinated through the Clubs HR system.

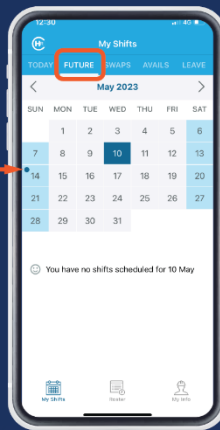
Logging in:
 Your USERNAME is the email address which you provided
 Your first time logging in use the temporary PASSWORD you would have received from ClubsHR via email
 You can then change this password after logging in

Viewing Your Volunteering Shifts

Navigate to the *My Shifts* tab located along the bottom of the screen

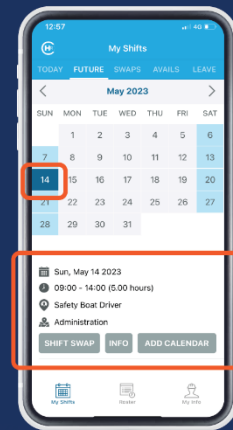


To view all your current shifts, click on the *FUTURE* tab along the top of the screen



Dot indicating you have a shift

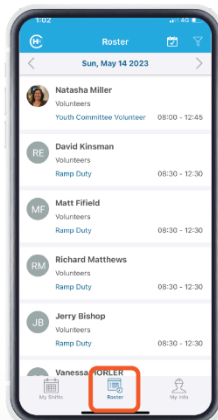
For Shift Details click on calendar day you wish to view



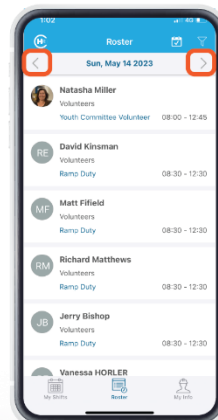
Details will appear below the calendar from here you can initiate a shift swap and add the shift to your personal calendar

Viewing Roster for Upcoming Weeks

To view upcoming rosters navigate to the Roster tab at the bottom of the screen



Navigate between days via the scroll function at the top of the screen



Adding your Standard Availability

The RSYS Dinghy Program has a Sunday Volunteering requirement, however we have shifts available in both the Morning and Afternoon sessions.

If you wish to only volunteer during either morning or afternoons, we recommend you mark your Standard availability on Sunday as the following:

Morning: 8:00-12:30

Afternoon: 12:30 - 16:30

If you are happy to Volunteer during either sessions - please leave your standard availability as available. You can disregard Monday - Saturday as the Program does not require volunteers on those days.

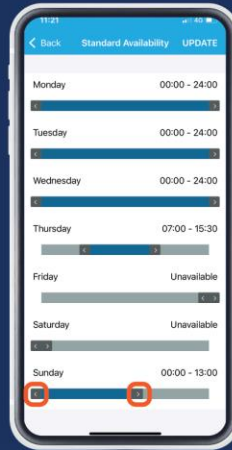
Navigate to the AVAIL section at the top of the screen within the My Shifts tab



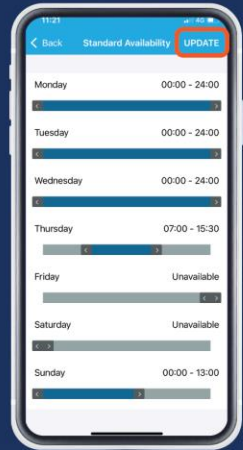
Click on Standard Availability



Use the arrows to adjust to your desired time frame



Click UPDATE at the Top of the Screen to save changes

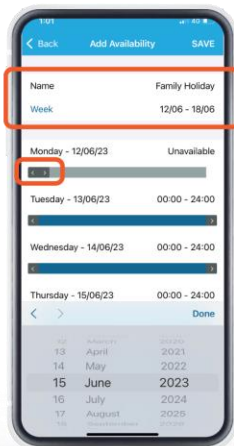


Specific Availability

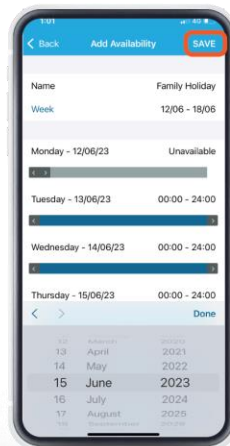
To add your Availability for specific weeks, from the AVAIL section, click the + in the top right hand corner of the screen



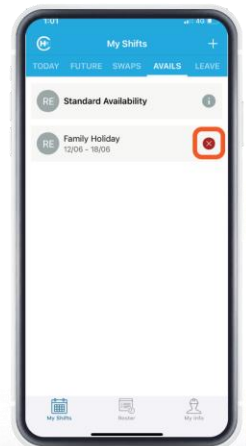
Add a Name and select a date that occurs within the week you are trying change. Use the arrows to adjust your availability to suit



Click SAVE in the top right of the screen to save changes



You can then view your availability for the AVAILS section - including deleting using the RED X



NOTE ON AVAILABILITY:

Since participation in the Dinghy Volunteer Roster is required for all families involved in the programs we do not recommend setting your standard availability to UNAVAILABLE on a Sunday

If you do set your Standard Availability to unavailable on a Sunday and have no or insufficient Sundays marked available, you will still be rostered on where needed at the start of the season and will be responsible for finding an appropriate person to attend on your behalf. To avoid these situations please ensure you mark yourself available for sufficient Sundays to meet your volunteering requirement.

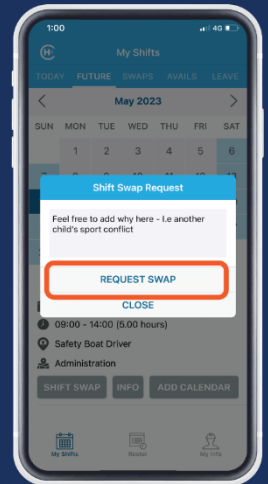
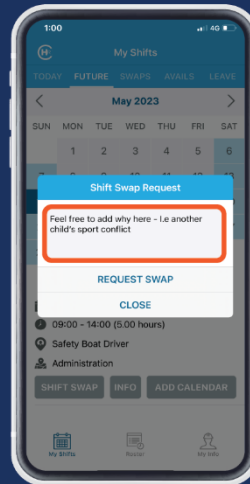
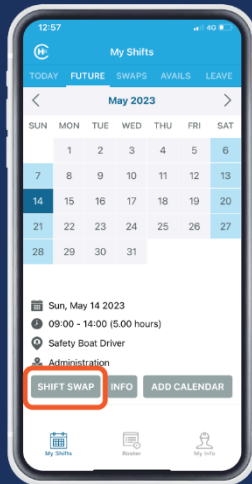
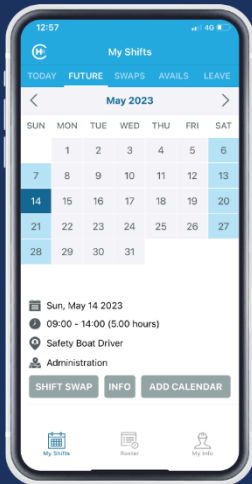
Swapping YOUR Shift

Navigate to the Shift you wish to Swap within the FUTURE section of My Shifts

Click Shift Swap

Add a reason for requesting a swap

Click REQUEST SWAP to send request to other Volunteers to accept



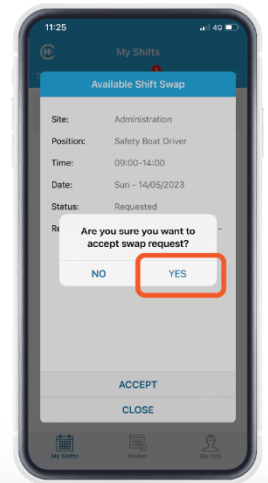
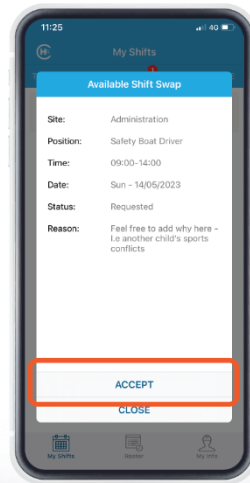
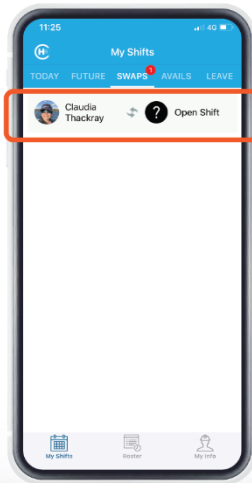
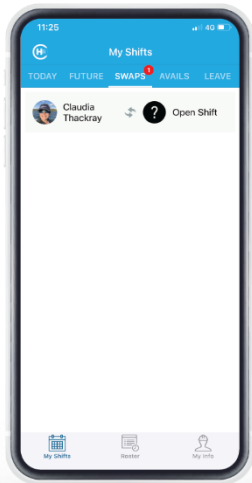
To Accept a Shift Swap

Navigate to the SWAPS Section of My Shifts
You will see any Open Shifts that you are eligible for on this screen

To see specific information for Open Shifts click on the shift

If you are available, and wish to the shift click ACCEPT

You will then be prompt to confirm your acceptance, click YES



Thank you for your
time and support.