



# Australian Sailing Club Conference

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QLD Club Conference

11<sup>th</sup> & 12<sup>th</sup> JUNE 2022

**Australian  
Sailing** 

# Making it easier to volunteer

## The benefits of small tasks

Robert Preston  
Vice President  
South Brisbane Sailing Club Inc.

Australian Sailing  
Queensland Club Conference  
Royal Queensland Yacht Squadron  
12 June 2022





# The benefits of small tasks

Sense of achievement

Join with community

Fit into schedule

Satisfaction



# Creating small tasks

Small enough to understand

Small enough to align with skills

Small enough to match availability

Small enough to be part of a team





# Small enough to understand

- Complex roles seem inaccessible
  - *“There is so much involved in being on the Committee - I don’t think I could find the time.”*
  - *“I’ve been here just a couple of years and I don’t understand how things work”*
- 30 mins a week to ½ day a week



# Small enough to match availability

- Variety of roles to match people's circumstances
  - *“Myself and my husband are both working. Our son loves coming to the club but we don't have much time left”*
  - *“I have recently retired, and I love boats”*
- 30 mins a week to ½ day a week



# Small enough to align with skills

- Create opportunities with different skills
  - *“I’m finding the learn to sail course a bit difficult, but I would love to be part of the club. I’m a lecturer in journalism.”*
  - *“I have a lot of responsibilities with my young son and my IT business, but I would love to stay involved.”*
- High skill < Some skill > No sailing skill





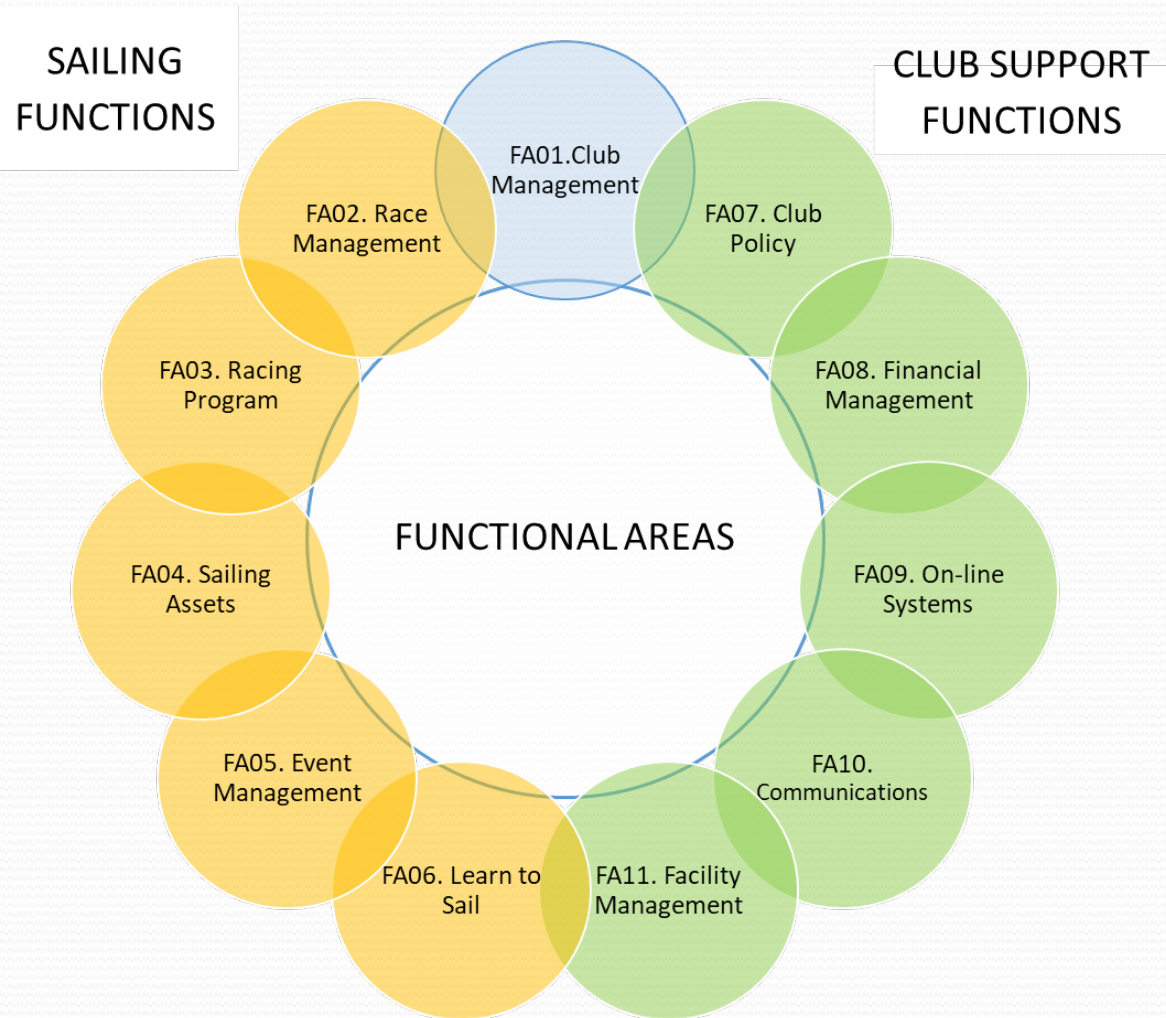
# Small enough to be part of a team

- Providing opportunities to work together
  - “I haven’t really bonded with anyone yet, but I would like to help out and get involved.”
  - “I don’t really know about how a club operates”
- Set up teams. Set times. Set roles.

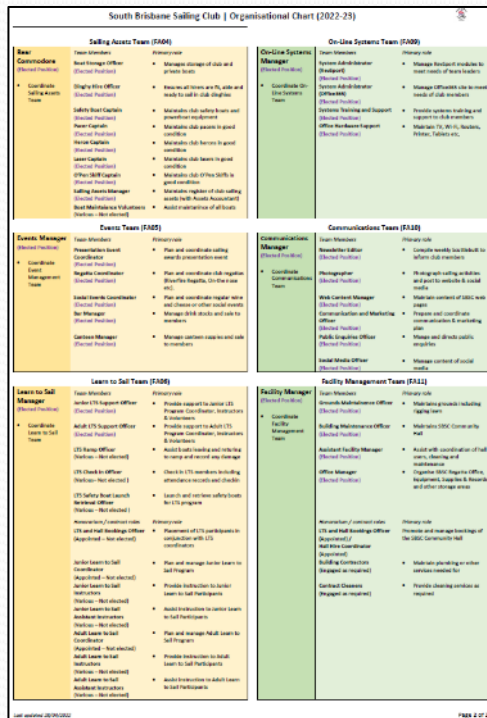
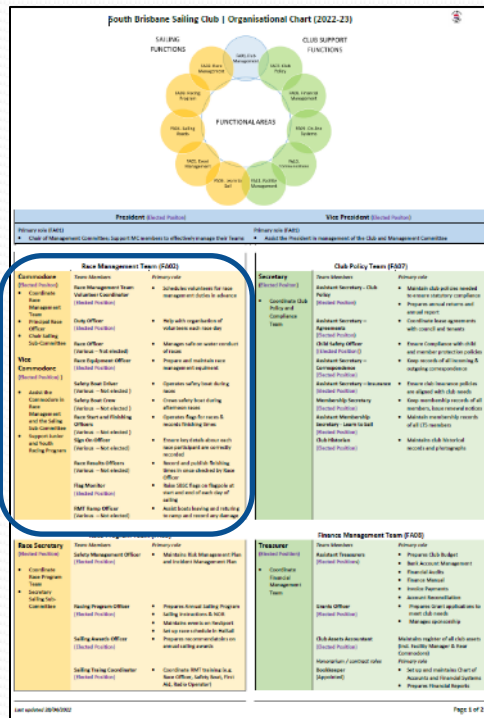




# Case study



# Case study

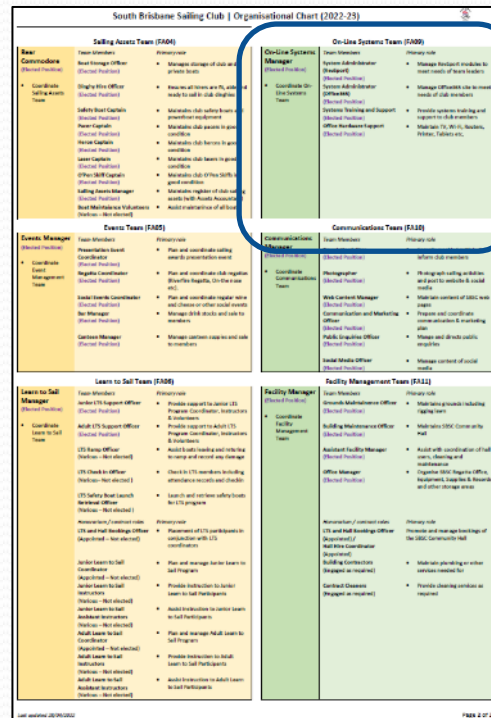
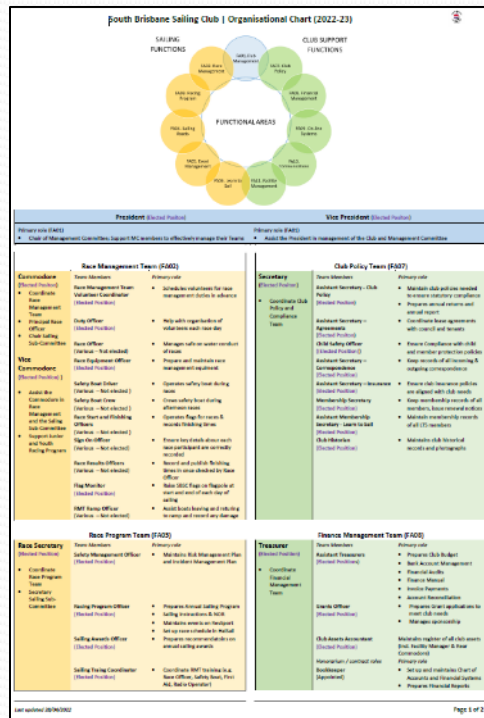


Race Management Team (FA02)		
Commodore (Elected Position)	Team Members	Primary role
<ul style="list-style-type: none"> <li>Coordinate Race Management Team</li> <li>Principal Race Officer</li> <li>Chair Sailing Sub-Committee</li> </ul>	<b>Race Management Team Volunteer Coordinator</b> (Elected Position)	<ul style="list-style-type: none"> <li>Schedules volunteers for race management duties in advance</li> </ul>
	<b>Duty Officer</b> (Elected Position)	<ul style="list-style-type: none"> <li>Help with organisation of volunteers each race day</li> </ul>
	<b>Race Officer</b> (Various – Not elected)	<ul style="list-style-type: none"> <li>Manages safe on water conduct of races</li> </ul>
<b>Vice Commodore</b> (Elected Position) <ul style="list-style-type: none"> <li>Assist the Commodore in Race Management and the Sailing Sub-Committee</li> <li>Support Junior and Youth Racing Program</li> </ul>	<b>Race Equipment Officer</b> (Elected Position)	<ul style="list-style-type: none"> <li>Prepare and maintain race management equipment</li> </ul>
	<b>Safety Boat Driver</b> (Various – Not elected)	<ul style="list-style-type: none"> <li>Operates safety boat during races</li> </ul>
	<b>Safety Boat Crew</b> (Various – Not elected)	<ul style="list-style-type: none"> <li>Crews safety boat during afternoon races</li> </ul>
	<b>Race Start and Finishing Officers</b> (Various – Not elected)	<ul style="list-style-type: none"> <li>Operates flags for races &amp; records finishing times</li> </ul>
	<b>Sign On Officer</b> (Various – Not elected)	<ul style="list-style-type: none"> <li>Ensure key details about each race participant are correctly recorded</li> </ul>
	<b>Race Results Officers</b> (Various – Not elected)	<ul style="list-style-type: none"> <li>Record and publish finishing times in once checked by Race Officer</li> </ul>
	<b>Flag Monitor</b> (Elected Position)	<ul style="list-style-type: none"> <li>Raise SBSC flags on flagpole at start and end of each day of sailing</li> </ul>
	<b>RMT Ramp Officer</b> (Various – Not elected)	<ul style="list-style-type: none"> <li>Assist boats leaving and returning to ramp and record any damage</li> </ul>





# Case study: SBSC



On-Line Systems Team (FA09)		
On-Line Systems Manager (Elected Position)	Team Members	Primary role
<ul style="list-style-type: none"> <li>Coordinate On-Line Systems Team</li> </ul>	System Administrator (RevSport) (Elected Position)	<ul style="list-style-type: none"> <li>Manage RevSport modules to meet needs of team leaders</li> </ul>
	System Administrator (Office365) (Elected Position)	<ul style="list-style-type: none"> <li>Manage Office365 site to meet needs of club members</li> </ul>
	Systems Training and Support (Elected Position)	<ul style="list-style-type: none"> <li>Provide systems training and support to club members</li> </ul>
	Office Hardware Support (Elected Position)	<ul style="list-style-type: none"> <li>Maintain TV, Wi-Fi, Routers, Printer, Tablets etc,</li> </ul>

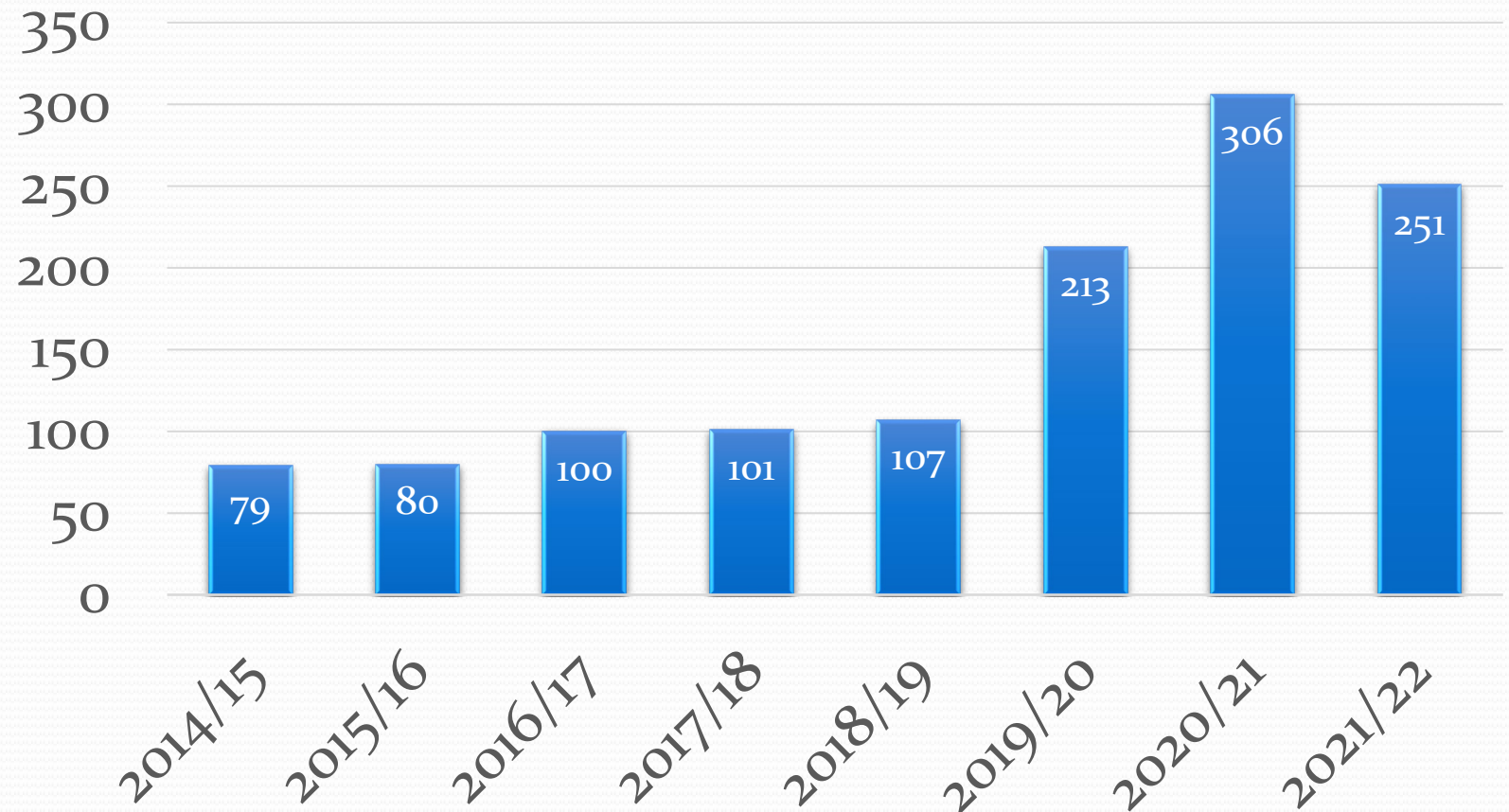


# Case study





# Case study: Numbers



# Case study: Results

- Trust
- Commitment
- Inclusion
- Resilience
- Community





# Making it easier to volunteer

## The benefits of small tasks

- Questions



# Making it easier to volunteer

## The benefits of small tasks

QUESTIONS





# Building Excellence in Discover Sailing

- Successful learn to sail programs and service to encourage people into sailing





# Topics



AS Learn To Sail Framework



Discover Sailing Centre Resources



Statistics & Goal Setting



2021

SOUTH BRISBANE SAILING CLUB



# Australian Sailing Learn To Sail Framework



# Following the syllabus

Quality is never an accident. It is always the result of intelligent effort – John Ruskin



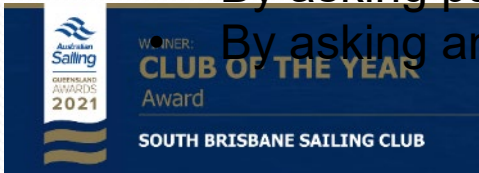
## WHY?

- To ensure some process and consistency in your club's delivery of LTS
- To save each individual instructor reinventing the wheel
- To ensure best practice- the resources, techniques, methods, sequence and language has been developed by experts
- To deliver a consistently impressive program

## HOW?

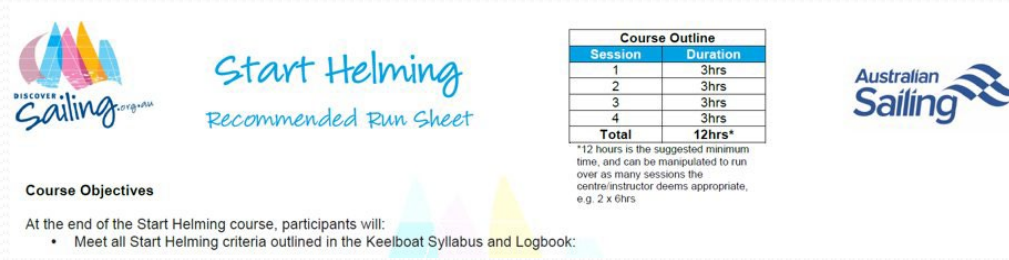
- By familiarising yourself with the resources your instructors use
- By educating your instructors on the process-especially newbies
- By observing the delivery of a course occasionally
- By checking in with the instructor one on one or in a group
- By asking participants for feedback

By asking an experienced observer to sit in and evaluate





# Course timing and structure



**DISCOVER Sailing** *Start Helming Recommended Run Sheet*

Course Outline	
Session	Duration
1	3hrs
2	3hrs
3	3hrs
4	3hrs
<b>Total</b>	<b>12hrs*</b>

**Course Objectives**

At the end of the Start Helming course, participants will:

- Meet all Start Helming criteria outlined in the Keelboat Syllabus and Logbook:

\*12 hours is the suggested minimum time, and can be manipulated to run over as many sessions the centre/instructor deems appropriate, e.g. 2 x 6hrs

**Australian Sailing**

- Why do we need to stick to the recommended times and where do we find that info?
  - > Don't start a fight to the bottom of the barrel (club v club)
  - > Don't short-change the program
  - > Don't short-change your client
- How do we allocate time to sessions and ensure we cover the syllabus?
  - > refer to your run sheets and session plans
  - > refer to your course total required hours
- When should we run a course? Holidays, after school, weekends?
  - > consider your target client
  - > consider the availability of volunteers/club resources
  - > consider your instructors own sailing time needs





# DSC Resources – Make sure your Centre is the best it can be!



Become a team to deliver quality learn to sail experiences



# DSC Resources 1

## Where are they?

AS website>Club & Class Resources>Training

<https://www.sailingresources.org.au/discover-sailing-centres/>





# DSC Resources 2

## Why do we need them?

- Compliance
- Risk Management
- Health & Safety



# Online Learning Resources 1

Where are they?

AS website > Club & Class Resources > Training

<https://www.sailingresources.org.au/discover-sailing-centres/>



# Online Learning Resources 2

## Why do we need them?

- Improve, refresh or gain new knowledge
- Gain endorsements
- Gain qualifications
- Provide us with insights





# Retention and Succession Planning of Your Instructors

- Check & confirm instructors' knowledge
  - Instructor resources
  - How to become qualified
  - Program endorsements
  - Maintaining qualifications
  - Pathway opportunities
- Offer opportunities
  - Engage with them
  - Chances to upskill
  - Take on extra responsibilities





# Statistics & Reporting – Why you should know your numbers



Annie Watson – Acting General Manager



# Making your Numbers Count

Make sure your participants use RevSport to enter the course

Make sure you link your courses correctly

Make Sure you complete your participants in RevSport as soon as the course is finished





# Do you know your Retention Rates?

By running reports in RevSport you will be able to see your retention rates

Keep a spreadsheet of all your participants for every course





# Making Goals for your Discover Sailing Centre



Annie Watson - Acting General Manager Qld



# QLD Centre Rankings 2022

## Centre Ranked by Completed Participants

### Full Courses

Name	Completed
Royal Queensland Yacht Squadron	503
Keppel Bay Sailing Club	190
Southport Yacht Club	174
Tinaroo Sailing Club	97
Townsville Sailing Club	80
27 South Ocean Training	76
The Southport School Sailing Club	70
Darling Point Sailing Squadron	57
Humpybong Yacht Club	57
Maroochy Sailing Club Inc	47
Cairns Yacht Club	36
Sunshine Sailing Australia	34
Capricornia Cruising Yacht Club	17
Lake Cootharaba Sailing Club	14
Oxley Sailing Club Inc	14
The Mooloolaba Yacht Club Ltd	10
Townsville Yacht Club	7
Whitsunday Sailing Club	6
Port Curtis Sailing Club	3
<b>Total</b>	<b>1492</b>





# Make a Commitment

How many courses are you going to run next Quarter?

Do you need more Instructors?

What marketing do you need?

Who can help make this commitment a reality?





Thank You

