

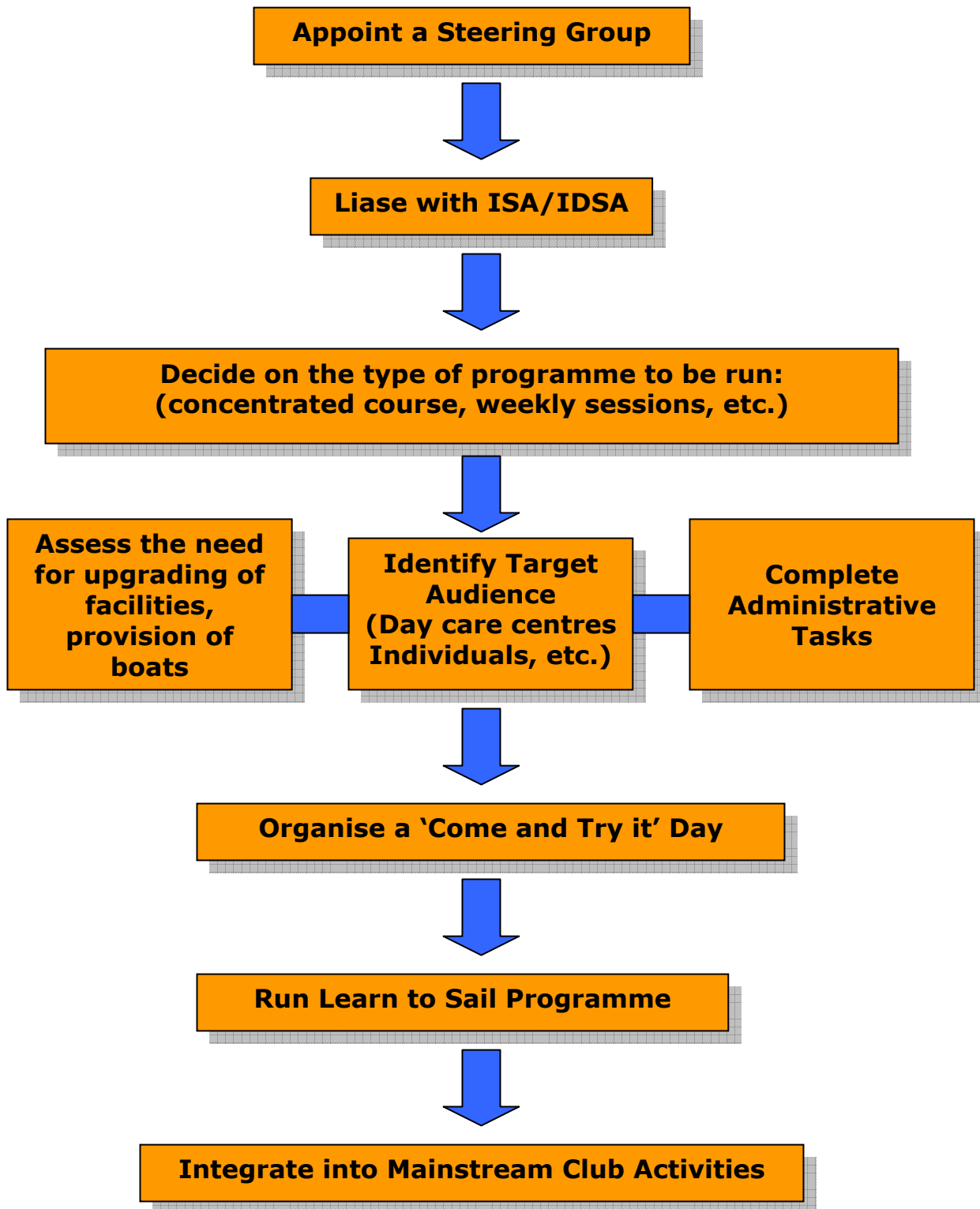
Getting Organised

Experience has shown that in order to develop a successful sailing programme for people with disabilities, one should:

- Be clear as to what you want to achieve from the programme – long term participation, increased membership etc.
- Identify your target audience – individuals, groups, day care centres, etc.
- Set up a steering group to develop an action plan to develop the programme.
- Try to include people with disabilities on the steering committee either existing sailors or potential sailors (make sure that it's not a programme run by able bodied people 'for the disabled')
- Enlist the support of the club committee.
- Keep other club members informed as the programme develops.
- Share the responsibility for publicity, fund-raising, boat maintenance, etc.
- Recruit and train a team of reliable helpers either club members or friends/family of potential sailors.
- Develop a policy of joint ownership and shared responsibility for any new boats acquired/purchased.
- Develop a structured programme for training and events.

It is important not to divert too many resources into making the club perfectly accessible until you are sure that you have a significant number of people to benefit. On the other hand, plans to provide accessible facilities may attract financial grants and benefit all club members.

Typical Pathway for the Development of a Sailing Programme, for Sailors with Disabilities



Typical Pathway into Sailing, for Sailors with Disabilities



Administration

Inevitably as with any organised activity, there is a certain amount of administration involved in the running of a programme for people with disabilities, however much of the existing administration within your organisation, can either be used or easily adapted to suit.

Safety Statement

Although in essence there is little difference in the way you would approach the setting up of a learn to sail programme for disabled or able bodied people, depending on the level of disability you are catering for, you might have a higher duty of care towards your trainees. It is now widely recognised that best practice for the running of a water sports facility is to extend the safety statement to cover risks associated with organised activity (regardless of whether they are being organised voluntarily). As with any new activity or initiative, the organisation's safety statement and risk assessment will need to be reviewed to ascertain whether there are any additional risks identified that are not covered in the existing statement – for example the purchase of a hoist will require some procedures for its use, and training of authorised users.

Policies and Procedures

As a fall out of the safety statement review, it may be necessary to amend existing procedures to cover any additional activities or duty of care to ensure your programme is run in a safe and structured manner.

Insurance

There should not be any extra insurance requirements for organising sailing activities for people with disabilities, over and above what would normally be appropriate for able bodied sailors. The fact that the activity will involve people with disabilities should not affect the cover offered under a standard club or training centre policy. It would be a good idea however to check with your broker.

Structures

In order to initiate a well organised programme, avoiding confusion and/or duplication of tasks it is best to develop a formal structure for the running the



activity. This may simply take the form of a committee, with specific roles delegated, and responsibilities allocated. If the purchase of equipment is required that is not being purchased by the club or training centre, or it is desirable to keep the accounts of the initiative separate from the organisations mainstream accounts, it may be appropriate to establish an independent constituted body with its own committee.

Club Membership

It is crucial that you work with the main committees of the club and ensure any initiatives you are planning have their approval and approval of the membership. It will be easier to convince members to support the programme if you can show the club will be the net benefactor e.g. through increased membership, better community relations, access to funding, upgrading of club facilities, etc. It is also important to decide in advance what relationship the disabled sailors will have with the organisation e.g. Trainees, full members, temporary members, group membership, etc.

Booking Forms

As with any initiative involving training, particularly if there is a fee involved, you will need to ensure that you communicate clearly with the participants what it is they are letting themselves in for, and you have their agreement to participate. This is normally done using a booking form or membership application form.

Finance/Course Costs

You should consider the costs associated with running the programme and ensure everyone is clear in advance how it is going to be paid for e.g. fundraising activities, sponsorship, grant aid, direct payment from participants, subsidised by the club.

