



Dear Potential Volunteer,

Thank you for your interest in volunteering with Ocean Youth Trust Scotland.

Our work is about inspiring young people through the challenge of adventure under sail. We do this on our two specially adapted boats facilitated by both full time and voluntary sea staff. As a voluntary organisation Ocean Youth Trust Scotland relies on volunteers throughout, not just on our boats, so there are plenty of ways for you to get involved.

Please find enclosed a pack with further information about our charity and how you, by becoming a volunteer and member, can help make a difference to young people's lives.

"The fun and laughter that we had is one of the things that has drawn me back. I now volunteer and am glad I can help to provide this fantastic experience for others." **Emma** (volunteer)

"I love being a volunteer with OYT Scotland - it's a fabulous experience watching these young people come on the boat and grow in confidence and ability and being part of this amazing adventure with them" **Iain** (volunteer)

Please read through the pack, fill in the forms and send them back to our office. The earlier you join, the sooner we can welcome you aboard!!

Yours Sincerely,

OYT Scotland

Background

Adventure Under Sail
Inspiring Young People



Introduction to Ocean Youth Trust Scotland

We are Scotland's largest Sail Training Organisation, delivering an annual programme of residential youth work voyages aboard our fleet of sail training vessels. We sail with young people from a wide range of backgrounds throughout Scotland and beyond from 12 to 25 years of age. In most cases the young people will have no previous sailing experience.

Today's voyages have evolved from over 50 years of great adventure, run mainly by volunteers dedicated to giving young people a chance. Ocean Youth Trust Scotland's heritage dates back to the very start of the Sail Training movement. It was established as Ocean Youth Club in 1960 by Chris Ellis and the Rev. Chris Courtauld. A Scottish region of Ocean Youth Club was formed in 1978.

Ocean Youth Trust Scotland was established as an independent Scottish charity in 1999 with one vessel, three staff a handful of volunteers and an annual capacity for working with 400 young people.

Since 1999, the Trust has grown significantly and now owns and operates three vessels, employs 15 staff and is supported by a membership of over 200 including voluntary sea staff, shore-based volunteers, ambassadors and members of our board of Trustees.

Last year, our 6 permanent operational sea staff and 2 cadets along with 198 volunteers, delivered 56 youth voyages, enabling 552 young people to experience adventure under sail.

Membership

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The Benefits of Ocean Youth Trust Scotland Membership

- **An Invitation to our Annual Training Seminar** - this fantastic weekend offers you the chance to undertake all types of training ranging from RYA courses in RADAR, VHF Radio and Diesel Maintenance to First Aid and OYT Scotland Youth Work Modules. The **Annual Dinner and Awards Ceremony** takes place on the Saturday night and included is a three course meal. Join us in celebrating the previous year and announce our Annual Award winners including - The Coveted Capping Rail Award and Volunteer of the Year Award.
- As a member you can attend and vote at our **Annual General Meeting** on aspects of the Trust's business, elect the Board of Directors and ask any questions regarding the decisions the Trust's business will take in the future.
- **Discounted Training** - including **RYA practical courses (Day Skipper, Coastal, Yachtmaster)** and our own in-house training.
- **Youth Work Qualification** - we are running **RYA Safe and Fun** safeguarding course.
- **Newsletters** - distributed quarterly either by post or email.
- **Discounts on Branded Merchandise** - clothing from Gill, Henri Lloyd, Montane, Musto and Seal Skinz - contact the office on office@oytscotland.org.uk for more information.
- **Largs Chandlers and sportscotland National Centre Cumbrae** - kindly offer our members a **generous 10% discount** on all products.
- **Support Groups** - come and join a group in your area. Groups are made up of volunteers who want to promote and support the Trust's activities and goals. They usually meet once a month at a variety of locations to discuss future events and projects and they provide an opportunity to keep in touch with other volunteers. Please see our website @ www.oytscotland.org.uk/volunteer/shore-groups/ for contact details of Support Groups in your area.

Qualifications

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Summary of Sea Staff Qualifications and Requirements

Status	RYA Certificate	Youth Work Module	Preferred	Logged Sea Time	OYT Sea Time	Age
Bosun	Start Yachting	OYT Scotland Induction	Bosuns Weekend Power Boat II Competent Crew Diesel Engine	5 days	5 days	At least 16
Watchleader	Competent Crew RYA Watchleader	OYT Scotland Induction	Seamanship Weekend Day Skip Theory	10 days	5 days	At least 16
3rd Mate	Day Skipper Practical	Fun and Games Crew Welfare	Seamanship Weekend First Aid Certificate GMDSS SRC	15 days	10 days	At least 16
2nd Mate	Coastal Skipper Practical (First Aid & GMDSS SRC)	Reviewing Coaching Skills + All the above	Seamanship Weekend Sea Survival Radar	30 days	15 days	At least 18
1st Mate	Yachtmaster Offshore with Com.Endorsement (Sea Survival & Medical) ** (see note) Radar	Dealing with Conflict onboard + All the above	1st M Weekend Cruising Instructor Adv. First Aid (BASP)	50 days	20 days	At least 18 Under 65
Skipper	Yachtmaster Offshore with Com.Endorsement Yachtmaster Instructor ** (see note) Ship Capt Medical	All the above	Class 4 (MCA Master 500gt (Yacht) STCW Reg11/2	15000 NM	60 days with OYT Scotland or approved organisation	At least 21 Under 65

**For Blue Water Voyages (over 150 miles from a safe haven): A full RYA Yachtmaster Ocean Certificate, Restricted Radio Operators Certificate, Proficiency in medical Care and a current ENG1 medical fitness certificate are required.

Please note: All staff will be required to get an ML5 Medical Certificate before sailing on their first voyage.

Application Form

Adventure Under Sail
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Ocean Youth Trust Scotland provides 'Adventure Under Sail' for young people in a safe and enjoyable learning environment, enhance their experience of team work and their personal development.

Surname		Address	
Forenames			
Title			
Date of Birth			
Tel : Private		Postcode	
Tel : Business		Tel : Mobile	
Email		Your Occupation	

Please supply the names of two referees who have known you for at least three years and live reasonably locally to your address given above. At least one must be a person of some standing in the community such as a Magistrate, Minister of Religion, a professionally qualified person such as a doctor, lawyer, engineer, teacher, civil servant or a police officer. Neither referee may be a member of Ocean Youth Trust Scotland staff, the Board, or a member of the family of these people or the applicants family. We will approach your referees for further information about you.

FIRST REFEREE		SECOND REFEREE	
Name		Name	
Address		Address	
Occupation		Occupation	
Tel : Number(s)		Tel : Number(s)	
Email		Email	

Sailing: Qualifications & Experience

Do you possess any of the following RYA qualifications?

Type	Cert No.	Date
RYA Competent Crew RYA Watch Leader RYA Day Skipper RYA/DTp Yachtmaster Offshore RYA Yachtmaster Ocean		
Endorsements to Yachtmaster Certificate: Commercial – for vessels up to 24 metres RYA Yachtmaster Instructor RYA Yachtmaster Examiner RYA Cruising Instructor		
Restricted Radio Operator (VHF only) Restricted Radio Operator (VHF/MF) GMDSS Short Range GMDSS Long Range RYA Diesel Certificate RYA Radar Certificate DTp basic Sea Survival Certificate DTp First Aid at Sea Qualification DTp Ship Captain's Medical Course Other– please specify		

Synopsis of your sailing experience

Vessel (name)	Size	Position of responsibility	Mileage	Time Aboard

Youthwork/Outdoor Education:

Qualifications and Experience.

Name of Organisation	Position of Responsibility	Dates Employed
Qualification	Issuing Authority	Date Gained

General Information

Other voluntary work or community work undertaken in your spare time:

Your other interests or hobbies :

Please use this space to explain (briefly) why you would like to join OYT Scotland sea staff.

Declaration

Do you have a First Aid Certificate?

Type of Certificate:

Expiry Date:

Medical Fitness: Do you have any reason to believe that you will not be able to participate fully in seagoing activities, or do you have any disability which might preclude you from taking part?*

No Yes

*All volunteers must have a current ML5 medical certificate.

Are you an existing member of PVG scheme?

Yes

No

Details:

Criminal Convictions

This declaration is subject to the requirements of the Rehabilitation of Offenders Act and you must disclose any convictions here. Such convictions may not preclude you from sailing with Ocean Youth Trust Scotland but subsequent discovery or undeclared convictions will result in dismissal from the sea staff.

Have you ever been convicted of a criminal offence?

No

Yes

Child Protection Policy

In accordance with the Children Act, Ocean Youth Trust Scotland operates a Child Protection Policy which is designed to protect young people sailing with the Trust and also those adults who work closely with them. This section of the form must be completed by all applicants intending to join OYT Scotland.

I, _____ (full name)

Of, _____ (address)

Declare that I have never at any time been convicted of any sexual offence or any offence against children or young persons (ie those under 18 years of age).

I am willing to allow my name, address, date of birth and nationality to be forwarded to the appropriate authority for checking. Other than this, I understand that the information on this form will remain confidential to the staff of Ocean Youth Trust Scotland and that if I am selected as a voluntary mate I will be required to complete an Enhanced Scottish Disclosure (PVG) application form.

Signed : _____ Dated : _____

Gift Aid Declaration

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Title :

Forename(s):

Surname:

Address :

Postcode:

Yes, I am a UK taxpayer and I agree to Ocean Youth Trust Scotland claiming tax on all past, present and future donations I make to the charity. Please treat my donations as Gift Aid donations. By ticking this box I confirm that I am paying or will pay an amount of Income Tax and/or Capital Gains Tax to cover the amount OYT Scotland and any other charities or Community Amateur Sports Clubs (CASCs) will reclaim for the tax year (6 April one year to 5 April the next year).

Council Tax and VAT do not qualify towards Gift Aid.

OYT Scotland will reclaim 25 pence of tax for every £1 that has been given.

Signature _____

Date _____

NOTES

1. Please notify Ocean Youth Trust Scotland if you change your name or address while the declaration is still in force.
2. You can cancel the declaration at any time by notifying Ocean Youth Trust Scotland – it will then not apply to donations you make on or after the date of cancellation or such later date as you specify.
3. If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that Ocean Youth Trust Scotland reclaims, you can cancel your declaration
4. If you pay tax at the higher rate, you can claim further tax relief in your Self Assessment tax return.
5. If you are unsure whether your donations qualify for Gift Aid tax relief, ask Ocean Youth Trust Scotland. Alternatively, you may ask your local tax office for leaflet IR 113 Gift Aid.

Please return by post to:

Ocean Youth Trust Scotland, Victoria House, 5 East Blackhall Street, Greenock, PA15 1HD.

Or by email to: david@oytscotland.org.uk.

Thank you.