



# Association québécoise de voile adaptée (AQVA)

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## STEP-BY-STEP GUIDE FOR VOLUNTEERS TRANSFERS

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## PREPARING THE SAILOR

If a sailor is in a wheelchair, follow these steps to help him get ready for his sail:

- 1) Put the brakes on the sailor's wheelchair.
- 2) Grasp the top of the sling and position the handles towards you:



- 3) If the sailor has a strong torso, ask him to lean forward. If not, ask another volunteer or instructor to help him lean forward and to maintain him in position.



- 4) Slide the sling under the sailor. Start by placing the bottom of the sling in the sailor's back and slide it all the way under his/her buttocks.



- 5) Pull both strips of the sling forward and pull them under the sailor's legs:



- 6) Grab both loops on the bottom of the sling on each side of the leg. Insert the bigger loop inside the smaller loop. Repeat for the second leg:



- 7) Secure the two bigger loops of the bottom of the sling by making a loose knot between them. It will prevent them from falling on the sides of the wheelchair.

- 8) Put on the life jacket and make sure all the straps are snug:



## **TRANSFERS**

### **BEFORE STARTING ANY TRANSFER**

- 1) Make sure a battery is inserted in the lift to avoid unnecessary travel back to the office.



- 2) Correctly align the boat on the dock so that the seat of the sailor is lined up with the circumference of the davit (red line).



- 3) Make sure to be at least 2 people to help with the transfer.  
**Person #1:** Positioned behind the sailor  
**Person #2:** Positioned in front of the sailor

## TRANSFER THE SAILOR IN THE BOAT

When a sailor is ready to sail, here are the steps to help in the transfer procedure:

- 1) Align the wheelchair on the red line forming the circumference of the davit. Make sure the sailor is facing the boat:



- 2) Put the brakes on the sailor's wheelchair.
- 3) Bring the lift towards the sailor and adjust the height of it using the quick release:



- 4) Detach any seat belt or foot straps that may attach the sailor to his/her wheelchair.
- 5) Place all the loops of the sling on the hooks of the lift.  
Be aware: To comfortably position the sailor, remember "*long legs, short shoulders*". Make sure the loops are at the loosest for the legs, and shorter for the shoulders.



6) **Person #1:** Lift the sailor by pressing on the “up” arrow of the lift until the sailor doesn’t touch his/her wheelchair anymore.

**Person #2:** Make sure the sailor is comfortable AND control the legs.

7) Slowly swing him/her above the seat of the boat by using the handles behind the sling.

8) **Person #1:** Bring the sailor down by pressing the “down” arrow of the lift AND hold the centered handle of the sling to control the alignment of the sailor above the seat.

**Person #2:** Control the sailor’s legs to make sure that they don’t get stuck on any ropes or parts of the boat AND push the knees towards the back of the seat.



## **TRANSFER THE SAILOR OUT OF THE BOAT**

When a sailor is back from sail, apply the same steps as the process to get the sailor IN the boat.

## **TUTORIAL VIDEOS**

Here are tutorial videos about transfers:

**Part 1:** <https://www.youtube.com/watch?v=rgmeLLmk-w&feature=youtu.be>

**Part 2:** <https://www.youtube.com/watch?v=lmvgZ4rkufQ&feature=youtu.be>