

Branch Membership to Sailability NSW

Affiliated Branch membership involves the following rights and privileges:

- Two votes per branch on the Sailability NSW Committee
- Volunteer and member sports injury insurance policy
- Public Liability insurance policy
- Marine insurance policy
- Tax deductions on donations
- Reimbursement of GST
- State and Federal Tax exemptions
- Exemption from bank charges

Affiliated Branch membership involves the following responsibilities and obligations:

- Adoption of the Sailability NSW Objectives as stated in its Rules of Incorporation
- Financial reporting as required under the Sailability NSW administrative procedures.
- Branches are not legally entitled to enter into contracts of any kind.
- Maintenance of public liability, personal accident and marine equipment insurances as outlined under the Sailability NSW administrative guidelines
- Provide membership details are required under the Sailability NSW administrative procedures.
- Conduct of branch activities in accordance with the safety prescriptions and guidelines of Sailability NSW as outlined in this Branch Manual

Branch Committee Structure

Committees of Management

The role of the Sailability Branch Committee of Management can include (but is not limited to):

- Planning, promoting and conducting sailing and boating activities
- Fundraising for equipment and activities through donations, grant applications and sponsorship
- Promoting the branch to potential user groups and sources of volunteers
- Recruiting volunteers
- Providing a Branch Delegate who reports monthly to the Sailability NSW Committee
- Providing annual financial statements to the Treasurer of Sailability NSW

Office bearers usually include:

- Chairperson or President (the primary spokesperson for the Branch and chairs regular meetings)
- Vice-Chairperson / Vice-President
- Treasurer (who maintains accurate financial records and prepares annual financial statements)
- Secretary (who sends and receives correspondence on behalf of the Committee)

Other important roles which can be managed by a sub-committee or individual include:

- Fundraising & Sponsorship
- Membership Development
- Bookings Officer
- Volunteer Coordination
- Volunteer Training

Many of these roles can be combined (ie Volunteer Coordination and Training)

Branch Membership Records

Sailability branches should maintain accurate membership records in order to track participation and membership numbers, enable effective communication about branch activities and provide accurate information for insurance purposes. Each new member should complete an Application for Membership Form.

Membership structures and a schedule of fees are determined by each Sailability branch taking into account the local circumstances, however the following list of possible membership categories is provided as a guide:

- **Casual Sailor** - this entitles an individual to participate in a limited number of sailing sessions and does not include personal accident insurance cover provided for members and volunteers. Cover is provided under Public Liability Insurance.
- **Individual Branch Member** – Entitles the individual to participate in the Branch’s regular sailing program for no additional fee and voting rights at Annual General Meeting of the Sailability Branch. Includes personal accident insurance whilst involved in Sailability activities.
- **Family Membership** – May be provided to include additional family members at a reduced rate. Includes personal accident insurance whilst involved in Sailability activities. Note, each family member is required to pay the entire insurance component to SNSW.

Strategic Relationships

A number of key relationships are important for the development of Sailability Branches

Yacht Clubs

The benefits of working closely with an existing yacht club are many. Yacht Club volunteers can provide many of the skills necessary for the successful conduct of Sailability programs such as:

- understanding of weather patterns and local conditions
- experience with power boat operations
- general sailing and seamanship skills
- sail training and coaching experience

In addition, Yacht Clubs offer established launching and storage facilities, and there is potential for sharing of both physical and human resources to the benefit of both activities.

Disability Service Providers

Disability service providers and support organisations play an important role for Sailability Branches. They represent a key link with participants by directly promoting the sailing programs to their clients and often provide the means of transport to and from the sailing location. Disability support workers can provide information and training for Sailability volunteers in respect of protocol and the manual handling issues of working with people with disabilities. Their skills are an ideal adjunct to the sailing and organisational skills provided by yacht club volunteers.

NSW Association of Disability Sport

NSW Association of Disability sport is a committee of the NSW Sports Federation and is charged with responsibility of distributing all monies provided by the NSW Department of Sport & Recreation to disability sport. NSW ADS provides support and information via the Disability Liaison Officer.

Local Government

Some Councils and Shires have dedicated recreation and/or disability support staff. These individuals can provide an important link to disability support organisations and other community volunteers. Many Local Government Authorities also offer Community Grants Schemes for infrastructure projects, club development, volunteer training and the like.

REFER APPENDIX

Section 4 – Meeting Procedures (Australian Sports Commission)

Section 4 – Creating a Club (Australian Sports Commission)