



# **ROYAL GEELONG YACHT CLUB**

## **Off The Beach Elite Sailor Assistance Fundraising Policy**

Policy Number BP008 Version 1.0

Drafted by: C. Williams, S. Harman, P. Alexander

Approved by Board: 26 September 2016

Responsible person: M. Williams, A. Goodman

Scheduled review date: December 2017

### Why is this policy necessary?

Each year the OTB group runs various fundraising activities which are then used to grant amounts to OTB sailors representing RGYC at the International Cadet World Championships. Due to the fluctuation in the number of sailors attending these regattas each year, there are not always enough parties directly benefiting from the fundraising activities to efficiently run them without help from other OTB members. There are also other OTB classes sailing at RGYC which may benefit from these same fundraising activities from time to time.

Club Members need to be confident in the management of fundraising activities and the fair allocation of funds to individuals.

The aims of this policy are:

- To determine the distribution criteria for amounts raised from specified fundraising activities and held in the **Off The Beach Elite Sailor Assistance Fund (the Fund)**, formerly the annual International Cadet World Championship fundraising accounts.
- To distribute amounts to elite level RGYC OTB sailors to assist in covering costs when attending specified regattas where costs are deemed to be prohibitive.
- To expand the potential grant recipients beyond International Cadet sailors.
- To encourage OTB participants who may not be eligible for grants in that year to assist with the fundraising activities in preparation for potential benefits in future years.
- To be consistent with the policies of the RGYC Board.
- To make the Fund use consistent and auditable

Types of events the OTB Working Group may consider as appropriate for a successful application:

- OTB Junior and Youth Class World Championships both interstate and overseas.
- Other elite level OTB regattas where significant expenses will be incurred.

**National OTB class championships and local (Victorian) events are excluded from funding except where being part of an official team creates significant extra costs. E.g. Uniform, Coaching.**

Fundraising activities that contribute to the Fund may include but are not limited to:

- Trivia night
- Special Etchell races and RGYC member dinghy race
- External Sausage Sizzles / BBQs
- Any further activities that contribute to the Fund as determined by the OTB working group.

**Unless OTB working group and Board decide otherwise the following activities are excluded from the fund: OTB Canteen, OTB Saturday 'Soos' BBQ, Festival of Sails fundraising activities (Roll making etc), other private fundraising activities not associated with RGYC.**

Eligibility for applying for grants from the Fund (any youth or junior OTB class may apply)

The sailor must be a current (financial) RGYC Member (excluding honorary members) and

be a Junior Sailor (**Priority will be given to RGYC member Cadet and Opti sailors. RGYC OTB members sailing other classes and under the age of 19 at 31 December in the year of application may also be considered for fundraising support. )**

and

Must be currently regularly sailing at RGYC, or if sailing predominantly elsewhere, be sailing a class that has limited competition at RGYC

and

must have sailed at least 2 full seasons in any OTB class at RGYC in the last 4 years (or if a crew, the skipper must have sailed at least 2 seasons in an OTB class at RGYC in the last 4 years)

and

must be a member of a recognised AS Australian team going to a world championships or be able to demonstrate a record of success at a high level in their class

and

The sailor and/or their parents / family members must be regularly and actively participating in OTB volunteering either on water or off water,

and

The sailor and/or their parents / family members must make a significant time contribution to the organisation and running of the fundraising activities. E.g. Trivia night, Members dinghy race, sausage sizzles etc.. This includes planning, preparation and assistance at the event.

**\*Note: The above criteria can be adjusted by the OTB working group if special circumstances warrant it. (Sections on participation in volunteering and fundraising are non-negotiable)**

Costs that may be covered/ part covered by grants from the fund may include:

Authorised Australian team costs e.g. Boat charter, coaching, Ribs where costs are invoiced to team members by Australian Sailing / YV / Australian Team treasurer or other controlling body.

Team uniform

Boat charter costs if travelling as an individual entry (assuming criteria above apply)

The Sailor's travel and accommodation costs (e.g. economy class airfares) to both overseas or interstate approved regattas and any recognised team training events if interstate (one camp only)

**NOTE: Funds are not to be used to reimburse expenses related to parents /support team e.g. parents' flights or accommodation or for daily expenses while at the regatta or any travel / accommodation / tours outside regatta dates.**

The initial maximum allocation to any individual sailor will be 75% of the cost of items applied for, up to a maximum of \$4000. Any further allocation will depend on the amount in the fund, and any other expected applications in that year.

The fund must retain a minimum balance of \$2000 to allow for unexpected requests in the following 12 months.

The Application:

- Applicants will use the application form available from the RGYC Office or from [www.rgyc.com.au](http://www.rgyc.com.au).
- Applicants should take note of the information provided in this document describing the Regatta Assistance Fund, its goals and other elements that the OTB Working Group and RGYC Board will consider.
- Applicants will provide all the relevant documentation and supporting evidence (such as receipts), required by the application document. Failure to do so may mean that the application is not considered.
- The application must be given to the OTB working group for recommendation to the RGYC Board on the amount of any allocated funds.

Management of Funds:

As numbers attending significant events each year will vary, a minimum of \$2000 will be held in the Fund and carried forward to following years to be distributed according to this policy as required.

The decision to fund / not fund and the amount granted is at the discretion of the RGYC Board following recommendation from the OTB Working Group, and is final. This is not to deny the OTB Working Group control of the funds raised, but to ensure accountability and that the process is transparent and above reproach.

Conflict of interest. Any directly affected parties on the OTB Working Group (e.g. the applicant or their relatives) are unable to take part in the discussion or decision to grant funds to the applicant.

Any amount allocated from the Fund is independent from any other grants applied for through RGYC or other funding bodies.

### PAYMENT OF GRANTS

Funds, should they be available, will only be allocated once the application has been received and approved by the RGYC Board, and after all related fundraising activities have been completed.

Payments will be made direct into a nominated member bank account by the RGYC office.

Payment amounts are at the discretion of the RGYC Board after a recommendation from the OTB Working group.

### Non-attendance at Regatta

The recipient must take out comprehensive travel insurance to guard against financial loss by failure to attend the nominated event. The recipient must provide the policy details to RGYC prior to receiving the grant from the Fund.

If a sailor does not attend the event that funds have been granted for they must reimburse the Fund within four weeks of the event or their decision to not attend the event, whichever is sooner.

Obligations on return – as per the Board's funding policy.

**RGYC OTB**  
**Elite Sailor Assistance Fund**  
**Application for Reimbursement**  
 (to be passed to OTB working group)

Sailor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Boat: \_\_\_\_\_

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Please list expenses requested to be reimbursed and attach receipts / invoices / documentation where available.

Examples of approved expenses: travel to/from regatta or training camps.  
 Team costs (chartering, coaching, rib hire), team uniform, accommodation.

Expense	Amount requested		Evidence supplied
e.g. Economy Airfares	\$1000		Receipt

Bank details for transfer of approved amounts

BSB \_\_\_\_\_

Account No. \_\_\_\_\_ Acct Name \_\_\_\_\_

## OTB Elite Sailor Assistance Fund Application:

### Working Group Checklist and Approval

Applicant: \_\_\_\_\_

# Is the applicant a current (financial) RGYC Member (excluding honorary members)

# Is the applicant a Cadet or Optimist sailor, or will the applicant be under the age of 19 at 31 December in the year of application will also be considered for fundraising support.

# Is the applicant currently regularly sailing at RGYC, or if sailing predominantly elsewhere, be sailing a class that has limited competition at RGYC

\*Has the applicant sailed at least 2 full seasons in any OTB class at RGYC in the last 4 years (or if a crew, the applicant's skipper must have sailed at least 2 seasons in an OTB class at RGYC in the last 4 years)

\*Is the applicant a member of a recognised AS Australian team going to a world championships or able to demonstrate a record of success at a high level in their class

# Are the applicant and/or their parents / family members regularly and actively participating in OTB volunteering either on water or off water.

# Will/Has the applicant and/or their parents / family members make/made a significant time contribution to the organisation and running of the fundraising activities. E.g. Trivia night, Members dinghy race, sausage sizzles etc.

If all the above criteria apply, then the applicant is able to claim expense reimbursement from the fund.

#Compulsory Criteria

\*Criteria qualification may be at the discretion of the OTB Working group

Amount Granted \$ \_\_\_\_\_

Signed: \_\_\_\_\_ on behalf the OTB Working Group.