



## **MEMBER ASSISTANCE POLICY**

### **BACKGROUND**

As an amateur sporting club Black Dragons Dragon Boat Club relies heavily on our members volunteering their time in all areas of Club activities but especially in the area of fundraising. In order to encourage and recognise those efforts the Club has introduced this policy for the allocation of funds raised. Participation in the Member Assistance Policy is voluntary and any interest earned on monies held in the Club account will go to the Club's general revenue.

#### **1.0 TITLE**

The policy will be called the Member Assistance Policy (MAP).

#### **2.0 DURATION OF THE PROGRAM**

The incoming Committee at their first meeting after the Annual General Meeting, will review this MAP. Calculations for the new season will commence from the AGM.

#### **3.0 METHODOLOGY**

All registered and financial Club members are eligible to participate in the MAP. Categories of fundraising include but are not limited to the following:

##### **3.1 Peoples Choice Community Lottery**

While Peoples Choice refunds 100% of the profit from the Lottery, each Club member allocated books will have 100% of the proceeds from the sale of the allocated tickets being credited to that members MAP account (please note that this money will not be available for the member's use until after it has been refunded to the Club account by Peoples Choice).

##### **3.2 Product Sales**

Where fund raising activities involve the sale of products such as, but not limited to: chocolates or wine, the member selling will receive up to 100% of the profit from their sales credited to their MAP account.

##### **3.3 Ticket Sales**

Where the fund raising activity involves ticket sales such as, but not limited to: movie or quiz nights, the member will receive a percentage (to be determined by the Committee) of the profit from the sale of the tickets credited to their MAP account.

##### **3.4 Sponsorship**

Where the fund raising activity involves organising sponsorship for the Club, the Club member recruiting the sponsor will receive 20% of the sponsorship

amount credited to their MAP account. (Sponsorship relates to cash only and not products).

### **3.5 Time based activities**

Where the Club receives payment for activities, which involve time commitment from Club members, for example Bunnings BBQ's or other ad hoc activities (not including race day BBQ's) the Club members who participate will be entitled to receive a share based on the following formulae:

$$\begin{aligned} &\text{Income received minus all expenses associated with the agreed} \\ &\text{events} = \text{Profit} \\ &\text{Profit divided by the total number of hours worked by all} \\ &\text{participants} = \text{Hourly rate } \$ \end{aligned}$$

The calculation of profit will encompass all the events over the previous year and the average hourly rate is to be determined by the Treasurer as at a date to be determined by Committee (based on upcoming travel requirements).

Each Club member involved would receive the hourly rate multiplied by the hours they participated. Club members will be expected to sign in and out for this program category. Members who do not sign in and out may not be included in the calculations. The Committee reserves the right to allocate a percentage (to be determined by the Committee) of the profit to the Club's general revenue.

Individual allocations to be credited to the members MAP account.

### **4.0 FUNDRAISING EXCLUDED FROM THE MAP**

The following fundraising activities have been excluded from this program: BBQ's and raffles run on race days, sale of merchandise, trash and treasure, and quiz nights. Any other activity not previously listed unless approved by the Committee prior to the commencement of the activity and at the discretion of the Committee.

### **5.0 FUNDRAISING FOR OTHER EVENTS**

Club members who are selected for and may require financial assistance to attend events such as the World Championships may apply to the Committee with any proposal to hold specific fundraising events. Upon approval the allocation of profits will be at the discretion of the Committee.

### **6.0 ALLOCATION OF FUNDS**

A member with the approval of Committee may use funds credited to their MAP account for the payment of accommodation or related travel expenses incurred in attending State, National or International events, sanctioned by the Committee.

Members suffering financial hardship, who have funds within their MAP account at the end of a season, may, with the approval of the Committee, use this money to pay for their membership fees for the following season.

To assist members to save towards future Club expenses members may make regular direct debit payments to their MAP account by arrangement with the Treasurer.

As members must be currently financial members to raise funds, members are not permitted to raise funds to pay outstanding fees.

#### **7.0 MEMBER RESIGNS OR TRANSFERS**

In the event a member leaves the Black Dragons Dragon Boat Club to transfer to another club, the balance of their MAP account will be transferred to the Black Dragons general revenue.

In the event of a member temporarily resting or retiring from dragon boating their funds will remain available to that member for a period of two years for travel with the Club. After two years their funds will be transferred to the Black Dragons general revenue account.

**Exception:** Members will be refunded any personal money placed by them in their MAP account as a deposit for future fees or payment for any organised Club event involving travel in which they have not participated, unless it was previously stipulated that the deposit was non refundable.