



# Membership Policy

## 1 Preamble:

This policy is administered by the Fairfield Canoe Club (FCC) Membership director on behalf of the FCC Board. It forms part of the documented procedures published from time to time to assist in the smooth operation of the club and forms a supplement to the FCC Policies and Procedures. The primary aim of this policy is to define FCC's membership structure, fee structure and processes. This policy includes the FCC membership rates for the current year and proposed fees for the next year.

This document should be read in conjunction with the FCC Rules and with the FCC Policy and Procedures document.

## 2 Overall Objective – Club Membership:

- Club membership provides members with a community of paddlers, social events, competition and access to coaches. It also provides access to a range of club facilities including boat storage, change rooms and toilets, kitchen and gym area. Club equipment is also available including club owned boats, paddles, PFDs and gym equipment.
- Club members in return pay an annual fee to cover the running of the club. The club is run by a board of volunteers and relies on member volunteer labour for working bees and organisation of events.
- Club members purchase a shareholding when becoming a member of the club. This shareholding is refundable on exit from the club, subject to the forfeiture clause in the Rules.

## 3 Membership Structure:

FCC members pay the following:

- Shareholding: a once off purchase of an equal share in the Fairfield Canoe Club Co-operative Limited
- Annual membership fee (payable at start of financial year, non-refundable, includes first boat rack at FCC if available and fob to access the canoe club)
- Annual Paddle Victoria and Paddle Australia fees (payable at start of financial year, non-refundable)
- Additional boat racking fees (for second boat stored at FCC)
- Lost fob fees ([policy 3.1](#))

In addition, members may elect to purchase club uniforms, as well as personal boats, paddles and PFDs.

## 4 Requirements of Members

Every FCC member must abide by the club's [Child Protection Code of Conduct](#). Acceptance of membership means that you have accepted this code of conduct.

When paying membership through the JustGo database, members are automatically agreeing to the FCC waiver as follows:

- I understand that participation in the activities of the Fairfield Canoe Club Co-operative Ltd carries with it an inherent risk of physical injury, including serious injury such as permanent disability, paralysis and even death. In consideration of being allowed to participate in the activities of the club, which includes training for and competing in races, I hereby agree to release and hold harmless the Fairfield Canoe Club Co-operative Ltd in the event of my injury.
- I have read and fully understood this waiver and agree to release the Fairfield Canoe Club Co-operative Ltd from liability for any injury or other losses I incur, including the Club's acts of negligence to the fullest extent permitted by the law.

Parents paying membership for children also agree to the following FCC waiver:

- I consent to my child/dependent participating in the activities of the Fairfield Canoe Club Co-operative Ltd. I acknowledge that participation in the activities of the Fairfield Canoe Club Co-operative Ltd can be inherently dangerous and that serious accidents can happen which may result in my child/dependent being injured, including serious injury such as permanent disability, paralysis and even death.

## **5 New Member Process (section 7 of [FCC rules](#))**

When joining FCC for the first time, a prospective member needs to:

- 1) Familiarise themselves with the club. Normally, this is done by meeting with a director at the club, often at one of our Sunday morning "Director on Duty" sessions. As noted below, this is an important opportunity for one of our directors to meet the prospective member as well.
- 2) Create an account in the JustGo database and link their profile with FCC . Refer to the JustGo "how to" guides linked from the FCC "Join" webpage.
- 3) Purchase the relevant club membership (full, concession, junior, family etc.) which also automatically adds relevant Paddle Victoria/Australia membership.
- 4) Purchase a club shareholding.
- 5) Pay for the membership and shareholding
- 6) Receive a key or fob from an FCC board member
- 7) The new member's application now routes to the FCC board for approval. Normally, one or more board members will have met the applicant during the familiarisation process and as a result will be able to vouch for the applicant. If a new member has applied for membership online without physically meeting a board member, the membership will remain provisional until the member has met with and been vouched for by a board member.
- 8) If the member's application is approved the board shall notify the new member in writing.
- 9) Should the board reject a membership application, the board shall notify the applicant in writing and refund all monies paid as part of the application. No reason for rejection is required.
- 10) Once approved, members can apply for boat racks and have full access to the club house, club boats and facilities.
- 11) New members are expected to attend a beginner's course or an orientation session before using club equipment.

## **6 Shareholding:**

FCC's Shareholding forms the capital base of the club. Generally, the club holds term deposits at the club's bank to an equivalent value of the total of shareholding funds. This enables the club to maintain sufficient funds to deal with a significant unplanned maintenance event and to have sufficient funds to repay the shareholding of departing members.

A shareholding is purchased on entry to the club and is refundable on exit from the club. One shareholding is required per adult (over 18) member. If a child (under 18) joins without an accompanying adult member then the first child of a family needs to purchase a shareholding. Any number of accompanying children under 18 – living at the same address and in the same family – can join under the one shareholding.

The shareholding is usually paid as a lump sum. An instalment option is also available through the JustGo database, where it is paid over 3 years.

One FCC shareholding is 300 shares of nominal value \$2.00 each, paid as to 75% per the [club rules](#) – Rule 16. This means that the value of each shareholding is \$450. While a shareholding may be purchased in instalments, the shares are allotted to the member on payment of the first instalment.

Members may purchase up to two additional shareholdings (300 shares) each, however these do not carry additional voting rights.

Per Rule 17, the club may "call" on members to pay the remaining 25% value of their shares at any time should the club require additional capital, then "call" on further amounts beyond this if needed.

When leaving the club, members can request a refund of their shareholding by emailing their bank account details to the club membership officer. No interest accrues or is payable on shareholding.

Club members who fail to pay the annual membership fee for three years must be declared cancelled by the board (Rule 21). The club must attempt communications with a member requesting membership payment and offering return of the shareholding fee to the member. If a member fails to respond to such communication, then after not paying fees for three years and not responding to communication, their shareholding becomes forfeit to the club.

## **7 Annual Membership Fee:**

The annual membership fee covers the ongoing costs of running the club including cleaning, consumables such as tea and coffee, BBQ gas, costs of running working bees, costs associated with club maintenance and boat maintenance including gradual purchase of replacement club boats.

The annual membership fee, once paid, is non-refundable.

The annual membership fee is payable annually at the start of each financial year. On renewal, members are provided with access to the club via the electronic locking system for the new financial year.

A member who does not pay their membership at the start of the financial year is considered “non-financial” and needs to pay / renew membership to have their fob re-activated. Any boats stored at the club by non-financial members must be removed by 1st September or they may be used / sold by FCC and / or moved to higher racks per [FCC policy 4.10](#). Boats left at the club by non-financial members – even if in high racks – for more than one year may not be retrieved without racking fees being paid for any intervening years.

Two “discounts” on the annual membership fee are available: concession discount and family discount. Junior members also pay a reduced rate.

If a new member joins part way through a financial year, pro-rata membership fees apply. Pro rata fees apply during the first part year of membership only – they are *never* applicable for existing or lapsed members.

### **Voting at FCC General Meetings**

Voting at FCC’s general meetings, and nomination for FCC’s board of management, is restricted to current members. This means that in order to vote you must have:

- Paid your annual membership fee for the current year.
- Purchased a shareholding and have it registered in your name. This includes partly paid shareholdings.

Life members who do not have to pay an annual membership fee are deemed to have paid their membership fee.

Child members under 18 years of age are not permitted to vote unless they hold a shareholding registered in their own name (junior membership).

### **Family Memberships:**

FCC strongly supports families joining the club. To encourage this, children joining together (“dependent”) with an adult member or fully paid junior member from the same family are substantially discounted:

- No additional shareholding is required for children U18 beyond the family’s first shareholding
- Child memberships combined with an adult membership or junior membership are at a substantially reduced rate, with the first child associated with each adult or junior membership being “free” and additional children typically at half the junior rate
- At first renewal after a child member’s 18<sup>th</sup> birthday, the child needs to join as an adult member hence a shareholding needs to be purchased.
- Child memberships associated with an adult or junior membership have no voting rights.

Note that at this stage, JustGo’s family membership does not “pro-rata” new family memberships properly. If a new family membership to which a pro rata discount should be applied occurs, a refund of the relevant amount will be provided to the new member’s bank account after membership has been paid and approved.

### **Concession Memberships:**

Concession membership fees are available to seniors, to full time students and to people holding a current and valid concession card. A seniors card, student card or concession card must be shown to a director to receive concession membership. In practice, the member “ticks” the concession

membership box in JustGo then receives the concession discount in JustGo at checkout, then must show evidence of concession to a club director when renewing / picking up club fob.

Concession membership fees are typically half adult membership fees.

Concession members need to purchase a shareholding and are eligible to vote.

### **Junior memberships:**

Junior membership fees are for U18 members joining without an associated adult member.

Junior members without an associated adult membership need to purchase a shareholding and are eligible to vote.

### **Life Memberships**

Life membership ([policy 17](#)) exempts a member from the requirement to pay FCC's annual membership fees. Shareholding must still be current. Life members have voting rights equal to other full members.

### **School Memberships:**

FCC recognises that schools offering an active paddling program often have students who paddle for one or two terms, then move on to other sports. Schools are able to join the club to enable them to access the club's facilities for training and participating in club events. The school is to abide by the same membership rules and fees as all other member categories covered by this policy - they need pay for shareholding and annual membership.

In addition to the club's standard membership requirements, schools have the ability to:

- change squad members and teachers during the year under the same membership and are not required to take out additional memberships
- team members must be managed in a separate category in JustGo (FCC student membership) to distinguish them from other junior members
- pay PV/PA fees directly to PV for all team members
- must have at least 1 Adult membership for every 10 junior (student) memberships to supervise the students, and
- must schedule training times to prevent clashes with other schools and club training sessions.

School memberships do not provide voting rights at the FCC AGM.

School memberships are described in detail in section 10 of this policy.

### **Pro rata fees:**

When new members join FCC, a portion of the annual fee may be reduced based on the amount of time left in the financial year at the time of joining (pro-rata). This pro-rata is ONLY applicable to new members. Existing members who elect to pay their renewal late still need to pay the full year's fees.

## **8 Paddle Australia/ Paddle Victoria Fees:**

All FCC members are also required to join Paddle Australia/Paddle Victoria. Membership and fees are automatically added in the JustGo database unless you are already a member through another canoe club.

Paddle Australia fees include personal accident and liability insurance as well as supporting development of paddling pathways, coach accreditation and competition/ elite athlete development.

Paddle Victoria fees include provision of state level equipment (boats, paddles), organising coaching courses and support of the discipline committee activities.

Paddle Australia/Victoria fees attract a 30% discount for families of 3 or more which include 1 or more children.

## **9 Boat Racking Fees:**

FCC membership includes storage of one boat at FCC, subject to a rack being available and noting that racking is limited and hence the rack waiting list period is often years long. Members are able to apply for a second rack, which is paid for at the time of renewing membership. Second rack fees are noted in [FCC policy 4.8](#).

Any damage or loss occurring to member boats, paddles or PFDs stored at FCC is the responsibility of the member. FCC will not cover repair costs under any circumstances and does not insure member boats.

## **10 School Memberships**

The Fairfield Canoe Club accepts School memberships for a group of students from specific schools.

These memberships are nominal and are not attached to any particular named students. They are distinct from Junior memberships. The intention of this membership class is to allow schools flexibility as individual students join and leave the sport within the school year. Some conditions apply:

- Number of annual memberships shall be based on the expected average numbers of students attending the Club throughout both seasons (winter and summer).
- Where the average number of students attending the Club exceeds the membership level significantly, it is expected that the school will increase its membership numbers.
- A standard shareholding shall be paid for each nominal membership. The shareholding shall remain the property of the School, but shall not constitute a multiple shareholding as defined in the Club rules. No voting rights shall be attached to these shareholdings.
- Schools may apply for racks based on their number of memberships via the normal waiting list process. In general, racks will be allocated will be above level 3 only.
- Each student attending FCC under this scheme must also be a paid up member of Paddle Victoria and Paddle Australia – this means that the school must advise Paddle Victoria of

each new student, by name, when they start paddling – preferably by updating the JustGo database directly. Schools shall maintain a list of all students paddling and the date on which PA/PV membership was paid for each student and shall provide a copy of this list to FCC Technical director/Coaching Coordinator at the start of each paddling season.

- FCC accepts no liability for any student, parent, teacher or school coach, while on FCC grounds or while participating in paddling activities. FCC accepts no liability for damage to school or student equipment while on FCC grounds or participating in paddling activities.
- The School shall indemnify each student under its standard sports indemnity policy and each teacher and coach under separate indemnity policy.
- Schools may be issued with Club fobs for use by adult representatives of the school (adult representatives being a proportion of the total memberships paid). It is expected that the School will take responsibility for security and use of these fobs.
- School members of FCC and teachers/coaches may only use Club intermediate fleet boats and paddles after being assessed as competent in carrying, exiting, entering and emptying boats by the School Paddling coach. They can only be used when suitable school boats are unavailable and on the understanding that full club members have priority. Club boats may be used for PV approved races offsite as long as they are booked out on the board in the clubhouse by the Thursday prior to the race following same process as applies to full club members.
- School Paddling Coaches shall maintain a list of students assessed as competent in using boats with dates of assessment.
- All students, prior to paddling using FCC equipment (paddles or boats) each year shall sign and date a form stating their understanding and agreement of a number of items required to ensure enjoyment of club equipment and environs by all club members. Such form should include as a minimum:
  - That students will take particular care not to damage rudders, by carrying boats with two people where necessary
  - That boats will enter and exit the water facing upstream in general
  - That any damaged equipment will be reported immediately
  - That all boats will be signed out using the FCC sign out sheets before use
  - That students understand the legal requirement to wear a PFD at all times on the water
  - That failure to abide by these requirements may result in forfeiture of that student's right to use club equipment for the remainder of the year
- It is expected that students will be instructed in use and care of Club boats before use. Any Club boat used must be signed out and in by school captain of boats or school adult representative, and damage reports must be filled in where any damage occurs.
- Schools need to obtain approval (on a pre-Season basis) from the Board, via the Technical Director or Coaching Coordinator, to hold training sessions on specific days and times to ensure that competition for limited club resources (including boats) is minimised. Training sessions cannot conflict with the Club training sessions from 10.30am to midday on Saturdays and Sundays.
- Schools may hire the Club trailer on application to the Board. For metropolitan and country events a charge of \$50 per day will be made for each hiring of the trailer.
- Schools' boats may also be carried on the Club trailer when the Club is taking the trailer to an event, for the same per boat charge as paid by other club members (typically \$5 to \$10 per boat depending on the distance). The per-boat charge is paid directly to the vehicle driver to cover fuel etc. It is the responsibility of the school paddlers to properly secure any boats to the trailer before travel (both directions) and to unload boats afterwards.

Students are reminded that if an FCC driver transports students' boats (which may be club boats if approved) that the driver is not an employee of the school and is doing them a favour.

- School paddling leader shall meet with Board representative (Technical Director) at least once each paddling year to review issues and successes and to plan for the following year. This would normally occur in early February each year.

The above information is to be shared with the school paddling coordinators each year.

## **11 JustGo Database**

FCC uses the JustGo database as our register of members and shareholder registry. This enables FCC and Paddle Victoria/Paddle Australia memberships to be purchased and paid for together.

Refer to [Paddle Australia's Privacy Policy](#) for information on privacy and storage of your information. This policy has been adopted as the FCC privacy policy (policy 21).

## **12 Duration statement**

This policy is effective from May 2022 and will be in place until it is revised.

## **13 Revision History**

May 2022 – second issue. Shareholding updated (clarification of interest), Go Membership changed to JustGo, updated annual fees

June 2021 – first issue

September 2020 – first draft

## **14 Fee Structure – Next Two Years**

The fee structure for the current financial year is shown below, together with draft fees for the following financial year. The draft fees for the following year have not yet been approved by the board and are provided for information only.

## Fairfield Canoe Club – Fee Structure 2022-23

Membership type:	Annual from 1.7.22	New members only – “pro rata”	
		6 mths from 1.1.23	3 mths from 1.4.23
Standard adult	\$160	\$80	\$40
Junior (under 18 #)	\$80	\$40	\$30
Concession ##	\$80	\$40	\$20
<b>Dependent Children (under 18 #):</b>			
Not applicable	\$0	\$0	\$0
One dependent child	\$0	\$0	\$0
Two dependent children	\$40	\$20	\$10
Three dependent children	\$80	\$40	\$20
Four or more dependent children	\$120	\$60	\$30
<b>Private boats stored at club:</b> (dependent on rack availability)			
First boat	\$0		
Second boats stored in same rack as another (Board approval required)	\$50		
Second boat on its own rack	\$100		
<b>Shareholding:</b>	\$450*		
<b>Paddle Victoria - fees payable:</b>			
Adult	\$95	\$47.50	\$47.50
Junior	\$45	\$22.50	\$22.50
Paddle Vic Family discount 30% - minimum 1 adults + 2 children - maximum 2 adults + any dependent child	30% discount	30% discount	30% discount

\* Shareholding through JustGo provides an option for monthly instalments.

# Ages @ 31/12/22

## Concession: must show evidence of full time student, health care card or seniors' card when picking up fob and at annual renewal

Lost key/fob fee: \$25

## Fairfield Canoe Club – Fee Structure 2023-24 – draft

Membership type:	Annual from 1.7.22	New members only – “pro rata”	
		6 mths from 1.1.23	3 mths from 1.4.23
Standard adult	\$210	\$105	\$55
Junior (under 18 #)	\$105	\$55	\$30
Concession ##	\$105	\$55	\$30
<b>Dependent Children (under 18 #):</b>			
Not applicable	\$0	\$0	\$0
One dependent child	\$0	\$0	\$0
Two dependent children	\$50	\$25	\$15
Three dependent children	\$100	\$50	\$25
Four or more dependent children	\$150	\$75	\$40
<b>Private boats stored at club:</b> (dependent on rack availability)			
First boat	\$0		
Second boats stored in same rack as another (Board approval required)	\$50		
Second boat on its own rack	\$100		
<b>Shareholding:</b>	\$450*		
<b>Paddle Victoria - fees payable:</b>			
Adult	\$95	\$47.50	\$47.50
Junior	\$45	\$22.50	\$22.50
Family discount 30% - minimum 1 adults + 2 children - maximum 2 adults + any dependent child	30% discount	30% discount	30% discount

\* Shareholding through JustGo provides an option for monthly instalments.

# Ages @ 31/12/23

## Concession: must show evidence of full time student, health care card or seniors' card when picking up fob and at annual renewal

Lost key/fob fee: \$25