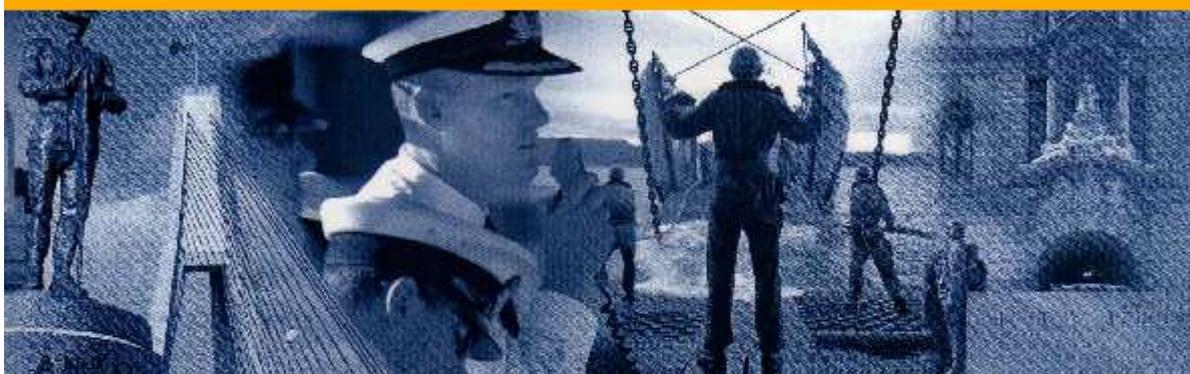




THE RETURNED AND SERVICES LEAGUE OF AUSTRALIA (NEW SOUTH WALES BRANCH)



YOUTH CLUB REGULATIONS 2013

MATESHIP COURAGE SACRIFICE ENDURANCE

THIS

PAGE

LEFT

INTENTIONALLY

BLANK



RSL NSW

YOUTH CLUB REGULATION



Prepared by:

**The Returned and Services
League of Australia
(New South Wales Branch)
ANZAC House
245 Castlereagh Street
SYDNEY NSW 2000
Telephone: (02) 9264 8188**

Foreword

General

1. This publication is designed to assist sub-Branch and subsidiary Youth Clubs with all aspects of the governance requirements of RSL NSW. The document brings together the required information in one reference.

Scope

2. This publication contains 7 chapters, each of which describes the appropriate requirements in full or directs the reader's attention to the appropriate publication or reference.

Gender

3. This publication has been prepared with gender-neutral language.

Associated Publications

4. This Regulation should be read in conjunction with the other publications, Acts or Regulations shown below. Sub-Branch Trustees, Executives and Committees have a statutory responsibility to comply with the following :

- a. The Constitution and By-Laws of the RSL (NSW Branch), hereinafter referred to as 'The Constitution'.
- b. The NSW Trustee Act 1925.
- c. The NSW Fair Trading Act 1987.
- d. The NSW Fair Trading (General) Regulation 2002.
- e. The NSW State Records Act 1998.
- f. The NSW Liquor Act 2007.
- g. The Australian Taxation Office Regulations.
- h. The Department of Gaming and Racing Charitable Fundraising Act 1991.
- i. The Privacy Act 1988.
- j. Australian Accounting Standards.
- k. International Financial Reporting Standards (IFRS).

- l. Common Law.
- m. N. E. Renton “Guide for Meetings and Organisations” Volume 2.
- n. N. E. Renton “ Clubs and Non-Profits - Keeping the Books”.
- o. RSL NSW Protocol and Procedures Regulation.
- p. RSL NSW Circulars, issued from time to time.

Contents

Page		
	Foreword	ii
	Amendment Certificate	iv
	Contents	v

Chapter 1 RSL Youth Council

- 1.1 General
- 1.2 Aims and Objects of RSL Youth Council
- 1.3 Composition of RSL Youth Council
- 1.7 Head Office of RSL Youth Council
- 1.9 RSL Youth Council Meetings
- 1.10 Quorum for RSL Youth Council Meetings
- 1.12 Special RSL Youth Council Meetings
- 1.23 Business of RSL Youth Council
- 1.24 Accounts of RSL Youth Council
- 1.25 Affiliation Fee of RSL Youth Council
- 1.29 Auditors of RSL Youth Council
- 1.34 Financial Year of RSL Youth Council
- 1.35 Dissolution of RSL Youth Council

Chapter 2 RSL Youth Clubs

- 2.1 Introduction
- 2.2 Objects of RSL Youth Clubs
- 2.3 Officers of RSL Youth Clubs
- 2.8 Control & Management of RSL Youth Clubs
- 2.18 RSL Youth Club Superintendant
- 2.23 Membership of RSL Youth Club
- 2.31 Hours of Operation of RSL Youth Club
- 2.33 Funds of RSL Youth Club
- 2.42 Annual General Meeting of RSL Youth Club
- 2.47 Quorum of RSL Youth Club Management Committee Meeting
- 2.61 RSL Youth Club By-Laws
- 2.70 RSL Youth Club Code of Ethics
- 2.71 RSL Youth Club Life Membership

Annexes:

- A. Example Assets Register Folio

Chapter 3

RSL Youth Club Finances

- 3.1 Introduction
- 3.5 RSL Youth Club Returns
- 3.14 Australian Accounting Standards
- 3.15 Cheque Signatories
- 3.16 Bookkeeping During the Financial Year
- 3.17 Cash versus Accruals Accounting
- 3.18 Double Entry Bookkeeping
- 3.19 Periodical Financial Reports
- 3.20 Audit
- 3.22 Investments
- 3.23 Insurance
- 3.24 Disposal of Assets
- 3.25 Fundraising and Inwards Donations
- 3.27 Functions
- 3.30 Outward Donations
- 3.31 Incorporation of RSL Youth Clubs
- 3.33 ABN and Income Tax Exemption
- 3.34 GST Compliance
- 3.35 Membership Fees

Annexes:

- A. Example Cash Book Pages
- B. Example Periodical Financial Report
- C. Example Balance Sheet
- D. Example Income Statement
- E. Example sub-Branch Budget

Chapter 4

General Information

- 4.1 History of Youth Clubs
- 4.2 RSL Youth Clubs Aims and Objects
- 4.3 Forming a Youth Club
- 4.4 Working with Children
- 4.5 Affiliation Fees
- 4.6 Certificate of Appreciation
- 4.11 Colonel FUJ Tinkler Shield Competition
- 4.14 RSL Youth Clubs Life Membership
- 4.17 RSL State Championship
- 4.20 Reveille

- 4.23 Stationery and Supplies
- 4.25 Fundraising

Annexes:

- A. Application form Certificate of Appreciation
- B. Application form for Life Membership of RSL Youth Clubs

Chapter 5 RSL Youth Programs and Non-RSL programs

- 5.1 RSL Youth Reciprocal Program
- 5.8 Duke of Edinburgh Award Program
- 5.21 Department of Sport & Recreation Programs

Chapter 6 Ilma Allen Memorial and RSL Hostel - Cabramurra

- 6.1 Location
- 6.2 Township
- 6.11 Transportation
- 6.14 Climate
- 6.15 General Information
- 6.21 Hostel
- 6.26 Responsibilities
- 6.36 Hostel Equipment / Maintenance
- 6.38 Bond
- 6.42 Caretaker
- 6.44 Current Rates & Charges

Chapter 7 Other Useful Information

- 7.1 Introduction
- 7.2 Websites

THIS

PAGE

LEFT

INTENTIONALLY

BLANK

CHAPTER 1

NSW RSL

YOUTH COUNCIL

General

1.1 The NSW RSL Youth Council is the authorised body elected by State Council to administer and control the RSL Youth Movement throughout New South Wales.

1.2 The aims and objects of the NSW RSL Youth Council are:

- (i) Assistance, guidance and advice to Youth Clubs on all phases of youth work and activities.
- (ii) To foster the establishment of RSL Youth Clubs throughout New South Wales.
- (iii) To constantly reappraise the general direction of the Youth Movement.
- (iv) To further improve sporting and cultural activities.
- (v) To afford youth the opportunity to clean healthy recreation.
- (vi) For youth to observe the principles of good citizenship and the need for observance of laws.
- (vii) For youth to display good fellowship and sportsmanship in both social and competition sport.
- (viii) Development of loyalty of youth in all facets of community and private associations.
- (ix) Perpetuate the close friendship created by Mutual Service.
- (x) To foster and promote the RSL Charter on Australia Youth as stipulated in the Regulations.

1.3 The RSL Youth Council shall consist of:-

- (i) State Councillors appointed by State Council from time to time, one of whom shall be Chairman and Deputy Chairman.
- (ii) Representatives of interested groups affiliated with RSL Youth Council.
- (iii) Any Life Membership of Youth Council so awarded by State Council from time to time.

1-2

1.4 The Council shall have power to co-opt other persons to assist Council as required from time to time.

1.5 All members of Committee shall retire annually and shall be eligible for reappointment by State Council.

1.6 Any member of Council absent without leave for three consecutive meetings without reasonable cause shall automatically vacate office.

1.7 Head Office of the Council shall be at such place as State Council may direct.

1.8 General government and administration of the RSL Youth Club movement in NSW shall be vested in the RSL Youth Council, but it shall not interfere with the domestic workings of RSL Youth Clubs so long as such Clubs conform to aims, objects, policies and Constitution.

1.9 RSL Youth Council shall meet for transaction of business once in every three months. Minutes of such meetings shall be submitted to State Council/Executive for confirmation before implementing resolutions therein.

1.10 Quorum for RSL Youth Council and sub-Committee meetings shall be fifty per cent plus odd number where applicable. Life Members are not to be included in assessing Quorum.

1.11 In the event of quorum not being formed within one half hour of appointed commencing time, the meeting shall adjourn until next day at same time and place when the RSL Youth Council members present at adjourned meeting shall form a quorum.

1.12 Meetings of Special RSL Youth Council shall be held as deemed necessary from time to time.

1.13 Special RSL Youth Council shall consist of a quorum of RSL Youth Council.

1.14 Special RSL Youth Council may be convened by State Council, RSL Youth Council Chairman or two of its members providing one day's notice to members is given by Branch State Secretary.

1.15 All acts of RSL Youth Council shall be valid notwithstanding any possible disqualification, deficit or vacancy in appointment of any member of Council.

1.16 RSL Youth Council or RSL Special Youth Council shall be presided over by State Councillor appointed Chairman and in his absence one of State Councillors present. In the event of no State Councillor being present Council shall elect a Chairperson from amongst its members present.

1-3

1.17 The Chairperson shall have a deliberative vote only. Should there be an equality of votes, the motion shall be resolved in the negative.

1.18 Publicity relating to RSL Youth Movement as a whole shall conform with the policy of RSL NSW.

1.19 Incoming and Outgoing correspondence made to Council shall be directed through State Secretary of RSL NSW.

1.20 Liaison (written or verbal) made on behalf of Council to any agency, group or individual must be approved by Chairman of Council and State Secretary of RSL NSW.

1.21 No Council member shall visit any RSL Youth Club officially unless invited in writing and then only after authorising resolution of RSL Youth Council. Chairman or his nominee, however, may visit any RSL Youth Club without invitation when deemed necessary.

1.22 Notwithstanding anything contained in this Constitution, RSL Youth Council shall act on any resolution or direction of State Council.

1.23 Business of RSL Youth Council shall consist of:-

- (i) Acquainting RSL Youth Clubs associated with RSL Youth Council of activities and objects of RSL NSW.
- (ii) Disseminating information of interest to RSL Youth Club members throughout the State.
- (iii) Providing opportunities for sporting activities and competitions between RSL Youth clubs and other groups associated with the RSL NSW
- (iv) Providing means of exchanging helpful information about local activities and of efforts proven successful in one RSL Youth Club that may be applied to other RSL Youth Clubs.
- (v) Organisation and conduct of State Championships and other events as decided from time to time.
- (vi) To assist the formation of RSL Youth Clubs throughout the state.
- (vii) Receive sub-Committee reports and give direction as deemed fit.
- (viii) To arrange reciprocal visits between RSL Youth Clubs and other groups as decided from time to time.

1-4

(ix) Ratification of accounts as required.

1.24 Accounts shall be kept by RSL NSW on behalf of RSL Youth Council of all moneys received and expended, all assets and liabilities.

1.25 A yearly affiliation fee shall be payable to the RSL Youth Council by each RSL Youth Club as determined from time to time.

1.26 RSL Youth Council, subject to State Council, shall have power to determine amount of fee payable each year.

1.27 RSL Youth Council shall have Bank Accounts kept by RSL NSW as deemed necessary and signatories to all cheques shall be as determined by RSL NSW from time to time.

1.28 All payments of \$2.00 and over shall be by cheque and all payments shall be passed and ratified by following RSL Youth Council or RSL Youth Special Council meetings.

1.29 Duly audited Statement of Financial Position, Statement of Comprehensive Income with summary of assets and liabilities of RSL Youth Council for preceding year shall be printed and tabled before State Council each year with RSL NSW Accounts.

1.30 Auditors duly appointed for RSL NSW shall be Auditors for RSL Youth Council.

1.31 Auditor/s having access at all times to books of accounts, receipts and vouchers of RSL NSW Council shall submit to RSL Annual Congress a statement as to correctness thereof and shall cause to be published in Annual Report detailed statement upon financial position of the RSL Youth Council.

1.32 Any moneys collected, subscribed, invested or banked shall not be distributed by RSL Youth Council to any person or outside organisation without approval of State Council.

1.33 RSL Youth Council shall not donate to any body or organisation within the framework of the RSL without prior approval of State Council.

1.34 No paid honorary Officer or employee of RSL Youth Council shall act as Auditor.

1.35 The financial year for RSL Youth Council shall be from January 1st to December 31st.

1-5

1.36 State Council shall have power to suspend or dissolve RSL Youth Council or suspend or remove any RSL Youth Council Member where in its opinion a continuance of such RSL Youth Council or member is not in the best interests of RSL NSW.

1.37 Upon dissolution of RSL Youth Council, State Council may proceed with formation of a new RSL Youth Council and transfer and hold for such new RSL Youth Council, books, assets and property of body declared dissolved.

1.38 In the event of a sub-Branch ceasing to operate and its RSL Youth Club wishes to remain active and is capable of continuing in the interest of RSL NSW, State Council/Executive may approve continuation of activity under its control.

1.39 State Secretary of RSL NSW or any person authorised by State Council/Executive shall have power to inspect books, papers and correspondence or other documents in possession of or belonging to RSL Youth Council.

1.40 State Council may approve a group's continuation in RSL Youth Council and RSL Youth Club in the event that a RSL Youth Club ceases to operate whilst the RSL Youth Club wishes to remain active and take part in the sporting activities and competitions organised for and on behalf of the RSL Youth Council and/or RSL Youth Clubs.

THIS

PAGE

LEFT

INTENTIONALLY

BLANK

CHAPTER 2

Administration of RSL Youth Clubs

2.1 Sub-Branches may, whenever deemed fit, sponsor formation of RSL Youth Clubs within their areas and such RSL Youth Clubs shall be formed, conducted and operated in accordance with the following provisions:-

- (i) Name of Club shall be RSL Youth Club.
- (ii) Sponsor and Guarantor of Club shall be the Returned and Services League of Australia (New South Wales Branch), sub-Branch.

2.2 Objects of the RSL Youth Club shall be to:-

- (i) Afford youth of district the opportunity of participating in clean healthy recreation.
- (ii) Instruct youth in principles of good citizenship.
- (iii) Inculcate an appreciation in youth of need for observance of laws of State and Commonwealth.
- (iv) Encourage music, literature, art and physical education among youth, particularly those who by reason of circumstances might otherwise be unable to enjoy such benefits.
- (v) Awaken citizens to their responsibility toward adolescents.
- (vi) To be non-sectarian and non-political.
- (vii) Associate with and assist similar bodies and carry out such plans and undertakings as may be conducive to foregoing objects.

2.3 Officers of the RSL Youth Clubs should be:-

- (i) President.
- (ii) Two Vice-Presidents.
- (iii) Honorary Secretary.
- (iv) Honorary Treasurer.
- (v) Club Superintendent or Chief Instructor.
- (vi) Six Ordinary or Associate Members.

2-2

- (vii) Trustees for the time being of the sub-Branch shall also be Trustees of the sub-Branch RSL Youth Club and sole Trustees of any Real or Personal property of the Youth Club.
- (viii) Members of Management Committee shall be either financial members of sub-Branch and/or Youth Club with exception of Club Superintendent or Chief Instructor who may be any qualified person deemed fit for office.

2.4 Officers of RSL Youth Club shall comprise the Management Committee and President and Trustees of RSL NSW or sub-Branch as the case may be shall be ex-officio members of the Committee elected or appointed to such RSL Youth Club.

2.5 RSL NSW or sub-Branch President and any Trustee shall be entitled to attend, speak and vote at any of Youth Club meetings, general or otherwise.

2.6 All property of RSL NSW or sub-Branch in possession or control of Youth Club shall be subject to such direction as may from time to time be given by RSL NSW or sub-Branch to President or Trustees of the RSL Youth Club.

2.7 Sub-Branch President may at least once a year, act in capacity of Chairman of any meeting of Youth Club.

2.8 Control and management of activities of RSL Youth Club shall be in hands of Management Committee and without limiting generally of such powers it shall have in particular authority:-

- (i) To manage and maintain all property and equipment owned by, lent to or made available to RSL Youth Club.
- (ii) To acquire by purchase, exchange or to accept as gifts or donations, any property or equipment of any kind which in opinion of Management Committee may be necessary or useful for RSL Youth Club purposes.
- (iii) To accept donations, legacies and bequests in money or in kind for furtherance of objects of RSL Youth Club and benefit of members.
- (iv) To expend or use moneys received or property donated for furtherance of RSL Youth Club objects and instruction, entertainment and benefit of members as deemed fit.

2.9 Decisions of Management Committee shall be final and binding on all concerned with respect to all matters affecting RSL Youth Club and Management thereof including control, discipline and entertainment of members and all persons in or about premises occupied by Youth Club from time to time.

2-3

2.10 Offices of RSL Youth Club referred to in paragraph 2.3 shall retire annually at Annual General Meeting.

2.11 Officers of RSL Youth Club retiring at Annual General Meeting shall retain office until successors are appointed.

2.12 Any retiring Officer shall be eligible for re-election.

2.13 Nominations for office of Management Committee shall be received only from sub-Branch financial members, subject to paragraph 2.14.

2.14 The RSL Youth Club Management Committee may submit to sub-Branch recommendations for nomination to any position in RSL Youth Club Management Committee.

2.15 With the exception of President and RSL Youth Club Superintendent or Chief Instructor as the case may be and Trustees, who shall be elected by sub-Branch, the RSL Youth Club at Annual General Meeting may elect from sub-Branch nominations:-

- (i) Two Vice-Presidents.
- (ii) Honorary Secretary.
- (iii) Honorary Treasurer.
- (iv) Six Ordinary or Associate Members. Ordinary Members shall be at least sixteen (16) years of age.

2.16 All financial members of the parent RSL sub-Branch shall have right to attend Annual General Meeting of RSL Youth Club, take part in business with full power to vote.

2.17 In addition to the provisions of paragraph 2.16 any financial Ordinary Member sixteen years of age or over or Associate Members of the RSL Youth Club may attend Annual General Meeting and General Meetings of RSL Youth Club, take part in business with full power to vote.

2.18 RSL Youth Club elections shall be subject to confirmation by sub-Branch General Meeting and shall be of no effect until such confirmation is given. No paid Instructor is allowed to hold an elected office within the RSL Youth Club Movement.

2.19 The RSL Youth Club Superintendent or Chief Instructor shall be a financial member of RSL NSW or a member of the NSW Police Force but if no such person is available for appointment then any other suitable person may be appointed.

2-4

2.20 The RSL Superintendent or Chief Instructor shall control personally activities of members of RSL Youth Club, all of whom shall be in his charge, obey his directions and submit to his ruling while they are on RSL Youth Club premises or engaged in its activities.

2.21 The RSL Superintendent or Chief Instructor may be suspended by RSL Youth Club Committee for any just reason but only removed from office on a majority decision of sub-Branch in General Meeting.

2.22 If any member of RSL Youth Club Management Committee fails to attend three consecutive meetings without RSL Youth Club Management Committee's approval and without reasonable excuse, the RSL Youth Club Management Committee shall have right to declare office of such member vacant.

2.23 Subject to conditions hereinafter contained and with written consent of parent or guardian, youths may be admitted as Ordinary Members of the RSL Youth Club if in opinion of Management Committee they are eligible for admission.

2.24 Members on joining RSL Youth Club, having first signed Club's Code of Ethics and such application for admission form as may be required by Management Committee, shall be enrolled as Ordinary or Associate Members of Youth Club.

2.25 An Ordinary Member of the RSL Youth Club shall not be more than 25 years of age.

2.26 An Ordinary Member who reaches age of twenty-five years shall cease to be a member excepting that such member may be retained as an Honorary Instructor or Supervisor or Associate Member in any other capacity if in opinion of the RSL Youth Club Management Committee he or she is in all respects suitable.

2.27 Associate Members shall be any person, over the age of 25 years, willing to assist in the control and management of the RSL Youth Club affairs.

2.28 Financial Associate Members shall be eligible for nomination and election to Management Committee.

2.29 If any member by conduct, in opinion of Superintendent or Chief Instructor, render himself undesirable as a member, the Superintendent or Chief Instructor shall have power to suspend membership (for a period not exceeding six months) of such member provided that member shall have right to appeal against such suspension to the RSL Youth Club Management Committee.

2.30 RSL Youth Club Committee, upon hearing both member suspended and Superintendent or Chief Instructor and any other person thought fit may, in its absolute discretion, confirm suspension or direct that suspension be lifted.

2.31 Hours during which RSL Youth Club shall be open to members shall be fixed and may be altered from time to time by RSL Youth Club Management Committee.

2-5

2.32 All supporting activities engaged in by members of Youth Club shall be conducted in strict accordance with rules of the body controlling particular sport concerned.

2.33 Funds of the RSL Youth Club shall be banked in name of the RSL Youth Club as determined by resolution of General Meeting. Persons entitled to operate on the RSL Youth Club's Account shall be any two of President, Honorary Secretary or Honorary Treasurer or such other person/s as may from time to time be appointed by RSL Youth Club Management Committee.

2.34 Management Committee shall cause proper books of account and records to be kept in respect to:-

- (i) All sums of money received and expended by the RSL Youth Club.
- (ii) All purchases and disposal of property of any kind by the RSL Youth Club.
- (iii) Assets and liabilities of the RSL Youth Club.

2.35 The RSL Youth Club Management Committee shall supply to parent sub-Branch three copies of audited annual financial statements as adopted by Annual General Meeting of Youth Club for distribution respectively to sub-Branch records.

2.36 All decisions of the RSL Youth Club Management Committee affecting finance and property shall be referred to parent sub-Branch Management Committee

2.37 In event of RSL Youth Club winding up or becoming defunct all its property shall become property of parent sub-Branch and shall be applied in accordance with the Constitution and the By-Laws.

2.38 In the event that a sub-Branch resolves to wind up the RSL Youth Club. The sub-Branch Executive shall close all financial accounts of the RSL Youth Club and have all monies contained therein transferred to the sub-Branch accounts within twenty four (24) hours.

2.39 Accounts, books, documents, vouchers and records of the RSL Youth Club shall be kept at its premises or such other place/s as the RSL Youth Club Management Committee shall think fit and shall always be open to inspection of any officer of the Committee.

2.40 Sub-Branch Management Committee may at any time call in books of Youth Club for inspection and may require such to be produced to sub-Branch Auditors for Audit.

2.41 Books of Account and relevant records shall be closed on 31 December each year.

2-6

2.42 The RSL Youth Club Annual General Meeting shall be held during February prior to the sponsoring sub-Branch's Annual General Meeting each year.

2.43 Annual election of the RSL Youth Club Officers for the ensuing year, other than President, Superintendent or Chief Instructor, shall be held at Annual General Meeting each year.

2.44 Any other interested persons not being members of the RSL Youth Club or parent sub-Branch may be present at Annual General Meeting and may, at discretion of the RSL Youth Club Management Committee, be permitted to speak on any matter appertaining to RSL Youth Club activities but shall have no voting power.

2.45 Business of Annual General Meeting shall be to elect officers, consider report by Management Committee on RSL Youth Club activities and progress, Treasurer's report detailing income and expenditure for preceding financial year and assets and liabilities as at 31 December.

2.46 The RSL Youth Club Management Committee shall hold regular monthly meetings at such date as Committee shall determine from time to time, by resolution, except under certain circumstances the meeting frequency may be altered, with approval from RSL Youth Council.

2.47 Quorum for RSL Youth Club Management Committee Meetings shall be fifty per centum of elected Committee plus odd member (if applicable).

2.48 Extraordinary meetings of RSL Youth Club Management Committee may be held to consider any special business of RSL Youth Club, its activities or progress, the RSL Youth Club Management Committee state or any matter affecting any officers or members.

2.49 RSL Youth Club Committee meetings, General or Extraordinary, shall be convened by President or by his authority by notice in writing stating object for which meeting is called and in case of an Extraordinary Meeting, stating briefly business to be submitted.

2.50 Notice shall be placed in a prominent position in the RSL Youth Club premises and ten days notice of such meeting shall be given each Committee member.

2.51 President shall preside at all meetings and in his absence, senior Vice-President shall act. If no Vice-President is in attendance, meeting shall appoint its own Chairman.

2.52 The Chairperson shall have a deliberative vote only. Should there be an equality of votes, the motion shall be resolved in the negative.

2.53 Procedure shall be such as applied at meetings of parent sub-Branch and ruling and decision of Chairman on any question of procedure shall be final.

2-7

2.54 Every motion must be seconded and no person except proposer shall speak twice on any motion unless a majority of those present shall otherwise decide.

2.55 Chairperson shall have right to limit time during which each person may speak. Except than otherwise provided by the By-Laws, decision of meeting shall be recorded by resolution and shall be by a majority vote of those present on show of hands.

2.56 Declaration by Chairman as to votes given shall be final.

2.57 Any informality in giving notice of any meeting shall not invalidate proceedings but if in Chairperson's opinion any person is prejudiced thereby such shall be entitled to adjourn meeting to be held at such time and date not earlier than two days and at such place as Chairperson may decide.

2.58 The RSL Youth Club Management Committee may invite any RSL Youth Club member to attend meetings and take an active interest in control and management of the RSL Youth Club.

2.59 Members on invitation to The RSL Youth Club Management Committee shall have right to be heard but shall have no voting power.

2.60 Notice shall be given to any person of holding of meeting or otherwise and shall be deemed to have been given if handed personally or enclosed in a duly stamped envelope posted to last known address.

2.61 The RSL Youth Club Management Committee shall have power to formulate domestic By-Laws for internal RSL Youth Club management and for control and discipline of members and regulations generally of RSL Youth Club affairs.

2.62 No RSL Youth Club domestic By-Law for internal management shall be valid unless it shall have been adopted by majority vote of Committee members present at a duly convened meeting and confirmed by a majority vote at subsequent meeting convened and held no earlier than seven days nor later than fourteen days following first meeting.

2.63 Notice of any proposed amendment, addition or repeal of By-Laws must be set out amendment, addition or reason for repeal in full and be delivered to Honorary Secretary fourteen clear days before meeting of RSL Youth Club Management Committee at which it is intended to be moved and must be signed by three or more members of RSL Youth Club Management Committee.

2.64 Honorary Secretary shall cause copy of such notice to be given to each member of RSL Youth Club Management Committee at least seven days before next RSL Youth Club Management Committee meeting.

2-8

2.65 The RSL Youth Club will supply if possible and as funds permit, an outdoor parade uniform consisting of white singlet, jersey or blouse, white shorts or skirt, white socks, white tennis shoes.

2.66 Blue blazers with motif "..... sub-Branch RSL Youth Club" on pocket may be worn at discretion of Management Committee.

2.67 Injuries to enrolled members shall be met by Insurance arranged by RSL Youth Club Management Committee, finances permitting.

2.68 Enrolled members shall be trained by RSL Youth Club Management Committee-appointed Instructors who shall be in charge of training schedule and instruction nights subject to over-riding authority of RSL Youth Club Superintendent or Chief Instructor.

2.69 Enrolled members shall attend each instruction night, (with exception of holidays, sickness and apologies) with parents' or guardians' written notification.

RSL YOUTH CLUB CODE OF ETHICS

2.70 Following constitutes RSL Youth Club Code of Ethics:-

- (i) While I remain a member I shall keep my mind and body active.
- (ii) I shall conduct myself in an orderly manner and treat other members as I would like to be treated myself.
- (iii) I shall at all times take proper care of the furniture and property of the RSL Youth Club.
- (iv) I shall respect the principles of good citizenship and encourage my associates to do likewise.
- (v) I shall endeavour to build friendship with my Club-mates because friendship is one of the greatest assets that I can have and it is advantageous to my future welfare.
- (vi) I shall follow my RSL Youth Club leaders and respect and obey my instructors.
- (vii) I shall be loyal to my RSL Youth Club.
- (viii) Finally, I shall remain loyal to my Queen and my country and love and respect my parents.

2.71 **LIFE MEMBERSHIP**

- (i) Any member who has had continuous membership for a period of 15 years or more and has rendered 10 years honorary service of an outstanding nature to the RSL Youth Club may qualify for award of Life Membership.
- (ii) Recommendation and Citation for award submitted by sub-Branch, District Council or RSL Youth Club to RSL Youth Council must be approved by secret ballot of General Meeting with 75% majority in favour following one month's notice of nomination.
- (iii) Upon submission of recommendation and citation specifying services rendered it shall, after due investigation, be determined by RSL Youth Council resolution whether award shall be made.
- (iv) Recipients of Life Membership shall be issued, on payment of prescribed charges by recommending body, with a Life Membership Certificate of approved design from RSL State Council and a RSL Youth Club Badge bearing words 'Life Member' in Gold.
- (v) The RSL Youth Council is empowered to award Life Membership to any member whom it considers has rendered outstanding services to members of the Youth Clubs.
- (vi) Total number of awards in any one year shall not exceed one per thousand or part thereof of affiliated RSL Youth Clubs members.
- (vii) Recommendations for Life Membership will only be accepted from sub-Branches with affiliated RSL Youth Clubs to RSL Youth Council or from RSL Youth Clubs affiliated to RSL Youth Council.

2.72 State Council may veto any intended application or interpretation thereof or any resolution passed.

2.73 State Council shall have power to suspend or remove any club officer or member and may suspend or dissolve any RSL Youth Club where in its opinion a continuance of such appointment, membership or club is not in the best interests of RSL NSW.

2.74 Where a RSL Youth Club shall become incorporated, the provisions of paragraphs (1) to (73) shall continue to apply to that RSL Youth Club, mutatis mutandis but subject to the provisions of the Associations Incorporation Act, 2009 (NSW).

THIS

PAGE

LEFT

INTENTIONALLY

BLANK

CHAPTER 3

RSL YOUTH CLUB FINANCES

Introduction

3.1 The aim of this Chapter is to assist Trustees, Executives and Committee with the reporting, recording and the maintenance of RSL Youth Club financial records.

3.2 RSL NSW guide to keeping financial records is N. E Renton 'Clubs & Non-Profits: Keeping the Books', hereinafter called 'Renton's for Books'

3.3 Sub-Branches, Chapters and other subsidiaries are encouraged to purchase a copy of 'Renton's for Books', for use as the **only** reference to the keeping of financial records. 'Renton's for Books' should be read in conjunction with the Constitution and By-Laws and should conflict arise the latter prevails.

3.4 This Chapter does not attempt to recreate the content of 'Renton's for Books', but is designed to highlight the major areas sub-Branch members should be aware of.

Youth Club Returns

3.5 Each year the Youth Club will receive three copies of forms YCA1, YCA2 and YCA3, one of each is to be retained in the RSL Youth Club files, the remaining copies to be returned to parent Sub-Branch and State Branch on completion. Details of the respective forms are outlined below.

a. YCA1 – STATEMENT OF FINANCIAL POSITION

This incorporates a standard Balance Sheet and makes provision for the RSL Youth Clubs Audit and Trustee Certificate.

b. YCA2 – STATE OF FINANCIAL PERFORMANCE

This form brings together all the RSL Youth Clubs income and expenditure for the year, grouped in convenient headings.

c. YCA3 - EXECUTIVE OFFICERS

This provides for the notification of the Executive Officers and Trustees for the coming year and forms the principle notification that could affect the forwarding of all correspondence and other material where a change of Secretary occurs. Please include first used names of President, Secretary and Treasurer.

3.6 These forms are provided to simplify the Sub-Branch's and Youth Club's obligations in making its returns under the above rule. They have been designed to simplify the preparation of Balance Sheets and Income and Expenditure Accounts and to eliminate the confusion that has existed in past years.

3.7 The most important point to remember is that every RSL Youth Club is required to complete its returns and to lodge them with their parent RSL sub-Branch to allow returns to be made to RSL NSW.

3.8 It is the RSL Youth Club's responsibility to lodge three audited copies of the account to their parent sub-Branch.

3.9 Although Clause 37.1 of the Constitution requires the Parent sub-Branch to forward to RSL NSW an audited copy of all its subsidiary organisation, 2.35 of this regulation directs that the Youth Club Committee shall supply to parent sub-Branch three copies of audited annual financial statements as adopted by Annual General Meeting of Youth Club for distribution respectively to sub-Branch records, RSL NSW and the appropriate Government Department. All decision of Management Committee affecting finance and property shall be referred to the parent sub-Branch Management Committee for sanction.

3.10 A “*retiring*” Secretary is responsible for preparing and signing forms YCA1 and YCA2 and ensuring that the new Secretary forwards them complete with the white form YCA3 to parent sub-Branches and to RSL NSW.

3.11 Youth Clubs are required to include in the Balance Sheet items of Real Estate at actual purchase cost - or Valuer General's improved valuation - whichever is the greater.

3.12 It is further requested that the RSL Youth Club states on its Balance Sheet the name of the Bank with which you transact the RSL Youth Club banking arrangements, i.e.

Cash at Commonwealth Bank of Australia
Cash at National Australia Bank
Cash at Westpac Banking Corp. etc.

3.13 The Department of Gaming and Racing requires all charities to forward to the Minister within eight (8) weeks of the conclusion of the financial year, a certified copy of the Income and Expenditure Account and Balance Sheet together with the annual report and list of office bearers, drawn up and correctly certified by the RSL Youth Club's Auditor.

Australian Accounting Standards

3.14 Sub-Branch executives should be aware that the Australian Accounting Standards change from time to time. The information in this Chapter is based on the changes to the Accounting Standards which came into effect on 1 January 2009.

Cheque Signatories

3.15 Renton's for Books advises that the normal signatories for cheques are to be **any two** of the President, Secretary or Treasurer. This is also in accordance with the Constitution.

Bookkeeping During the Financial Year

3.16 Appropriate accounting records need to be maintained during the course of each financial year. Properly kept books will facilitate the preparation of:

- a. periodical financial reports,
- b. annual financial reports, and
- c. returns relating to GST.

Cash versus Accruals Accounting

3.17 Accounts can be drawn up on a *cash basis* that is without any allowance for outstanding debits and credits at the balance date. A more accurate method and one which produces a more meaningful picture and which is recommended is the use of an *accrual basis* of accounting. Details of the two methods are described in Chapter 2 of Renton's for Books.

Double Entry Bookkeeping

3.18 RSL Youth Clubs are to use a *double entry accounting system*. Under this system each transaction gives rise to a pair of entries – a positive entry to one account and a negative entry of equal size to another account. An example cash book pages is shown at Annex A to this Chapter.

Periodical Financial Reports

3.19 Periodical financial reports, such as those prepared by the Treasurer for consideration at a monthly meeting, can be much less elaborate than the formal annual accounts. An example periodical financial report is shown at Annex B to this Chapter.

Audit

3.20 In accordance with the RSL Constitution, Youth Clubs are to elect two honorary auditors or appoint a qualified auditor who shall inspect the books, vouchers and securities of the sub-Branch and certify their correctness as reported in the Statement of Financial Position.

3.21 Auditors must be given unfettered access to the books of account and any other documents required by the auditor to complete the task. The responsibility for RSL Youth Club audit rests with the sub-Branch Trustees.

Investments

3.22 The responsibility for investment of RSL Youth Club funds is vested in the sub-Branch Trustees. Trustees have a duty to ensure that funds are invested in accordance with the Constitution and the Trustee Act. Recommendations from the membership for investment of RSL Youth Club funds should be made, in writing, to the Trustees who then act in the best interest of the RSL Youth Club.

Insurance

3.23 The Trustees of a sub-Branch have a statutory requirement to ensure that all property and assets of the RSL Youth Club are insured in accordance with the Property and Finance Regulations. Trustees must ensure that insurance of property and assets is based on a **sound and up-to-date valuation**.

Disposal of Assets

3.24 Assets (those items that are purchased by or donated to Youth Club) are only to be disposed of in accordance with Chapter 2 of the RSL NSW Property and Finance Regulation. Assets (which are still functional) may be auctioned or disposed of by tender. Assets should not be disposed of for less than the written-down value in the assets register. All assets disposed of must be removed from RSL Youth Club buildings, office space, grounds etc. as soon as possible.

Fundraising and Inwards Donations

3.25 Care must be taken to ensure that RSL Youth Clubs wishing to fundraise, in any way, have been issued an Authority to Fundraise in accordance with Chapter 4 of the RSL NSW Property and Finance Regulation. This includes the conduct of any raffles and/or soliciting donations from the public. Authority Holders are required to authorise any persons or organisations that fundraise for them, in writing.

3.26 RSL Youth Clubs are to ensure that any donations received for a specific purpose are applied **only** to that purpose. If this is not feasible (for example, because a project has been abandoned) then all donations concerned **must be** returned to the respective donors, unless they individually consent to its use for another purpose.

Functions

3.27 Sub-Branches advertising functions i.e. lectures, seminars, health promotions etc to the general public, must provide sufficient information for the public to act upon. The fact that there is no charge or that admission is by donation should be clearly spelt out. Similarly, the need to respond by a certain date or that people can just turn up should be set out.

3.28 The failure to provide such vital information could well prove counterproductive. Apart from that, such advertisements can often be made to serve more than one purpose. In particular, they can also act as a means of attracting new members.

3.29 Sub-Branches conducting functions (except in registered clubs/hotels) at which alcohol is sold as part of the activity are to comply with the NSW Liquor Act 1982.

Outward Donations

3.30 Outward donations are to be made in accordance with Chapter 5 of the RSL NSW Property & Finance Regulations.

Incorporation of RSL Youth Clubs

3.31 All RSL Youth Clubs are required to be incorporated as per the New South Wales Associations Incorporation Act, 2009, subject to the receipt of the prior written consent of State Council.

3.32 State Council may withhold its consent to the Incorporation of a RSL Youth Club for any reason.

3.33 State Council may only provide its consent for the Incorporation of a RSL Youth Club where the Subsidiary has adopted the model rules for a RSL Youth Club published by State Council from time to time (“**Model Rules**”). The Model Rules may be amended by State Council from time to time but must always provide that a RSL Youth Club:

- (a) may not amend the Model Rules without the consent of RSL State Council; and
- (b) may not secede from RSL NSW.

ABN and Income Tax Exemption

3.34 All RSL Youth Clubs are required to have an Australian Business Number (ABN) and to be endorsed as Income Tax Exempt. The appropriate forms can be obtained by either telephoning the Australian Taxation Office (1300 130 248) or down loading the forms from the website (www.ato.gov.au)

GST Compliance

3.35 RSL Youth Clubs are required to be registered for GST with the ATO. The GST is levied on a self-assessment basis. RSL Youth Clubs are to compile (usually each quarter) a Business Activity Statement and forward it, along with any cheque required, to the Australian Taxation Office. Further concise details of the requirements regarding sub-Branches for GST compliance are shown at Chapter 8 of Renton’s for Books. The ATO also has a booklet available to assist charities with their GST obligations.

Membership Fees

3.36 Membership fees are exempt from GST.

Annexes:

- A. Example Cash Book Pages
- B. Example Periodical Financial Report
- C. Example Statement of Financial Position
- D. Example Statement of Comprehensive Income

ANNEX A TO
CHAPTER 3

EXAMPLE: CASH BOOK PAGES

CASH RECEIPTS

Date	Receipt or Cheque no.	Received from	Membership fees	Donations	Interest	Rent	Raffles	Functions	URSF	Other
03.4.20	xxxxxxx	J. Smith	29.00							
03.4.20	xxxxxxx	R. Brown	29.00							
07.4.20	xxxxxxx	A. Jones	29.00							
15.4.20	xxxxxxx	Chess Club				100.00				
18.4.20	xxxxxxx	B. Short	29.00							
21.4.20	xxxxxxx	M. North	29.00							
27.4.20	Cash	ANZAC badges							600.00	
30.04.20		Bank-Dir Deposit			390.00					
			145.00	-	390.00	100.00	-	-	600.00	-

A-2

CASH PAYMENTS

Date	Cheque no.	Payable to	Capitation fees	Affiliation fees	Audit Fees	Donations	Functions	Insurance	Postage Out of pocket	Printing & Stationery	Rates & taxes	Telephone	Travelling	Welfare	URSF	Other
08.4.20	xxxxxx	Scott & Broad						300.00								
15.4.20	xxxxxx	Telstra										80.00				
15.4.20	xxxxxx	Smith Plumbing														720.00
29.4.20	xxxxxx	State Branch	120.00													
29.4.20	xxxxxx	URSF													300.00	
			<u>120.00</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>300.00</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>80.00</u>	<u>-</u>	<u>-</u>	<u>300.00</u>	<u>720.00</u>

**ANNEX B TO
CHAPTER 3****EXAMPLE: PERIODICAL FINANCIAL REPORT****Receipts and Payments for April 2020**

	\$	\$
Bank Balance as at 31 March 2020		16,100.00
Receipts:		
Subscriptions	145.00	
Interest	390.00	
Rent	100.00	
ANZAC Day Appeal	<u>600.00</u>	1,235.00
Payments		
Capitation fees to State Branch	120.00	
Insurance	300.00	
Telephone	80.00	
Building Maintenance	720.00	
URSF - ANZAC Day Appeal	<u>300.00</u>	1,520.00
Bank Balance as at 30 April 2020		<u><u>15,815.00</u></u>

Signature:

Date:

**ANNEX C TO
CHAPTER 3**

EXAMPLE: STATEMENT OF FINANCIAL POSITION

**STATEMENT OF FINANCIAL POSITION AS AT
31 DECEMBER 2020**

	2020	2019
	\$	\$
CURRENT ASSETS		
Cash	19,591	15,000
Receivables(debtors)	300	500
Prepayments	150	150
Other	<u> </u>	<u> </u>
Total current assets	<u>20,041</u>	<u>15,650</u>
NON-CURRENT ASSETS		
Investments (as per attached list	85,000	85,000
Land and buildings - at valuation	950,000	900,000
Furniture, plant and equipment	3,000	3,000
Less: Depreciation	<u>900</u>	<u>600</u>
Other	<u>2,100</u>	<u>2,400</u>
Total non-current assets	<u>1,037,100</u>	<u>987,400</u>
TOTAL ASSETS	<u>1,057,141</u>	<u>1,003,050</u>
CURRENT LIABILITIES		
Subscriptions in Advance	145	174
Payables(creditors)	200	150
Other	<u> </u>	<u> </u>
Total current liabilities	<u>345</u>	<u>324</u>
Non-current liabilities		
First mortgage	<u> </u>	<u> </u>
Bank loan	<u> </u>	<u> </u>
Other	<u> </u>	<u> </u>
Total non-current liabilities	<u> </u>	<u> </u>
TOTAL LIABILITIES	345	324
NET ASSETS	1,056,796	1,002,726

C-2

Represented by:-

Accumulated funds	806,796	802,726
Reserves	<u>250,000</u>	<u>200,000</u>
	<u>1,056,796</u>	<u>1,002,726</u>

ANNEX D TO

CHAPTER 3**EXAMPLE: STATEMENT OF COMPREHENSIVE INCOME****STATEMENT OF COMPREHENSIVE INCOME FOR YEAR ENDED
31 DECEMBER 2020**

	2020	2019
	\$	\$
INCOME		
Membership subscriptions-current year	1,015	957
Membership subscriptions-prior years	-	29
Associate membership fees	25	25
Donations	500	500
Interest and investment income	4,675	4,250
Rent Received	5,200	5,200
Raffles,/Competitions	350	700
Functions	800	1,200
ANZAC Day Appeal	600	700
Less: payment to URSF	<u>300</u>	<u>350</u>
Poppy Day Appeal	450	400
Less: payment to URSF	<u>225</u>	<u>200</u>
Other Income		
sale of ties	200	-
Total income	<u>13,290</u>	<u>13,411</u>
EXPENDITURE		
Capitation fees to State Branch	840	816
Affiliation fees to District Council	80	72
Audit fees	300	300
Donations made (as per attached list)	550	400
Depreciation	300	300
Cost of functions	650	975
Interest paid	-	-
Insurance	1,300	1,300

D-2

Out of pocket expenses	250	180
Postage	100	120
Printing and Stationery	300	380
Rates and taxes	850	820
Rent paid	-	-
Telephone	300	320
Travelling expenses	400	380
Mortality payments	-	-
Welfare payments	1,000	850
Other expenditure - Building maintenance	2,000	1,000
Total expenditure	<u>9,220</u>	<u>8,213</u>
Surplus/(Deficit) for the year	4,070	5,198
ADD:-Accumulated funds - 1 January	802,726	797,528
Accumulated funds - 31 December	<u><u>806,796</u></u>	<u><u>802,726</u></u>

THIS

PAGE

LEFT

INTENTIONALLY

BLANK

CHAPTER 4

GENERAL INFORMATION

History of RSL Youth Clubs

4.1 The initiative of Colonel F.U.J. Tinkler, directed the RSL of Australia, (New South Wales Branch) to give consideration to the Youth of Australia. It was felt that public-spirited efforts were required, at the time, to curb the increasing trend of juvenile delinquency. The outspoken views of the judiciary, clerics and social workers in Australia were, that the subject of child and youth delinquency was fast becoming a national problem that was worthy of the consideration of State Council and State Executive.

A planning committee of five was appointed with Colonel Tinkler as Chairman, to promote and organise a "Boys Club" within the constitution of the RSL. It was run on a similar style to the "Police Boys Clubs". It expressed appreciation to general public for past support and granted opportunity to the Youth of the State somewhere to occupy his time and mind and set out to assist the problem of juvenile delinquency.

The object of the committee was to explore the possibilities of forming a 'Boys Club' and promoting the general idea of organisation of such clubs within the League framework. The objective of the club was to provide recreation/sporting instruction, competition, inculcate law-abiding habits, good citizenship and leadership. Membership was not restricted to ex-servicemen sons, its aim was to encourage the League's sincere interest in the Youth of the Country.

Circulars and questionnaires were sent out to sub-Branches, the scheme proved sound, but in the view of established clubs and organisations they were not considered necessary. Although many were interested, difficulties were encountered e.g. the use of licensed premises as Youth Centres, several areas were too widespread and some sub-Branches were too small. The general attitude was for the RSL to support the Youth of the Country, perhaps to give support on either a physical or material level, as some Sub-Branches were already involved with Youth. However, it was apparent there was a need to foster Youth development and a keen interest shown to the welfare of Australian Youth.

Although originally designed as "Boys Clubs" girls were included in activities of many sub-Branches. The age of members was from 7 to 25 years of age and now the movement took on a new form, they became *Youth Clubs*. By March 1958, a constitution covering management of RSL Youth Clubs was provided by State Council to be placed with Constitution and By Laws. The RSL State Congress of 1958 approved a resolution to form Youth Clubs, an organisation under the auspices of RSL NSW. The RSL Youth Planning Committee was later to become the RSL Youth Council to correlate activities and assist the formation of Youth Clubs.

4-2

RSL Youth Clubs Aims and Objectives

4.2 Over the years, many people have asked us to outline the aims and objectives of the RSL Youth Club movement as it applies to the youth of New South Wales and to the community and Australia at large. We believe the question is very pertinent in this day and age; therefore we have listed the answers to assist in promoting the image of RSL Youth Clubs in areas without Youth Clubs.

The objects of any RSL Youth Club should be to provide youth, both boys and girls of the area, the opportunity to participate in healthy recreation and instruct them in the principles of good citizenship.

A RSL Youth Club should also educate them to appreciate the need to be good citizens of the State and Commonwealth and to uphold laws pertaining thereto.

To encourage and support cultural activities such as music, literature, art, physical education, drama, dancing and debating; many young people are denied these opportunities through lack of exposure to them by reason of cost or distance and a Youth Club can make them available, and this applies to handicapped children in particular.

A RSL Youth Club can awaken our youth to their responsibility towards adolescence; they are growing up and preparing for their role in life as it may apply to them.

Never be sectarian or political, accept everyone for what they are irrespective of colour, class or creed, they are all important to your RSL Youth Club's growth and progress.

A RSL Youth Club should associate with and assist similar bodies to carry out such plans and undertakings as may be conducive to the objects already mentioned.

In today's society we see movements being raised to change our flag and other things that have been the solid basis on which our society is built.

Encourage and teach the youth the value and benefit of keeping Australia great. Tradition is both necessary and vital for our survival in a world that teaches that old-fashioned values are out-moded.

If the RSL want to remain strong, teach respect for older people, point out the meaning of the "ODE" and RSL principles.

Our liberty and way of life has been assured and paid for by the sacrifice of many young Australians over the years.

It is vital for youth clubs to enter into a recruiting programme, encourage neighbours and friends to send their young people to your youth club.

4-3

Advertise in local press and radio; let your area know of the work that is being carried out for the youth of Australia.

There is a great need for parents to be involved in RSL Youth Clubs management committees in other words don't just send the young people, go along yourself and work with them to make life worthwhile.

Never before in the history of Australia have the principles of good citizenship, honesty and integrity been needed so much.

Forming a Youth Club

4.3 The RSL Youth Club movement, which caters for the needs of Youth to the age of twenty-five, offers a healthy activity to boys and girls, and is a means of providing good public relations throughout the Community. The conditions governing the operation of RSL Youth Clubs are contained in these Regulations.

Below are listed simple steps, which should be taken, which might assist in establishing an RSL Youth Club: -

- (i) That a resolution be passed by the RSL sub-Branch to form a RSL Youth Club.
- (ii) That the sub-Branch elects a President of the RSL Youth Club. The President can be the Chairman of the original group.
- (iii) That a committee be formed but they must respond to the elected President (whether he was previous Chairman of group or not).

The selection of a good superintendent is vital to the successful operation of any Youth Club; he / she is the key to its success.
- (iv) That the RSL Youth Club is a self-supporting body if the Sub-Branch is in a position to give financial support it may do so. Fund raising by the RSL Youth Club can raise all monies. A realistic annual fee for membership should be set.
- (v) That an affiliation fee be paid to the RSL Youth Council is the only financial requirement at this stage. The fee must be forwarded to RSL NSW with names and addresses of Executives in order to become registered as an RSL Youth Club.

Outlined above are several steps necessary to enable you to form an RSL Youth Club. If you wish any further information please to not hesitate to contact RSL NSW or refer to the Youth Club Regulations or Clauses 39 and 40 in the RSL NSW Constitution.

Working with Children

4.4 All RSL Youth Clubs need to be aware of the “Commission for Children and Young People Act 1998”

Information is available on the NSW Government website <http://www.kids.nsw.gov.au>

Affiliation Fees

4.5 In line with RSL NSW Policy and in the interest of all RSL Youth Clubs and their members, the following points are brought to your attention.

Failure of a RSL Youth Club to become affiliated with the RSL Youth Council denies its members the right to: -

- (i) Participate in RSL organised State Sporting Events,
- (ii) apply for Certificates of Appreciation for those people who have given outstanding service to RSL Youth Clubs,
- (iii) enter the Colonel F.U.J. Tinkler Memorial Shield competition.

Certificate of Appreciation

4.6 To enable Youth Council to recognise the outstanding work performed in the interest of Youth Clubs, Certificates of Appreciation are available for issue. **(Application form is Annex A of this Chapter).**

4.7 The rules, governing the award requires exemplary service to Youth Clubs over an extended period of time of not less than 5 years continuous service in the Youth Movement throughout New South Wales.

4.8 This award is not given lightly; detailed information must be forwarded for consideration.

4.9 Application for awards is to be made on the approved form available from RSL NSW, containing a citation in support of application duly signed by the President and Secretary of the Youth Club and endorsed by Parent sub-Branch executives.

4.10 The application must be forwarded to RSL NSW for approval by Youth Council and State Secretary; where it is recorded and Certificate of Appreciation is issued.

Colonel F.U.J. Tinkler Memorial Shield Competition

4.11 The Competition is conducted each year by the RSL Youth Council to find the leading RSL Youth Club in the State and is considered to be the most prestigious event run by Youth Council.

4-5

4.12 The Shield, with plaques for the runners up, is presented each year. It was donated by the late Mrs. H. Tinkler, MBE, to perpetuate the memory of her late husband Colonel F.U.J. Tinkler who was the founder of the NSW RSL Youth Movement.

Frederick Usher John Tinkler was born in 1893. His service to his country during World War I was carried out with distinction serving with the 1st Infantry Battalion A.I.F. from 1914-1919 in Egypt, Sinai, Anzac (landings) France and Belgium. During World War II he was on the General Staff (signalling) A.I.F. Australia 1939-1945. His decorations and awards include an OBE (Military) 1918, MC 1916, MID 1916, 1917, 1918, ED 1940. He joined the RSL Movement in 1919 and was instrumental in making the RSL what it is today, in particular his work for the youth of the country.

By his example and dedication, he has continued to inspire members of RSL Youth Clubs to greater endeavours and we encourage all Youth Club secretaries to submit an application form each year.

4.13 Entry forms are forwarded in October and the closing date is in December. Irrespective of the size of your RSL Youth Club or the activities your RSL Youth Club participates in, you are encouraged to take part in this prestigious competition each year.

NSW RSL Life Membership

4.14 Any member who has had continuous membership for a period of 15 years or more and has rendered 10 years honorary service of an outstanding nature to the RSL Youth Club may qualify for award of Life Membership.

4.15 Details on Life Membership are detailed in 2.71 of this regulation.

4.16 Annex B contains the Application form for NSW RSL Youth Clubs Life Membership

RSL NSW State Championships

4.17 Throughout the year State Championships are held in various sports and activities.

4.18 Committees are established and are responsible for its members within that sporting activity and must comply with rules and regulations set out by the amateur sporting body.

4.19 Participants must be members of an affiliated Youth Club of the RSL Youth Council in order to take part in any State Championships.

4-6

Reveille

4.20 "Reveille", the "*Voice of New South Wales Ex-Servicemen and Women*" is the magazine of the NSW Branch of the RSL and contains all information relevant to the League that is distributed to financial members and subscribers throughout NSW.

4.21 Each issue contains a Youth Club section, which can be utilised to promote items of interest, and provides a service to promote championships, future events and general Youth news.

4.22 Photographs of events or sporting activities can be published which can add a final touch to the article. Clear colour photographs with the names of the people in the photo i.e. 'left to right – Fred Bloggs, Mary Bloggs, etc, makes it easier to identify people. Supply a return address if you wish to have the prints returned.

Stationery and Supplies

4.23 Price lists in relation to the supply of stationery from RSL NSW have been discontinued in view of the continued variation in charges made in supplies. As a consequence Youth Club secretaries should not forward any money when ordering supplies. The amount is debited to the respective Youth Club Account.

4.24 To ensure the forwarding of supplies to correct destination it is asked that the name and full address of Secretary should be supplied on order.

4.24.1 Stationery and Supplies: -

4.24.2 Youth Club Letter Head Pads A4

4.24.3 Youth Club Badges Red, White and Gold

Fundraising

4.25 In many cases it is necessary for Youth Clubs to raise their own funds. This can sometimes be an awesome task but it can provide a great deal of fun, develop team spirit and a source challenge for youth members. It also provides an opportunity to include the mums and dads in Youth Club activities.

4.26 Fund raising can provide a dual purpose, as a form of advertising for your club, letting people know of your Youth Club and making them aware of what's going on and also the facilities that are available for youth in your area. It is a way of promoting the prestige of belonging to an RSL Youth Club.

4-7

4.27 Perhaps some of these suggestions may be of some use, many you would have thought of before and you can introduce your own individual ideas to suit your own particular area: -

- Walkathon
- Bikeathon
- Swimathon
- Mystery train rides
- Cake days
- Litter drives
- Street stalls
- Barbecue and Pool Parties
- Discos
- Car washing
- Kilometre of coins
- Sausage Sizzles
- Dances
- Lamington drives
- Raffles
- Fetes, etc, etc.

Annexes:

- A. Application form Certificate of Appreciation
- B. Application form for Life Membership of RSL Youth Clubs.



NSW RSL YOUTH COUNCIL
APPLICATION FORM

CERTIFICATE OF APPRECIATION

DETAILS OF NOMINATING BODY:

(State Committee/District Council of Youth Clubs/Youth Club)

Nominating Body _____

Address _____

Recommendation approved by a General Meeting, (after due notice of one month given prior to such meeting) by 75% of members present and voting by secret ballot held at _____ on _____ 20_____

Details of person being recommended.

SURNAME:

(Please print)

OTHER NAMES: _____

(Please print)

DETAILS OF SERVICE RENDERED

Dates in Chronological Sequence

Office or Position Held -
(President - Secretary etc)

From ___/___/___ to ___/___/___



NSW RSL YOUTH COUNCIL

**APPLICATION FOR LIFE MEMBERSHIP
OF NSW RSL YOUTH CLUBS**

DETAILS OF NOMINATING BODY:

(District Council, sub-Branch, District Council of Youth Clubs or Youth Club)

Nominating Body _____

Address _____

Recommendation was approved at a General Meeting (after due notice, one month prior having been given to Members to such meeting) by at least 75% of members present and voted on by secret ballot

at _____ on (date) _____

DETAILS OF NOMINEE

Surname _____

Other
Names _____

Has membership been continuous (minimum 15 years) ? YES / NO (If NO, state broken period)

Has nominee rendered 10 years outstanding honorary service to Youth Club
YES / NO

DETAILS OF SERVICE RENDERED

Dates in chronological sequence	Office or position held
From ___/___/___ to ___/___/___	_____

THIS

PAGE

LEFT

INTENTIONALLY

BLANK

CHAPTER 5

RSL YOUTH PROGRAMS & OTHER NON-RSL YOUTH PROGRAMS

RSL Youth Reciprocal Tour Programme

5.1 The Reciprocal Tour is an exchange program between the NSW RSL Youth Club members and members of the R.S.A. of New Zealand every second year. The two countries are linked by a common heritage in Anzac Day whereby they offer each other exchange of ideas, views and opinions.

5.2 The Tour Party consists of 30 RSL Youth Club members and 3 Officials, Tour Manager, Assistant Manager and Chaperone. Organised by a RSL Reciprocal Tour Committee of RSL Youth Council, selection of the ambassadors is very strict and deep consideration is given to the choice of Youth Club members who are chosen for the tour.

5.3 On the choice of Tour Manager and Chaperone, attention is drawn to the physical condition and character of the applicants. **Youth Clubs are notified well in advance for nomination of applicants for tour members and officials.**

5.4 Subsequently, extensive preparation is made for the Reciprocal Visit to NSW by R.S.A. Initial plans set out to seek assistance from RSL Youth Clubs on billeting, holding functions, being prepared to assist with organisation of local visits; questions such as:

- a. Do they have any transport available?
- b. How many children could they billet?
- c. Are they able to make a donation?

5.5 From this information the RSL Reciprocal Committee can work out an itinerary for the proposed tour, ensuring that the maximum benefits can be derived and our visitors can have a wonderful tour of NSW and meet with children of the same age.

5.6 It is the aim of the Tour program to forge a common bond of heritage, to set ideals and to build new and everlasting friendships. It broadens their outlook and strengthens Youth and RSL Youth Clubs in each country, they become aware of the ideals of the RSL and R.S.A. in New Zealand, teaching them to be sympathetic to the needs of the RSL and R.S.A. in the future, as they grow into adulthood.

5.7 We look forward to the continued association between the two countries in future years, each being more beneficial to either party. We must be mindful of the cultural and educational knowledge that Youth Club members are gaining and the opportunity that exists for the common good.

The Duke of Edinburgh's Award

5.8 The Duke of Edinburgh introduced his Award to encourage and stimulate the enthusiasm and energy of all young people between the ages of 14 and 25 by presenting a challenging programme of activities. The Award is also intended to develop those qualities of maturity and responsibility which will help them throughout their lives in their homes, their jobs and in their relationships with other people, whatever their abilities or circumstances.

5.9 The Award is not a RSL Youth Club organisation but a programme of cultural, practical and adventurous activities that embrace four sections of Service, Expeditions, Skills and Physical Recreation.

5.10 Activities in the four sections are intended to complement each other and so provide a balanced programme reflecting different aspects of a young person's development.

5.11 The Award is voluntary; in that taking it up is a participant's free choice. It is not competitive, since each individual is assessed on his or her progress, perseverance and achievement - the Award being within the reach of all.

5.12 There are three awards Bronze, Silver and Gold. Each award requires fulfilling the outcomes detailed in the handbook in all four sections. (see below)

Service

5.13 This section is based on the belief that members of a community have a responsibility to each other and that voluntary help is needed. This training may take the form of either briefing or counselling sessions leading directly to practical service of a non-specialised nature or specialised training as preparation for later practical service in that field.

Skills

5.14 The object is to stimulate young people to take up and persevere at satisfying and purposeful pursuits within a wide range of practical, cultural and social activities. The choice can be either a continuing and progressive interest in an activity (such as fishing, photography or playing a musical instrument) or the study of a topic of personal interest to the participant (such as fashion, relationships or money matters) or a definite task to be completed (such as making simple pieces of furniture, building a boat or producing plays).

Expedition/Exploration

5.15 All ventures involve journeys in the countryside, on waterways or at sea, conceived with a purpose and undertaken on foot or horseback, by cycle or in canoes or boats.

5-3

5.16 Such ventures demand:

- preparatory training both theoretical and practical, leading to the ability to journey safely in the chosen environment
- enterprise and imagination in concept
- forethought, careful attention to detail and organisational ability in preparation
- determination in execution
- shared responsibility for the venture, leadership from within the group, self-reliance and co-operation among those taking part.

Physical Recreation

5.17 This Section encourages:

- involvement in some form of physical activity over a minimum period of time
- a lasting sense of achievement and satisfaction from meeting a physical challenge
- activities that are enjoyable in themselves and can lead to the acquisition of enduring leisure habits.

5.18 The Section enables the physically less gifted to qualify as well as the natural athlete or games player and requires of both a reasonable degree of training leading to improved performance.

Residential Project *(additional requirement for Gold Award)*

5.19 The intention is to introduce young people to some form of purposeful enterprise in the company of others, who are not their everyday companions with whom they will live and work for a stipulated period of time.

5.20 These projects should provide opportunities to develop maturity and to accept responsibility.

For further information please contact:

The Executive Co-ordinator
Duke of Edinburgh's Award
NSW Division
Locked Bag 1422
CONCORD WEST DC 2138

Phone (02) 9006 3865
Fax (02) 9006 3883
Email: mail@dukeofednsw.au.com
Website: www.dukeofednsw.au.com

5-4

Department of Sport And Recreation

5.21 The Department of Sport and Recreation, has developed a network of centres, which although offering a variety of services and facilities for the general community, also provide a resource for children to participate in educational and recreational programs. The Department conducts programs at twelve centres: -

- BERRY - The centre is located in a breathtaking setting at the base of Berry Mountain on 60 hectares of farming land fronting Broughton Creek, 2 km from the Berry Township and 10 km from the beach at Shoalhaven Heads.
- BORAMBOLA - The centre occupies 220 hectares of beautiful rustic countryside 25 km to the east of Wagga Wagga on the banks of Tarcutta Creek.
- BROKEN BAY - Broken Bay Sport and Recreation Centre is situated on 400 hectares of isolated bushland overlooking the mouth of the Hawkesbury River. The Centre is located 3 km north of Brooklyn, 50 kms from Sydney (by road). Access is by ferry only from Brooklyn.
- LAKE AINSWORTH - The Centre is nestled between the beautiful Seven Mile Beach and Lake Ainsworth just 2 km from Lennox Head and 13 km north of Ballina. Lake Ainsworth itself is a tea tree freshwater lake located only 70 metres from the Pacific Ocean.
- LAKE BURRENDONG - The rural setting of Lake Burrendong Sport and Recreation Centre is magnificent - about 30 km from Wellington in the central west of NSW on the foreshores of the lake.
- LAKE JINDABYNE - Lake Jindabyne Sport and Recreation Centre occupies an area of 87 hectares of alpine terrain in the Snowy Mountains, 2 km from the township of Jindabyne on the Ingebyra Road. The Centre offers a unique range of facilities.
- LAKE KEEPIT - The Centre is located on undulating hills along the foreshores of the lake, 60 km to the west of Tamworth. The atmosphere is tranquil and picturesque.
- MILSON ISLAND - Milson Island is located on a scenic stretch of the lower Hawkesbury River, 4 km west of Brooklyn. The Centre occupies the whole of the 35-hectare island and incorporates the natural bushland and river setting in a wide range of recreation activities. *Access is by water only.*
- MYUNA BAY - Myuna Bay, on the western shores of Lake Macquarie and 26 km to the south of Newcastle, is the site for a Centre which occupies 156 hectares of bushland adjoining Australia's largest salt water lake.

5-5

- **POINT WOLSTONCROFT** - Point Wolstoncroft is situated on a 121 hectare site on the end of a peninsula jutting into Lake Macquarie, Australia's largest inland saltwater lake.

5.22 Several of the centres are wild life sanctuaries and all offer a variety of interesting and challenging bushcraft and aquatic activities. The programs at these centres are designed to make the best use of the natural environment and develop an awareness of the local problems of ecology and conservation. These programs are both interesting and attractive and provide opportunities for fieldwork, play and recreation. Qualified residential staff is available to conduct educational programs at all centres.

5.23 In order to provide a range of camping programs - five types of programs exist: -

- **Sub Junior**

- Caters for children in years 2-3 at school and are conducted in conjunction with Junior Camps. The program provides children with the opportunity to participate in outdoor recreation and sporting activities that are modified to suit their physical capabilities and experience.
- The program will provide children with challenging fun activities and help them to develop their social and living skills as well as gain a sense of achievement by participating in the activities.
- Children sleep in lodges accommodating between 4 and 20 persons.

- **Junior**

- Junior camping programs generally cater for children in years 4, 5 and 6. The program provides children with the opportunity to participate in outdoor, sporting and recreational activities they may not otherwise have the opportunity to do. For younger children, activities and equipment are modified.
- The program will provide children with a fun and adventurous holiday and help them to develop skills in specific activities, social and living skills.

- **Intermediate**

- Intermediate camps are conducted during all State school vacations for students in years 7, 8 and 9 at school. The programs provide opportunities for students to participate in a range of recreational, sporting and cultural activities.

5-6

- They are a chance to have fun and meet new friends while learning new skills. The camps also help students to learn about themselves, how to work with others and be self-reliant.
- **Senior**
 - Senior camps are aimed at students in years 10, 11 and 12 at school. The program provides recreational activities for the students to participate in.
 - The program will provide time for the students to unwind from the pressures of school. Participants will be provided with challenge and adventure but also allowed plenty of time to relax and socialise with friends.
- **Family Camps**
 - Family camps are designed to give the whole family a chance to participate in activities together. Parents are encouraged to participate in activities with their children or can relax and enjoy the atmosphere. The program is designed with a great deal of flexibility allowing a variety of choices for each day of activities. Activities are also designed to encourage socialisation by the families, though a range of whole camp activities. Each family is allocated a separate lodge or room accommodating between 4-10 persons depending on the Centre. You may invite another family or your children may wish to invite friends to stay in your lodge at a reduced rate. If a family consists of less than four persons the minimum (four persons) still has to be paid.

ACTIVITIES

5.24 Activities available at the centres vary and may include the following: -

Abseiling	Dancing	Rope Course
Archery	Environmental Awareness	Sail boarding
Athletic Track	Fencing	Sailing
Aussie Sports	Field Games	Skiing (Grass)
Beach Activities	Fishing	Skiing (Snow)
Bike Safety	Fun Fitness Track	Snorkelling
Bivouac	Golf/Mini Golf	Surf Life Saving
Boomerang Throwing	Gymnasium	Swimming
Bushcraft	Horse Riding	Bushwalking Indoor
Games	Tennis	Canoeing
Orienteering	Water Safety	Cricket Nets
	Rock Climbing	

Vacation Play Centres

5.25 Are designed to provide worthwhile and healthy activities for children who would otherwise go unattended during school vacation periods.

5.26 They are available free of charge to all children of school age and are established to provide conscious, useful application and organisation of leisure time.

5.27 Trained teachers are in attendance at these centres and every effort is made by the Department for professional training and development of leading staff, the course being held throughout the State and every encouragement is given to encourage the local community in play centre programs.

5.28 Each centre is designed to make full use of its environment and community facilities and every endeavour is made to make the activities enjoyable, educational, purposeful and meaningful.

5.29 The Department caters for the physical and recreational needs of all age groups within the community. A key function is to assist the many branches of sport and recreation which are basically amateur in character and do not have the financial resources usually available to professional bodies.

5.30 Regional offices and centres are maintained throughout the State to provide community recreation, camping and training facilities, learn to swim program, vacation play centres in operation with authorities and a wide variety of programs connected with sport and use of creative leisure.

5.31 The Department offers assistance to groups and individuals in areas of sport development, talented child programmes to support participation in State and National competition. Also available is the National Coaching Accreditation Scheme. This course offers coaches the opportunity to acquire a greater knowledge of coaching.

Communication

5.32 It is the objective of the Department for the general public to be aware of what it has to offer; brochures and guides have been compiled on the range of activities and programs available.

5.33 Further information is available from the Regional Offices of the Department, which endeavours to provide effective coverage throughout the State. The Department operates 12 Regional Offices, 5 in the Sydney Metropolitan Area and 7 in country areas; these are located at, Burwood, Hurstville, Liverpool, Mount Druitt, Parramatta, Gosford, Lismore, Newcastle, Orange, Tamworth, Wagga Wagga and Wollongong.

GENERAL INFORMATION

HEAD OFFICE: 6 FIGTREE DRIVE HOMEBUSH

ALL ENQUIRIES: 131 302

EMAIL: Info@dsr.nsw.gov.au

THIS

PAGE

LEFT

INTENTIONALLY

BLANK

CHAPTER 6

ILMA ALLEN MEMORIAL AND RSL HOSTEL – CABRAMURRA

GENERAL INFORMATION

Location

6.1 The Hostel is situated in Cabramurra approximately 390 km from Sydney via Cooma.

Township

6.2 Situated some 100km from Cooma on the Western side of the Snowy Mountains is Cabramurra, the highest town in Australia and the RSL Hostel. Cabramurra is reached by taking the Snowy Mountains Highway, passing Adaminaby - the home of the "Big Trout", then on to Kiandra, turning left there to Cabramurra.

6.3 Cabramurra was originally built by the Snowy Mountains Hydro Electric Authority and for a number of years, was headquarters for the Western Division of Australia's most outstanding engineering and construction achievement.

6.4 The original town was demolished and a new alpine village has been constructed to house maintenance crews and other workers maintain underground power stations and other installations in the area.

6.5 A large number of construction workers at Cabramurra were RSL members and a sub-Branch was formed and a hut given to them. Later, as the workers moved on, the hut was closed and then later given as the Hostel. The hut was demolished along with the old town and SMA donated one of their staff quarters. This was Hut No. 8 - our current Hostel.

6.6 Sleeping accommodation provided is bunk. Mattresses, pillows and blankets are supplied.

6.7 There is a large lounge, kitchen and dining room with a separate laundry. Toilets and shower facilities are also available.

6.8 Cooking facilities are good but all parties must do their own cooking and supply their own food.

6.9 The Cabramurra Store offers the following services - bread, milk and newspapers are available after their delivery at *approximately* 12 noon and they have a good stock of groceries, frozen foods and ice cream. Also available are some take away foods, BBQ chickens, souvenirs, stamps, stationery gifts, cold beer, wines and spirits. Ring or fax (02) 6453 8836 to order in advance.

6.2

6.10 All year round there is plenty to keep one (or more than one) occupied - trout fishing, hiking, skiing, and plenty of lovely fresh mountain air. There are many dams, reservoirs, scenic drives and inspections of power stations. Some 50km away are the Yarrongobilly Caves which are limestone and very colourful inside. Also at this site is a thermal pool - even in winter it is warm and refreshing. In the summer months, a trip can be taken to Khancoban which is on the Swampy Plain River that joins the Murray River, a few kilometres away.

Transportation

6.11 Access is by a well-graded, sealed road from the Snowy Mountains Highway at Kiandra or from Khancoban.

6.12 These roads are frequently covered by snow during winter and may require the use of snow chains on vehicles for safe access. The roads, at times, may be covered with snow and ice and will require steady, safe, alert driving.

6.13 The road from Cooma to Cabramurra is regularly cleared of snow and may be closed to traffic at times for a few hours. **Chains must be carried in the National Park.**

Climate

6.14 The climate conditions vary greatly from summer (extremely hot) to winter (extremely cold).

General Recreation

6.15 Located in the Kosciusko National Park are numerous walking trails and scenic lookouts.

6.16 Trout fishing can be also attempted, however a permit is required.

6.17 Primitive camping can also be conducted in specifically marked areas as well as the hiring of boats, particularly at several locations on Lake Eucumbene.

6.18 Kiandra is one location where interested persons may get a glimpse of our past "gold-rush" history.

6.19 Last, but not least, skiing can be done almost anywhere – however, a covering of snow will assist you greatly!

6.20 For groups utilizing the Hostel, at no time is alcohol to be consumed and firearms are not to be taken to the Hostel, let alone into Kosciusko National Park.

6.3

Hostel

6.21 The Hostel is set upon a ridge, east of Cabramurra (approximately 300m. from the General Store) and overlooks the township and sporting fields.

6.22 Ample parking is available just outside the main entrance of the Hostel on the western side of the building.

6.23 Accommodation can be provided for up to 40 people in rooms where the majority have a double bunk but in some rooms a double bed and bunk can be found.

6.24 Therefore, groups will only have to provide food items, additional cooking equipment (i.e. fry pans, jugs) if so desired.

6.25 It is the group's responsibility to take with them a well-stocked first-aid kit, group needs (i.e. toilet paper, games equipment, both indoor and out-door, magazines, area maps, detergents etc.)

Responsibilities

6.26 Upon arriving at the Hostel, keys and 'local knowledge' may be obtained from the Caretaker.

6.27 Conduct must be exceptional - this is each individual's responsibility.

6.28 Cleaning must be carried out at the conclusion of a group's stay with rubbish being deposited in proper receptacles - and no litter is to be thrown or dropped - anywhere.

6.29 Remember! As you leave another group may follow in immediately! Therefore all aspects of the hostel are to be left in a neat, tidy and certainly clean condition.

6.30 Breakages /and / or loss of equipment is to be reported to the Caretaker and brief written report is requested to be forwarded to Mr J. Titcume. This report should outline both enjoyable and problem areas including requisites that may have been required, missing, and broken items even activities your group arranged and participated in.

6.31 The information requested above can be an invaluable source which may *"Help us to help you"* on your next stay.

Personal Requisites That May Make Your Stay More Enjoyable

6.32 Sleeping bags, warm shirts, jeans, wet weather gear, warm jumpers, comfortable but strong footwear, pyjamas, thick socks, towels, toothbrush, toothpaste, torch, writing pad, biro, hat or warm beanie and gloves.

6.4

6.33 Remember, during winter the days can be enjoyable however, particularly during the evening, can be bitterly cold. If just roaming around or bush walking, sensible clothing is required.

6.34 During summer you may care to take swimming gear, T-shirts, shorts, long socks, lace-up shoes, however, remember 60cm – 1m under the water you may experience a sudden cold temperature change. Very cold weather, even snow, can occur in summer. Be prepared!

6.35 Ensure all your personal belongings are clearly marked.

Hostel Equipment/Maintenance

6.36 Ensure that power, particularly heating, is not abused and is turned off when not required or when leaving the Hostel. Over heating can cause numerous problems including high electricity costs.

6.37 Windows and doors are to be closed and locked, even if you are only away for a few hours.

Bond

6.38 In view of the cost of the exterior and interior maintenance work carried out which has resulted in added amenities and an ambiance in keeping with the location, all group bookings to the Hostel will be charged a bond, returnable after inspection by the Caretaker has disclosed that no damage has been done to the building or furnishings.

6.39 A cleaning fee based on an hourly rate will be deducted from the bond should the Hostel regulations regarding cleanliness not be adhered to.

6.40 Within 14 days of receiving the confirmation of your booking, a bond of \$200.00 is to be forwarded to:

Mr J. Titcume
Cabramurra Hostel Coordinator
15 George Ave
BULLI NSW 2516

6.41 Bond is non-refundable if booking is cancelled within 4 weeks of arrival date.

Caretaker

6.42 Where possible the caretaker or deputy caretaker will be present to meet groups and hand over accommodation, ensuring groups are satisfied with accommodation conditions and to receive complaints, if any.

6.43 The caretaker or deputy caretaker will inspect the hostel with occupants prior to their departure, to avoid any future conflicts of interest. Your particular attention is drawn to occupants responsibilities detailed in this Brochure.

6.5

All inquiries, including vacancies, are to addressed to: -

Mr J. Titcume
Cabramurra Hostel Coordinator
15 George Ave
BULLI NSW 2516
Phone/Fax: (02) 4267 3578

Details Of Charges

6.44 Rates for the Hostel are on a twin share basis and are available on request

THIS

PAGE

LEFT

INTENTIONALLY

BLANK

CHAPTER 7

OTHER USEFUL INFORMATION

Introduction

7.1 This Chapter is designed to provide useful information and contacts for Subsidiary Trustees, Executives and Committee. It contains contact details for all of the publications and organisations mentioned in this Regulation and other useful information.

Websites

7.2 Websites that relate to organisations or publications mentioned in this Regulation and of common interest are:

- a. **RSL National** – www.rsl.org.au
- b. **RSL NSW** - <http://www.rslnsw.org.au/>; contains information for sub-Branches, including an electronic copy of the Constitution and By-Laws and Regulations.
- c. **Connecting NSW (Government Directory)**–
<http://www.nsw.gov.au/index.asp>;
- d. **NSW Trustee Act 1925**
http://www.austlii.edu.au/au/legis/nsw/consol_act/ta1925122/;
- e. **NSW Office of Fair Trading** –
<http://www.fairtrading.nsw.gov.au/corporate/legislation/fairtradinglegislation.html>;
- f. **NSW Office of Liquor, Gaming and Racing** –
http://www.olgr.nsw.gov.au/olgr_default.asp;
- g. **NSW Charitable Fundraising Act 1991** -
http://www.olgr.nsw.gov.au/charitable_act.asp;
- h. **NSW State Records Act 1998** –
http://www.records.nsw.gov.au/recordkeeping/recordkeepinginthenswpublic_sector_2072.asp;
- i. **NSW Commission for Children and Young People** –
<http://www.kids.nsw.gov.au/>;
- j. **NSW Members of Parliament** – <http://www.parliament.nsw.gov.au>;

- k. **Australian Taxation Office** – <http://www.ato.gov.au/>;
- l. **National Archives** – <http://www.naa.gov.au>
- m. **Common Law** - <http://www.commonlii.org/resources/1.html>;
- n. **Its an Honour** - <http://www.itsanhonour.gov.au/>;
- o. **Australian Accounting Standards** -
http://www.aasb.com.au/pronouncements/aasb_standards_2005.htm;
- p. **Australian Government Online Directory**-
<http://directory.gov.au>
- q. **The Privacy Act 1988** - <http://www.privacy.gov.au/act/privacyact/>;
- r. **Your Guide** - <http://www.yourguide.com.au/yourguide.asp>
- s. **Our Community** - <http://www.ourcommunity.com.au/>; and
- t. **Volunteering NSW** - <http://www.volunteering.com.au/>