

VIII. Insurance for Clubs

1. All RSL Day Clubs in NSW are insured by the Returned and Services League of Australia (NSW Branch) for the following:

**Motor Vehicle
Personal Accident
Public Liability**

2. Each Club is required to inform ANZAC House annually of the number of members to ensure adequate insurance.
3. The insurance coverage takes effect from the first day of volunteer training of a new Club.
4. It is a requirement that everyone who attends the Day Club, including guests, entertainers, volunteer drivers sign the Club attendance book.
5. All Clubs are responsible for arranging contents insurance.



Setting up RSL Day Clubs in NSW

Supported by:



Australian Government
Department of Veterans' Affairs

Contact Details

Returned and Services League of Australia (NSW Branch) (RSL) and the Australian Government Department of Veterans' Affairs (DVA) NSW Office

RSL

Administrator, RSL Day Clubs
Returned and Services League of Australia (NSW Branch)
ANZAC House
245 Castlereagh Street
Sydney NSW 2000

Phone: **(02) 9264 8188**
Fax: **(02) 9264 8466**
Email: **admin@rslnsw.org.au**

DVA

Community Support Advisers
Department of Veterans' Affairs
GPO Box 9998
Sydney NSW 2001

Phone: **(02) 9213 7225** or
1800 555 254, extension **27225** (country
callers)
Fax: **(02) 9213 7024**

Email: margaret.morgan@dva.gov.au
erica.greig@dva.gov.au
kathryn.hodgkinson@dva.gov.au

VII. Financial Management

1. Sponsoring RSL sub-Branches are expected to provide a donation to the new Club to cover initial start up costs. These funds also enable the Club to open an account at a financial institution.
2. Once a Club is established it is generally financially independent of the sponsoring RSL sub-Branch.
3. All who attend the Club (including volunteers and visitors) pay a contribution to cover the expenses for the day. There is no annual membership fee.
4. Donations received by the Club may be used to offset the operating costs.
5. An initial grant from DVA can be applied for to purchase equipment and furniture.
6. The Clubs are required to comply with an acceptable method of financial management and bookkeeping in accordance with the RSL sub-Branch treasurer who may be responsible for auditing the books at the end of each calendar year.
7. The Day Club Management Committee (consisting of the Coordinator and 4 other volunteers) is responsible for the financial management of the Club. These 4 – 5 volunteers are the signatories for the Club's financial account.

Contents

	Page
I. Overview of RSL Day Clubs	1
II. The Relationship Between the RSL and DVA	3
III. Steps Involved in Setting up a Day Club	5
IV. The Public Meeting	7
V. Volunteer Training	8
VI. Membership Criteria for Clubs	9
VII. Financial Management	12
VIII. Insurance for Clubs	13

Non-Volunteer Members

1. Non-volunteer members are those who are considered socially isolated due to age and/or frailty and are unable to independently participate in the social activities already provided by their community.
2. The following **membership criteria** apply to all non-volunteer members of the Club:
 - Members do not require lifting by the volunteers
 - Members are able to toilet independently, feed themselves and self medicate
 - Members do not wander or disrupt others in the Club.
3. The members must also be able to physically and mentally cope with the Club activities including transport to and from the Club venue and abide with the Club rules.
4. If a member would benefit from attending the Club but does not meet the membership criteria, the person may still become a member if accompanied by a carer.
5. The Coordinator, in consultation with the volunteers, is responsible for the final decision on the suitability of members for the Day Club.

I. Overview of RSL Day Clubs

1. The RSL Day Clubs are:
 - a community-based, weekly program providing social interaction and a range of activities for older people living in the community
 - open to older people (both veterans and non-veterans) in the community who are generally frail and socially isolated. They usually cannot actively participate in the social/leisure activities already provided by their community. Membership criteria apply.
 - a joint venture between the Returned and Services League of Australia (NSW Branch) (RSL), the Australian Government Department of Veterans' Affairs (DVA) NSW Office and local communities
 - NOT a "therapy program" but offer a range of stimulating activities
 - financially independent, not-for-profit organisations
 - organised by volunteers with an elected volunteer coordinator who oversees the activities, operation and conduct of the Day Club.
2. Day Clubs have no political, racial or religious goals or affiliations and are intended to complement existing programs that are already established in a community.

4. Each Club has a Management Committee, comprised of the Coordinator and at least 4 other volunteers, that oversees the operations of the Club.
5. All volunteer positions are considered to be of equal importance.
6. The Coordinator and the volunteers plan and organise the activities of the Club program but are open to new ideas and feedback from the members.
7. Except for the position of Coordinator, elections are **not** held for any other position in the Club. All volunteers are eligible for the various positions designated by the Club. Each volunteer position will be filled on the basis of the individual person's skills and talents. The volunteer positions are usually filled during the Volunteer Training / Orientation with the DVA Advisers.
8. The established positions are subject to a review if, and when, necessary. This review usually takes place during an Annual General Meeting.
9. The term of office of a coordinator is three (3) years and the election for this position is held at an annual general meeting.
10. Volunteer Meetings should be held at least quarterly, at a time acceptable to all volunteers.
11. All new volunteers should receive an orientation/training on the functioning of the Club and particularly their new role. This may occur at the initial training program or from the Coordinator or designated volunteer after the Club is established. All volunteers should be offered the opportunity to attend a refresher training workshop.

- recruitment of members to attend the Club is initiated. The RSL sub-Branch may actively seek out suitable members known to them. In addition, prospective members may be referred by the volunteers or a community agency.
4. Once the volunteer training is completed, the Day Club opens its doors to the community. Often it takes a few months for the community to develop awareness of the Club and for the membership to reach its maximum.
 5. The Community Support Advisers and the State Coordinator visit regularly once the Club is established and are available at all times to provide support, information and resources.
 6. The Advisers provide regular refresher training seminars either at the DVA office or in the area where a Club is located. All volunteers are eligible to attend.

VI. Membership Criteria for Clubs

All people belonging to the Club are called members.

Volunteer Members

1. "Volunteer members" are involved in the day to day operation of the Club.
2. Volunteers are recruited from ex-service organisations such as the local RSL sub-Branch and the Womens' Auxiliary as well as from the general community.
3. The main selection criteria for the volunteers is that they:
 - have an interest in working with older members of the community
 - enjoy working as part of a team
 - can physically and mentally cope with the demands of the day.

3. The Day Club agrees, prior to commencement:
 - to be guided by the State Coordinator, RSL Day Clubs and the DVA Community Support Advisers. This includes the establishment, organisation and ongoing management of a Club
 - to be trained by the Community Support Advisers with the support of the State Coordinator
 - to comply with By Laws 38 and 39 of the Constitution of the Returned and Services League of Australia (NSW Branch) and with the RSL Day Club Procedure Manual authorised by State Council of the RSL.
4. All Day Clubs meet one day a week in a local community venue, usually from 10.00am – 2.00 pm. The Day Club provides a range of activities such as gentle exercises, quizzes, games, entertainment, guest speakers and special events. Lunch and morning tea are provided and transport may be arranged to and from the Club.

II. The Relationship Between the RSL and DVA

As Day Clubs are a joint venture between the RSL and DVA, these organisations are committed to the development and ongoing support of the Clubs.

Returned and Services League of Australia (NSW Branch) (RSL)

1. The RSL, through the Day Club Committee, supports the Clubs with:
 - the State Coordinator, RSL Day Clubs who is a link between the RSL, DVA and the Day Clubs. This person, together with the Community Support Advisers, promotes the development of Clubs, maintains ongoing contact with each of the Clubs and provides advice and training as needed.
 - the Administrator of RSL Day Clubs at ANZAC House, who provides information and administrative support for the Clubs.
 - development of policy in relation to the management of Clubs in accordance with By Laws 38 and 39 of the RSL Constitution.
 - the provision of adequate insurance for all Day Clubs.
2. The local RSL sub-Branch:
 - initiates the establishment of the Day Club in their local community.
 - sponsors the Day Club and provides ongoing support during the life of the Club.
 - assists with the financial management of the Club e.g. audits the Club's finances
 - provides volunteers for the Club as able.
 - provides a venue and/or transport for the Club if able.
 - applies on behalf of the Day Club for DVA grants.
 - provides a liaison officer when the Club Coordinator is not a member of the sub-Branch.
 - accepts a monthly report from the liaison officer or Coordinator.
 - does not interfere in day to day operations of the club

- The Community Support Adviser will talk about membership, volunteer roles, the activity program, administration and management of the Club and the training program
- If appropriate, other speakers may be invited to talk
- Question and discussion time
- The Chairperson then calls for a vote from the participants on whether or not the Club should be established
- If the vote is successful, those interested in being involved in the new Club are offered the opportunity to volunteer and a list of names and contact details is recorded
- Dates, times and venue are decided on for the volunteer training program.

V. Volunteer Training

1. Volunteer training is usually four (4) days over two (2) consecutive weeks or as negotiated with the volunteers. It is organised and conducted by the Community Support Advisers and supported by the RSL State Coordinator.
2. Topics include ageing, assisting members, program planning, financial management and administration, member and volunteer recruitment.
3. During the volunteer training:
 - the coordinator for the Club is elected by the volunteers and training team. The other volunteer positions identified as being necessary for the new Club are filled.
 - a name for the new Club is chosen. This name is usually synonymous with a historical and/or notable event in the area or region. For example: Big River Club (located in Grafton). Every Club has their own unique name.

IV. The Public Meeting

1. The public meeting is held to inform the local community about the possible new Club and to gain support for it to be established. It is also an opportunity to recruit volunteers.
2. The time chosen for the public meeting is **one that is suitable for the State Coordinator and Community Support Adviser** who will be attending the meeting and for most of the potential volunteers.
3. Once a venue for the meeting is chosen, a chairperson needs to be appointed, such as a member of the sponsoring sub-Branch executive.
3. Invitations are sent to relevant local groups such as the local council, church groups, representatives from Meals on Wheels, ACAT, Community Nursing, local hospital, general practitioners as well as sub-Branch and Women's Auxiliary members and representatives from other ex-service organisations.
4. The meeting is publicised in:
 - the local paper. Samples of press releases are available from the DVA Advisers.
 - other local publications such as church and sub-Branch newsletters or public noticeboards especially in the sub-Branch and local Clubs.
 - local community television or radio if possible.
5. The suggested format for the meeting is as follows:
 - The chair for the meeting presents information regarding the formation of the potential Club
 - The State Coordinator, RSL Day Clubs or a representative, gives an overview of the RSL's involvement in Day Clubs, including insurance and the RSL Day Club Committee

- ensures the Club adheres to By Laws 38 and 39 and the procedures laid down by the RSL Day Club Committee, at the same time respecting the autonomy of the Club.
- encourages the sub-Branch Executive Officers to make periodic visits to the Club to maintain an ongoing relationship with the Club.
- provides a member of the Executive to act as the returning officer at the Club's Annual General Meeting.
- seeks references from the incoming Coordinator and Administrator if not known to the sub-Branch.

The Australian Government Department of Veterans' Affairs (DVA)

1. DVA provides the services of Community Support Advisers who:
 - promote the concept of Clubs to communities around NSW
 - provide ongoing support, encouragement to the volunteers
 - prepare and present volunteer orientation and training programs such as initial training and refresher workshops
 - develop resources and information for the volunteers
 - promote ongoing regional support for the Clubs
 - attend RSL Day Club Committee meetings
 - work closely with the RSL State Coordinator.
2. The NSW Deputy Commissioner (NSW & ACT) or representative from DVA management attends the RSL Day Club Committee meetings.
3. Clubs can apply to DVA for funding through a specific grant program to purchase equipment and resources.
4. Local DVA offices and agencies throughout NSW provide support through staff who assist the Clubs with DVA grant applications, promotion and provision of DVA information.

III. Steps Involved in Setting up a Day Club

The most important step in establishing RSL Day Clubs is for a local RSL sub-Branch to agree to act as the sponsor for the Club. The following steps **must be** followed by the sponsoring RSL sub-Branch.

1. The RSL State Coordinator and the Community Support Advisers are contacted to provide information, assistance and advice.
2. DVA conducts a review of the services/groups that are already in the area to determine the possible need for a Day Club.
3. Other groups in the area are contacted to gain their interest and support for the proposed Club. Groups contacted are the Aged Care Assessment Team, Community Health team, Women's' Auxiliary, Legacy, local hospital, local council, churches, social clubs, etc.
4. The RSL sub-Branch appoints a small committee (about 3 or 4 people) to look at how well the local community is able to meet the basic needs of a Day Club. The sub-Branch needs to determine whether the community has the following:
 - **Volunteers** - members of the Day Club who volunteer to help with the day to day operations
 - **Venue** - a suitable hall or club with easy access, kitchen, accessible toilets, smoke free environment, suitable furniture and affordable rent
 - **Transport** - bus from community transport or other community groups such as Lions Club, Police Boys Club, local RSL Club, and volunteer drivers (using their own cars)
 - **Members** - local people who are socially isolated or at risk of becoming socially isolated

5. If the local community is able to meet the basic needs of the proposed Day Club, the sponsoring RSL sub-Branch can then proceed with the next steps.
6. The RSL sub-Branch membership is asked to vote on whether they support the establishment of a Club at a sub-Branch meeting.
7. When the sub-Branch membership votes in favour of the establishment of a Day Club, the sub-Branch must apply in writing to the Administrator, RSL Day Clubs at **ANZAC House** for approval to form a Club. The application is investigated by the State Coordinator and Community Support Adviser and, if appropriate, they will recommend to the Administrator that the sub-Branch be given interim approval, pending endorsement by the Day Club Committee and confirmation by the State Council.
8. The sub-Branch then proceeds to setting a date for a public meeting. Refer to the next page for information on the public meeting.