



Regina Sailing Club

Maintenance Fee & Voluntary Work Hours



◆ Background & Context:

The "**Business Model**" for the Regina Sailing Club is based on members paying a low annual membership fee in return for **volunteering** to develop and maintain club infrastructure and program activity.

- Through leasing, purchasing and donations, the club has a substantial amount of property (buildings, boats and equipment) in need of upkeep.
- These “assets” provide members an opportunity to enjoy a sailing experience and improve their sailing skills as well as to attract new membership to the club.
- The maintenance portion of the membership fee is designed to facilitate repair and maintenance by members and also for new developments.

◆ Policy:

- Maintenance fee **work hours** are earned by completing board pre-approved work on club boats and on-site property. The Board of Directors may, from time to time, pre-approve work credits for off-site specialized activity beyond that recognized as a normal level of volunteerism (EG: Development and maintenance of the club’s on-line activity)
- All or the majority of maintenance fee hours can be earned (worked off) through regularly scheduled work bees. If a member’s preference is to not volunteer his or her labour, then upon so informing the club Purser (Secretary/Treasurer) the full amount of the Maintenance component of the annual membership fee will be cashed out
- The Board of Directors through the Harbourmaster, maintains a current list of work tasks (see clubhouse or website) that needs to be completed either at a scheduled “work bee” or separately by individual members or groups.

◆ Tracking of Hours:

- Maintenance fee work hours are tracked on log sheets kept in the clubhouse and mast house or on the website. It is the club members’ responsibility to track their **pre-approved** work hours for all work completed – either on or off-site.
- Before doing any work that is not on the prioritized work list, first contact the Harbourmaster or a club director to see if the work can be pre-approved.
- Additional work hours should continue to be tracked even after a member completes his or her full annual commitment. These aggregated club statistics are valuable in discussions with Village Council relating to conditions of the lease.
- When recording volunteered hours do not include time spent working on your own or other member’s boat or at a work bee BBQ.

◆ **Calculation:**

- Upon completion of the sailing season (usually at final work bee), the board will review all entries in the club work log for final approval.
- If the full work hour commitment for a single or for a family membership is completed, the post-dated cheque (written and dated) at the time of the annual club membership application) is destroyed or returned to the member.
- If a membership work-hour commitment is incomplete the balance owing may be paid by e-transfer, or the post-dated cheque for “volunteer work contribution” is cashed and a pro-rated amount for work hours actually completed is credited back.
- If a cashed cheque is returned from the financial institution the member will be notified and have 30 days to remit payment with the addition of fees that are charged to the club by our financial institution.

Note:

- The level of volunteer work hours required for members and the dollar value may be subject to change on an annual basis upon recommendation by the board of directors to the membership at the annual business meeting (AGM). The rationale for change is primarily based on anticipated repair and maintenance requirements and the number of club members available.

Example only:

	Membership Maintenance Fee Component	Hours Required	\$ Value/Hour
Single	\$300	15	\$20
Family	\$400	20	\$20

Recommended review 2025

RSC Board of Directors
Approved: _____, 2021