

Batemans Bay Sailing Club Business Plan 2012-13

Vision: To Promote Sailing as sport which brings vibrant, competition and sport to the community of Batemans Bay and the South Coast region.

Mission: The object of the Club is to promote and encourage the sport of sailing through –

- Promotion of sailing through the conduct and arrangement of competitive activities and other sailing activities having regard to the safety of those participating in the activities;
- Encouraging participation at all ages and skill levels with the opportunity for members to develop skills through the activities of the club;
- Providing appropriate Club premises and facilities for the enjoyment of members and their guests;
- Conducting a programme of social events for club members and their guests.

Strategic priorities goals:

Goals	Strategies	How	Delivery date	Person/People responsible
Participation	Deliver Sailing programs which will lead to increased participation in sailing with a focus on new sailors and youth sailing, and ultimately growth in club membership and participation.	Bay Cup Sailing Series Coastal Sailing Series Off the Beach Sailing Series Winter Sailing Series Twilight Sailing Series South Coaster Regatta Anzac regatta	2012-13	BBSC Committee/Participating members
	Participate annually in NSW YA Try sailing day and encourage new sailors through tours of yachts, participation in short sailing and inspection of off the beach vessels	Try Sailing vessel display/sailing demonstrations/BBSC/sailing information packages.	4.11.12	BBSC Committee/ volunteers/vessel owners.
	Utilise local media, maritime newsletters, BBSC On-line news letters and BBSC web page and notice board to encourage new crew	Club Web Page Regular Club Newsletter Media coverage/try sailing/Southcoaster/Anzac regatta's	2012-13	BBSC Committee or delegates
	Participate in Community activity and assist charitable organisations such as saleability to promote sailing and brings colour and spectacle to the Batemans Bay Environs	Respond positively to charitable requests Work with Local Council/Government and Non-Government Organisations promoting sport and recreation, charity, Batemans Bay sailing precinct.	2012-13	BBSC Committee/club members/volunteers

Training	Deliver Yachting Australia approved Sailing Programmes such as Competent Crew, Marine First Aid and sea survival	Club Run Training with Subject matter Experts (SME's) Other Organisation run activities such Marine rescue, St Johns Ambulance, NSW YA.	2012-13	BBSC Committee/Other Org's/SME's
	Deliver skills enhancement through opportunities to learn from subject matter experts practical days in areas such as spinnaker and sail trim, flare use, and man over board recovery.	Club run training with John Hearn, Marine Rescue, St Johns Ambulance, Coastal Patrol, & NSW Maritime.	2012-13	BBSC Committee/other Orgs/SME's
	Deliver knowledge enhancement through seminars such as Race tactics and Race rules	Club run, and other Club opportunities for training such as CYC-Matt Owen sponsored events	2012-13	BBSC Committee/CYC
Safety	Deliver Vessel Audits which conform to Yachting Australia Safety Category Standards which encourage participants to ensure their vessel is well found and carries the necessary equipment to prevent or respond to a marine emergency.	Club Safety Audits Skipper Vessel self-initiated safety audits Independent Vessel safety checks	2012-13	Club Safety Auditor All Skippers and crew NSW Maritime
	Ensure that prevailing sea, wind and bar conditions are considered by the race committee before the start of every race noting the skippers ultimate responsibility to decide whether or not to sail on each and every race day	Visual observation of Batemans Bay Bar and prevailing weather. Observation of BOM Weather Reporting/warnings and Tide Predictions. Maintenance of Radio Watch Ch 16 or local radio.	2012-13	BBSC Race Committee All Skippers All Crew
	Develop an appropriate Risk Management Matrix to identify and treat risks applicable to the club in performing its function as a voluntary sailing organisation	Club Emergency Plan Compliance to YA Safety category Standards Risk Matrix (by June 30 2013)	2012-13	BBSC Committee All Skippers All Crew
	Effectively lobby and influence NSW State Government, Local Government and NSW Maritime to dredge and maintain the Batemans Bay Bar, maintain and upgrade Marine Lights, Buoys and Cardinal Marks.	Council Meetings NSW Maritime Meetings Local Member Meetings At least one meeting per sailing year with reps from all above agencies)	2012-13	BBSC Commodore or delegate

Club development	Enhance the BBSC Sailing Club Premises to ensure greater use of the club and trailer park facilities', accessibility and comfort for BBSC members and visitors so that the Club house reflects the valuable contribution of the BBSC to the community, and provides a positive impact to the Hanging Rock precinct community sporting environment.	Nominate a "Clubhouse Committee" to champion and plan the development of the building and boat park. Submit ideas to the Committee for approval. Recruit members to do the work where appropriate. Budget for, & contract professionals where it is identified that it is unsafe or inappropriate for members to carry out work,	2012-13	BBSC Committee Club Membership
	Enhance the BBSC Marine annex so that post race small functions and fund raisers can be conducted in a convenient location to the keel boat fleet	Paint annex inside and outside. Annually clean it out. Sign write outside to raiser profile of the club. Create shaded area by installing canvas awning.	2012-13	BBSC Committee Club Membership
	Maintain and enhance the Club Start boat and start equipment, flags, marker buoys, moorings to enhance racing in Batemans Bay and Lake Coila.	Under the stewardship of the committee, a nominee shall be responsible to ensure that the start boat is adequately maintained. The Race Officer shall monitor the club's other race assets. The race officer shall bring any issues to the attention of the Committee and the Committee will have the issues resolved.	2012-13	Start Boat Nominee Race Officer BBSC Committee
	Work with Batemans Bay Marina to enhance the future development of the marina precinct.	Actively engage with the Marina's management to ensure that the club is fully appraised of plans within the precinct and that the Marina has a full appreciation of issues concerning BBSC.	2012-13	BBSC Committee
Events	Maintain and enhance the Race Program including the Anzac Regatta for small boats and dinghies and the South Coast Regatta for Keel Boats, trailer sailers and larger Catamaran's, and off the Beach racing at Lake Coila.	Routinely review the previous events to look for opportunities for constant improvement in the program. Conduct Bi-annual Sailing Forums to solicit member feedback on the program.	2012-13	BBSC Committee Club Membership
	Promote BBSC Participation in local and interstate significant regatta's such as Hamilton Island race week, Audi Regatta Sydney, Sydney to Coff's Harbour Race, CYC Laser championship and in doing so represent Bateman's Bay and the South Coast region as a sporting community pursuing excellence in sailing.	Assist other associations in promoting their events internally using the website and E-Newsletters. Champion member's outside activities on website and E-Newsletters. Promote member's activities to local media, thereby raising the profile of sailing and sailors in the region.	2012-13	BBSC Committee Club Membership
Governance	Maintain and establish strong Club Governance	Create a management structure within the	2012-13	BBSC Committee

	which ensures compliance with Local Government, State Government, Australian Yachting Federation, Yachting Association (NSW), rules, regulations, by laws.	committee to ensure all obligations are identified and managed. Meet regularly to monitor progress and manage issues as they arise. Formulate a calendar, which details the annual obligations as they arise. Create a procedures manual for future committees to refer to in regards to insurances, aquatic licences etc.		
	Maintain and activate if Club Emergency Plan.	Develop plan and distribute to the membership. Publish plan on website. Annually review plan to ensure that it remains current.	1/10/12	BBSC Committee
	Undertake a risk assessment of Club activity and Establish a risk Management Matrix to provide appropriate treatment's for identified Risks	Establish a sub-committee to formulate matrix. Inspect items on the matrix to identify risks. Formulate solutions to mitigate those risks. Publish risk matrix on website and communicate to membership.	2012-13	BBSC Committee Club Membership
Administration	Provide timely and Professional administrative support and services to BBSC members through on-line membership payment, regular newsletters, club Web Page, Sailing Handbook, Promulgation of Notice of Sailing, BBSC Committee meeting Minutes, Sailing forums, and General Meeting.	Within the capacity of the committee, assign specifics roles to committee and club members. Assigned persons carry out the required actions.	2012-13	BBSC Committee Club Membership
	Provide Administrative Support through provision of applications and advice and record keeping, for AMS Certificates, YA Safety Certificates, and other relevant documentation.	Within the capacity of the committee, assign specifics roles to committee and club members. Assigned persons carry out the required actions.	2012-13	BBSC Committee Club Membership
	Provide secretariat and treasury service to ensure all club records, finances are appropriately recorded and stored, and maintain a club archive.	Where possible and appropriate, automate all finance systems to reduce workload on treasurer and increase accountability. Budgeting and payments to be approved by committee. Treasurer to set out appropriate systems and controls to reasonably account for all club's funds. Accounts to be inspected by "another person" to vet. Annual accounts to be presented to the membership for scrutiny at AGM	2012-13	BBSC Committee