



Introduction to the Yachting Australia “Club Benchmarking” Program

This document is a simple guide for member clubs to benchmark themselves against best practice amongst other yacht clubs and sports.

It is presented in the form of a matrix of many criteria, including governance, policy and program adoption against three standards of achievement.

It links to both

- ✓ The Club Planning Tool – an electronic planning tool to assist member clubs in prioritising and planning their ongoing improvement
- ✓ The Club Resources – which provides resources, templates and links to assist clubs in achieving higher standards.

Clubs can assess and decide the level of achievement they aspire to for all or any criteria. Not all clubs can fulfil all criteria eg an off the beach club cannot fulfil the keelboat pathway steps. It is self assessing.

The program is still being developed.

Criteria	Level 1	Level 2	Level 3	Resource
Governance				
Rules	An Incorporated Association	By Laws for Sub Committees	Regular reviews of Rules and By Laws	
Board	Elected and Effective	Conducts Induction and Performance Reviews	Includes all member groups including women, young people and people of all abilities	
Planning	Has a three year plan	Regularly Reviews performance against plan	Has long term plan (10 years or more)	Club Resources – electronic planning tool
Financial	Has an annual budget	Reviews financial reports against budget regularly	<ul style="list-style-type: none"> ✓ Has five year financial plan ✓ More than one years membership fees in 	



			reserves	
Membership	Membership Rules welcome everyone. There are no prerequisites for membership	Club Fees structure favours families, young people, and people of all abilities and advantages	Club Fees structure offers concessions for community groups with less advantage	
Funding	Club has some sponsorship from local community and or uses YV Sailing Future Project to offer tax deductible donations for junior/youth programs.	Club has a registered Australian Sports Foundation Project – offering tax deductible status fro donations	Club has significant sponsorship or commercial income	Club Resources
Facilities & Tenure				
Club Tenure & Leases	Has a Lease with landlord for all occupied land	Landlord values the clubs role on the foreshore.	Contributes to, and is recognised in, Landlords long term precinct plan	
Club Facilities Renewal	Existing facilities are well maintained and presented	Has indentified timing and cost of facilities renewal for next 20 years	Has addressed funding of facilities renewal	
Club Boats – Safety & Sailing	Existing safety boats, and club owned sailing are well maintained and presented	Has indentified timing and cost of safety and club sailing boats renewal for next 10 years. Provides club boats for up to club racing level for juniors, youth and families.	Has addressed funding of safety and club sailing boats renewal. Offers seasonal leasing of sailing boats to members.	
Accessible Facilities	Club facilities are welcoming to families, juniors, youth, females and people of all abilities and backgrounds. Has assessed all club facilities for accessibility for people of all abilities	Has a plan to ensure all facilities are accessible for people of all abilities.	All facilities are accessible for people of all abilities	



Environment	Has an energy and resource disposal plan to reduce environmental impact	Has a rain water storage or recycling system	Generates solar energy	
Club Policies				
Safety & Risk Management Plan & Emergency Procedures	Has a Risk Management Plan and Safety / Emergency Procedure less than three years old. Club officials and members are all aware of it	Club has documented and actively observed Occupational Health and Safety Policies	Risk Management & OHS Plans Policies & Procedures are reviewed and updated and communicated annually	Club Resources – templates and guidelines
Inclusion	All club activities welcome people of all abilities	Club has adopted specific Inclusion Policies	Club actively attracts people of all abilities	YA Disability Plan
Membership Protection	Has adopted the YA Membership Protection Policy	Has a trained Membership Protection Information Officer	Has effectively avoided escalation of any MPP issues.	Club Resources – YA MPP
Women	Actively promotes the inclusion of women in all aspects of clubs activity	Has adopted a formal plan for an increase in female representation in all aspects of club activity	Has 40% of Committee as female.	
Responsible Alcohol	All regulations are met, signage is displayed and volunteers and staff are appropriately trained.	Has no financial sponsorship from alcohol companies	Actively promotes healthy alcohol service	
Smoking	Complies with state smoking regulations	No smoking is allowed in vicinity of club building	Actively promotes no smoking	
Healthy Eating	Food handlers are appropriately trained	Offers healthy eating alternatives	Actively promotes healthy eating	
Sun Smart	Offers sunscreen to members at no cost	Promotes wearing sun smart clothing & hats	Provides shaded areas	
Participation				
Entry brand Program	Adopts the YA “entry’ brand	Actively promotes YA entry	Links to, and promotes	



	logo and brand	brand at the club	the entry brand website	
Try / Go Sailing Day	Participates in state wide try go sailing day	Follows up all enquiries received at try/go sailing day.	Conducts other try/go sailing days and activities for the local community	
Participation Pathway	Displays and promotes the sailing pathway to all members and prospective members	Integrates the sailing pathway in the clubs sailing activities	Offers a sailing activity at each of levels 1-6 on the pathway to all members.	Club Resources
Club Hosting, Induction and Mentoring of potential new members	Has an appointed person to receive and follow up all enquiries about club participation and membership (Pathway Step 0)	Conducts an induction program for all new members and attendees at training courses	Runs a mentoring program that links a new member to an existing member mentor	
Learn to sail – dinghy (Pathways Steps 1-3) AND/OR	Is a recognised Yachting Australia Training Centre delivering the Small Boat Sailing Scheme Introduction – Levels 1 & 2	Delivers GISBS Level 3 – Better sailing	Delivers GISBS Levels 4 & 5 – Learn to Race	
Learn to sail – keelboat (Pathways Steps 1-3)	Is a recognised Yachting Australia Training Centre delivering the Keelboat Sailing Scheme – Level 1 Introduction to Crewing and Helming	Delivers the Keelboat Scheme – Seamanship course, Learn to Race and Learn Spinnakers Courses	Delivers the RYA Keelboat Scheme and the Sea Safety and Survival Course	
Juniors – Tackers* (Pathways Steps 1-6)	Is a recognised Yachting Australia Training Centre delivering a junior/primary school age program based on YA GISBS	Runs a green fleet program for juniors	Runs a junior coaching program beyond green fleet reflecting bronze/silver and gold fleets	YA Junior Development Pathway
Instructors	Only uses qualified instructors and in a YATC scheme	Supports Instructors in attaining their qualification	Encourages all Instructors to undertake development and attend YV forums etc	
Vocational career	Promotes the availability of	Has had youth progress to	Conducts or hosts	



paths	vocational career paths in sailing and boating to youth	sailing and boating vocational programs	vocational training	
Schools	Promotes & provides opportunities to go sailing to local schools	Conducts Learn to sail programs for local schools	Has involved local schools in club activities. Hosts a Secondary Schools Teams Sailing activity.	
Other aquatic interests	Welcomes other aquatic users	Encourages wind surfing and kiteboarding	Conducts windsurfing & kiteboarding activities	
Sailability *	Conducts a Sailability Program – recreational sailing	Conducts a Sailability Program based on YA GISBS in addition to recreational sailing.	Sailability fully integrated into all club activities	Club Resources
Females	Has policies in place that ensure equal treatment of females	Conducts a female specific introductory program	Conducts female specific events and activities	
Power Boat Education	Requires all on water volunteers & staff to hold YA Power Boat Handling Certificate	Conducts Recreational Boating Course for the Public	Conducts additional boating training eg navigation or radio	Club Resources
Volunteer Attraction & Recognition	Have a volunteer attraction & retention program Recognise volunteers with an annual awards /celebration activity.	Funds the training to achieve qualifications for volunteer instructors, race officials and coaches.	Nominates volunteers for state service to yachting awards and life membership	
Sailor Development & Retention				
Coaching Programs (Level 6)	Offers a Coaching Program with a qualified Coach for all sailors	Has identified “preferred” classes for its coaching program and promoted to class associations.	Is recognised by Class Associations as a preferred club for Coaching	YA Coaching Manual
Coach Development	Has a qualified Club Coach	Club Coach is involved in	Club Coach is qualified at	



(Level 6)		state Coach Development Network	State Level and supporting development of Club Coaches	
State Youth Development	Has achieved members in State Development Squad (Level 7)in last year	Has achieved members in State Sailing Team (Level 8) in last year	Has achieved members in Australian Squad or Team (Level 9 or 10) in last year	
Youth Classes	Provides information on the YA Youth Classes and Programs	Actively promotes and supports the YA Youth Classes	Provides club boats that are the YA Youth Classes	YA Junior/Youth Handbook
Communication & Community				
MyClub	Enters all members and renewals in MyClub promptly	Records member email addresses in MyClub	Uses MyClub to promote the Club & its activities including event calendar	MyClub on line procedures
State Association interaction	Attends State Associations General Meetings	Attends State Associations Club Conferences & Forums. Has members on State Associations Board or Committees.	Contributes to State Associations planning and performance assessment via surveys & meetings	
State Associations Awards Night	Attends State Associations Annual Awards	Nominates members for State Associations Annual Awards	Has members recognised at State Associations Annual Awards	
Website	Has website	Website reviewed and updated at least monthly	Links on website to YA & State Association and entry brand Sailing websites	MySite
Communication with community	External signage welcomes visitors and new members	Has designated community PR person and PR plan	Produces regular local community media releases	
Community Integration	Encourages community groups	Has relationship with local	Is part of wider community	



	to use and share facility	council & Regional Sports Assembly recreation and their media	programs eg festivals	
Newsletters & Communication with Members	Distributes regular e-newsletter to members	Distributes regular hard copy newsletter to members	Conducts regular Member information nights integrating social activity	
Social Media	Has presence on Facebook for Youth	Promotes youth related activities through Facebook	Has a digital media plan	
Competition & Events				
Major Events	Assists conduct of major events at other clubs through the provision of resources – boats and volunteers	Actively contributes to organisation the organisation of major events at other clubs	Conducts major events.	
YA Sailing Youth Grand Prix & State Series	Recognises dates for YA Youth Grand prix and State Sailing Series on Club Calendar	Promotes YA Youth Grand prix and State Sailing Series Regattas to off the beach sailors	Does not schedule OTB racing on dates of YA Youth Grand prix and State Sailing Series Regattas.	YA/State Calendar
Schools Teams Sailing	Conducts local schools training in teams sailing using YA Teams Sailing Manual	Conducts schools teams sailing regattas for local schools	Supports local schools to participate in state schools teams sailing regattas.	YA Schools Teams Sailing Manual
Race Officials & Training	Conducts all club racing under qualified Club Race Officer	Has qualified State Race Officer as member	Has qualified National Race Officer as member.	Club Resources
Rules Education for Members	Conducts Rules Seminars for Members.	Has members on State Race Officiating Committee	Educates Members in Rules for Teams & Match Racing	YA & State Race Officiating Committee

