



## **DSC Member Group Policy**

The Deaf Society of Canterbury provides support to the Deaf Member Sports and Leisure Groups in the Canterbury District. DSC supports these local groups with;

### **ADVICE**

Governance, group structure, forming a committee, simple constitutions, financial responsibility, funding applications, trouble-shooting, yearly review of group's accounts, IRD and Tax issues, budgeting, Charities Service application, Charities Service returns, events. Occasionally training maybe provided to groups covering the above topics. DSC will refer groups to appropriate organisations if we are unable to help. If groups book the hall, please include hall hire in your next funding application.

### **SUPPORT**

Where necessary, the Deaf Society will assist with practical support to enable a group to function independently. This may include promoting group's events, joint events, and fundraising opportunities (e.g. café at meetings and socials). If groups are unsure about funding applications, please ask office staff for help.

### **DSC Clubrooms**

Support includes; discounted hall hire, use of photocopier, data projector, community laptop, and other DSC resources by arrangement. Groups' have access to DSC's PO Box number for their groups post if required. If space allows DSC will store group's equipment and uniforms. All items must be signed in and out by a suitable group representative. (Please see separate Uniform and Equipment Agreement). DSC is not liable for any lost or damaged uniforms and equipment when booked out and when in the Clubrooms. DSC does not provide insurance cover for these items. This is the group's responsibility.

### **FUNDING**

The Deaf Society of Canterbury is NOT responsible for funding any member group. Each group must take full responsibility for managing their own finances. DSC will assist with any funding applications a group wishes to make. No member group may apply for any funding using the Deaf Society name without approval from the DSC Board. Approval will only be given at a Board of Management meeting (once a month). It is the group's responsibility to ask for approval in time. If approval is given, DSC reserves the right to check the project outcomes and finances of the grant. Applications to Board of Management must be in NZSL (videoed) or in writing.

### **What DSC expects from groups**

Group donation to DSC to cover staff time and resources. Attendance by President/BoM at group's AGM. Copy of groups' AGM report and accounts. Keep DSC updated on committee changes. If groups book the hall, please include hall hire costs in funding applications.

### **DSC does not**

Does not provide insurance cover for groups. Does not support the national Deaf sports or Leisure groups. This is the responsibility of Deaf Sports New Zealand. DSC is not responsible for any local Sports group setting rules or regulations of their sports operations.