



District 9820 Training Information



2019 - 2020



This booklet contains information for the Rotary Club on

- Youth Protection for Clubs
- Rotary National Insurance Program
- Foundation
- IT “How to log into Rotary International & District 9820 websites”

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ROTARY YOUTH PROTECTION GUIDE

Rotary International “Statement of Conduct for Working with Youth”

“Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians’ spouse, and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

More information:

<https://my.rotary.org/en/document/rotary-youth-protection-guide>

Document Number 774en.pdf

Youth Protection for Clubs

To conduct a Rotary activity involving young people, Rotary International requires certain procedures to be followed. Each state and territory also impose certain responsibilities on organisations working with young people.

If the event allows one on one contact, or the adult person is alone with a young person for a period, that person must be screened. The screening process requires the volunteer adult person to provide a Volunteer Declaration (Form 3).

Form 3: Rotary Youth Volunteer Information and Declaration contains the following three elements:

1. Names of three referees (to establish suitability)
2. Criminal history check (self-declaration to establish eligibility)
3. Working with Children Card (required by state legislation) A Working with Children Card is insufficient without items 1 and 2.

A Volunteer is any person aged 18 years and over, involved with any Rotary Youth Program activity and who has one on one or unsupervised interactions with young people. Volunteers include, among others, Club and District Youth Exchange officers and committee members, Rotarian Counsellors, Rotarians and non-Rotarians and their spouses and partners who host young people for activities or outings, or who might drive students to events or functions, and host parents and other residents of the host home aged 18 years and above, including siblings and other family members. (See District 9820 Youth Protection Policy, page 7).

Clubs that participate in any Rotary activity or program involving young people need to:

1. Appoint a Club Protection Officer.
2. Maintain a Register of Volunteer Declarations (Form 7). This form should be sent to the District Secretary at least annually.
3. Provide copies of all declarations (Form 3) to the District Secretary for document retention.
4. Complete and return the annual club insurance and protection declaration to the District Insurance Officer –
5. 2018-2019 Edwin Micallef epjmicallef@gmail.com
6. 2019-2020 Phillip Thurgood at: phil@ttinsurance.com.au (Form 1)
7. Assign one club meeting per year for information and training. The District Protection Officer, Brian Norris is available for this purpose.
8. Clubs who host or sponsor YEP students must be certified for this purpose. See District Protection Policy.

Resources:

1. District Protection Officer – Brian Norris on 0418 633 446 or briannorris1@bigpond.com
2. District Protection Policy and forms referred to above – See <http://district9820.org> and then go to “Forms and Policies”.

ROTARY NATIONAL INSURANCE PROGRAM (RNIP) SYNOPSIS

District Insurance Officer

2018-2019 Edwin Micallef epjmicallef@gmail.com

2019-2020 Phillip Thurgood – phil@tttinsurance.com.au 0407325241

DISTRICT INSURANCE OFFICER (DIO) Purpose

- Liaison and be a referral point between Insurance Broker, RNIP and all Rotarians within District 9820
- Approve Insurance Cover confirmation for Project / Activities submitted on Proforma (PAA) forms
- Provide Insurance Certificates of Currency (COC) after PAA review.
- Handle claim or circumstance that may give rise to a claim under the RNIP, and the Provision of relevant Claim and Incident Report forms.
- Where necessary assist Rotarians identifying and managing risk associated with their various activities

Scope

The RNIP offers one of the most comprehensive levels and types of insurance coverage available to the Australian Community and Not-for-Profit organisations. This, at a cost of approximately \$26 per Rotarian, provides insurance coverage subject to deductibles for all approved and confirmed Rotary activities and assets within the nine (9) RNIP Policies:

POLICY LIMITS

POLICY		LIMITS
1	Property (ISR)	Material Damage \$500,000 -Consequential Loss \$25,000
2	Public Liability	\$50,000,000 - Molestation \$2,000,000 Statutory Liability \$150,000
3	Personal Accident / Travel	Death & Capital Benefits \$250,000
4	Association Liability	\$10,000,000
5	Motor Vehicle	\$10,000 Per Caravan / Trailer Market Value for other vehicles
6	Crime	\$50,000 Per LOSS
7	Stallholders Liability	Public & Products Liabilities \$10,000,000
8	YEP	Death & capital Benefits \$135,000
9	Cyber	\$250,000

The above table does not include deductibles, terms and conditions.

Who Is Insured

Those whose activities, charitable direction and finance are in the majority controlled by, or affiliated with, an Australian Rotary Club, District, Institute or Rotary International.

Those that agrees to implement and follow the risk management, general management, and guidelines as recommended by Rotary Australia and Rotary International.

Exclusion

Offering cover under RNIP to other entities, groups or bodies (e.g. Councils, Contractors, Statutory Authorities, Paid volunteers, Other Clubs, Conference Centres, Halls, Beaches, Gaming /Sport venues, ANZAC Parades, etc.) is strictly prohibited and not covered by the RNIP's policies.

Insureds

- Nominated Rotary Districts and Clubs, Rotaract and Interact Clubs including clubs in the course of formation, incorporated or unincorporated.
- Members of Rotary including their spouses (de facto, partners), volunteers, honorary members, host families and prospective members (from the time their membership has been approved).

An Insured Participant is defined as

- Those participating in an officially constituted Rotary activity but only when such participation does not involve the representation, benefit or gain, either directly or indirectly, of any person or entity other than Rotary.

Rotary Assets Insured

- Declared Values
- Automatic Coverage - \$50,000 per Club without declaration
- Properties, Building and Contents (over \$50,000 declaration is required)
- Loss of Revenue or Rental
- Up to ten (10) unspecified trailers or caravans per District at any one time with a sum insured of less than \$10,000 per vehicle (Hence the importance of completing Motor Vehicle Schedule as part of the Insurance Renewal Declaration before 30th April)

Separate Declaration Required For:

- Trailers or Caravans that require a sum insured of greater than \$10,000.
- Properties (Building & Contents) Over \$50,000
- Sedans, Vans, 4WD, Tractors, Mini-Buses, Utilities and the like
- Premium applies per vehicle.
- Note: cover for the above is not Automatic

Risk Management Requirements

- Complete a Project /Activity Advice (PAA) form for each project /event annually and email to DIO
- Compile Hazard Identification Checklist for each project / activity
- Risk Manage all identified hazards listed on the Hazard Identification checklist
- Obtain and assess General Release Indemnity (signed disclaimer waivers) from all competitive events' participants in such activities as Bicycle Rides, Golf Days, Fun Runs, game, match, race, practice, train- ing course, trial contest or competition organised by the club etc.
- Offering cover under Rotary Insurance to other entities or bodies is strictly prohibited.
- Observe Youth Protection Compliance requirements
- Youth Volunteer (note carefully what entails as the official description of a volunteer) Information and Declaration Form (Form 3) for all volunteers
- A Work-With-Children (WWC) licence is not sufficient and acceptable or as an alternative to Form 3, Volunteers Youth screening
- If any Youth (under 18, Youth Program, vulnerable persons etc.) activity might result in any adult "One-on-One" or "Alone" contact, for a "period of time", all those adults must be screened.
- The Youth Protection screening process requires the all such "Volunteer" adult persons to provide a Volunteer Declaration.
- All Stallholders must obtain Release and Indemnity cover other than from RNIP
- Vendors, Stallholders who operate at club organised Markets/Swap Meets or the like must have their own personal insurance. "No insurance no come" rule to be strictly applied.
- Prior to RNIP Travel Insurance and Authorisation Form is required
- If using Rotary Travel Insurance, a "Fit to Travel" letter must be obtained from a GP

Insurance Renewal Requirements 2018-2019

Complete and return to DIO the Annual Club Insurance/Protection Declaration Form before 30 April

- Number of Members
- Food Vans / Trailers / Caravans up to \$10,000
- Motor Vehicles / Trailers / Caravans greater than \$10,000
- Buildings / Contents greater than \$50,000
- if Club is involved in any Youth Programs i.e. YEP, RYLA, RYPEN
- if Club complies with RI's Abuse/Harassment policy and Certification requirements
- if Club maintains a register of Volunteer Declarations
- if Club provides Volunteer Declarations to the District for document retention
- if Club received any complaint /allegation of sexual abuse or harassment
- if Club is familiar with the R.I. sexual abuse/harassment allegation reporting Guidelines
- if Club received Youth Protection procedures training
- if Club has appointed a Youth Protection Officer and name the officer

Claims & Incident Reporting (Declarations)

- The trigger of "CLAIMS-MADE" policies is the date an Insured or its representative first becomes aware that a potential claim may be made as a result of an alleged breach or an alleged error or omission
- "Claims Made" policies typically contain an exclusion which provides that the policy will not cover claims where the claim or circumstance was known to the Insured prior to the inception of the policy
- Such policies also require that the claim or circumstances which may give rise to a claim in the future, be notified to the underwriter within the currency of the policy, as a pre-condition to indemnity

The following policies are generally underwritten as "Claims Made" basis:

- Directors' and Officers' Liability/Company Reimbursement Insurance
- Professional Indemnity Insurance
- Crime/Fidelity Insurance
- Trustees' Liability Insurance
- Employment Practices Liability Insurance

Claim & Incident Forms Available

- Property Claim Form
- Liability Claim Form
- Personal Accident Claim Form
- Travel Claim Form
- YEP Incident Report
- Sexual Abuse Incident Report

The Rotary Foundation

The Rotary Foundation is our Charity and a major source of funding for projects in the District and overseas. This year we have over \$60k to spend on local and overseas projects and the opportunity to multiply our \$'s by working with other Clubs and Districts to have more partners and therefore more supporters of our projects.

Our first task as a Foundation Committee is to raise awareness of the foundation and the work it can do to assist your Rotary projects. Our secondary task is to raise funds so we receive a good dividend in the rolling three year return of money to Districts (the more we raise the more we receive back and the more work we can do in our Communities)

To Raise awareness of the Foundation we plan to visit every Club and carry out a Foundation presentation and also to run a Foundation Celebration in unison with the District AGM in November.

Some other important dates are the Foundation GRANTS Training Seminar (held recently on March 3) with Zoom meetings (so Clubs can qualify for District Grants). Your next phase of this work is to get your District Grant Projects requests should be sent to the Foundation Grants Chairman Rtn. Geoff Magor by the end of May 2019.

Please make provision in your Club Budgets to provide Funds for POLIO (\$1500 per club if possible) and the Rotary Foundation (\$100US per capita if possible) so that the great work of these two projects can continue and make the World a better place. Please do not be constrained by these figure if you wish to give more as a Club or Individual.

Thankyou for taking time to read this and I look forward to working with you to promote the Foundation and the work of our Clubs to make Foundation help you drive your DOLLAR further and do bigger and more sustainable projects.

Yours In Rotary
PDG Charlie Speirs
Chair of the Rotary Foundation District 9820



DISTRICT 9820

districtITsupport@district9820.org



Crucial Websites

Rotary International

<https://rotary.org>

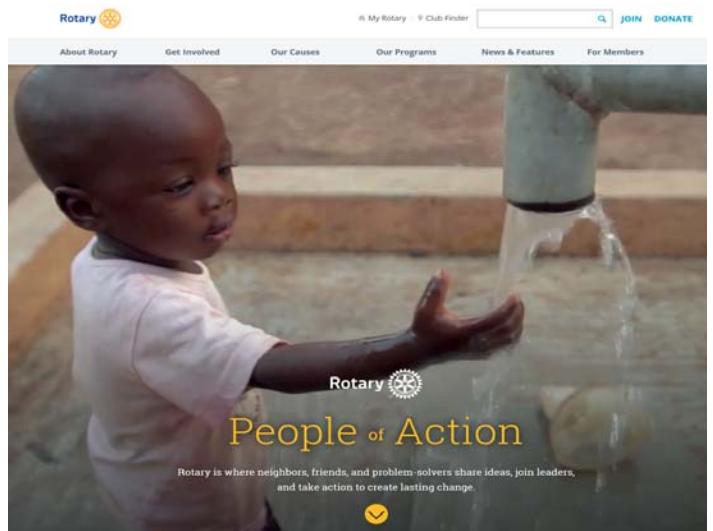
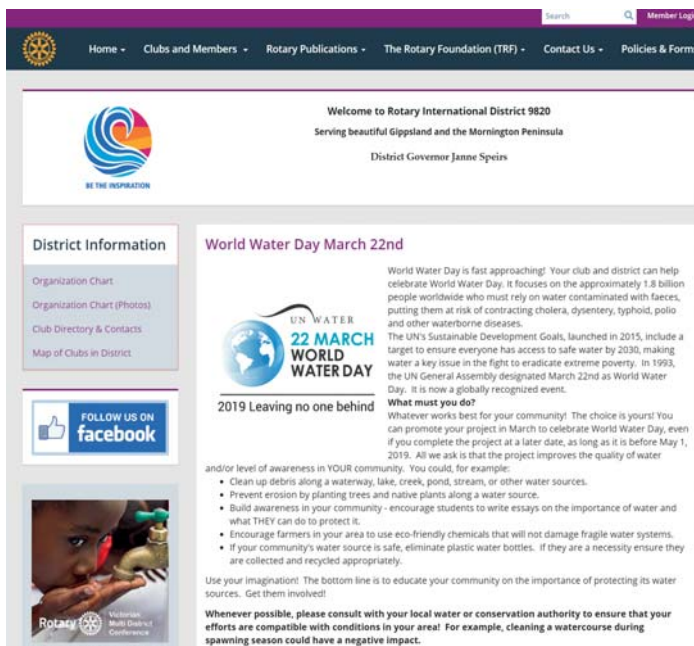
- Club Administration
- Member management
- Contributions
- Brand Centre
- Rotary Club Central
- Goal Setting
- Learning Centre



District 9820

<https://district9820.org>

- Club Administrator
- Member management
- Executive management
- Contact District Leadership Team
- Whats happening in our District



Why is it important to enter your Club's goals?

- Planning your year
- Setting the goals helps your Club to achieve what you want
- Find weakness and strength in your Club

- Helps Rotary International in the planning
- Vital information for District/International to know the health of our great organization and allows them to make informed decisions.

Club Central

0 OF 9 ACHIEVEMENT

Rotary Club of [Redacted]

2019-20

PRINT

Members & Engagement
Rotary Foundation Giving
Service
Young Leaders
Public Image
Rotary Citation
All

Which goals will your club track this year? Browse goals by category and select only those you plan to pursue. Then save.

SORT selected goals ▼

	ACHIEVEMENT	GOAL	SELECT GOAL
Annual Fund contributions ➤ Show goal details and history	- USD As Of 2-Mar-19	- <div>Enter Goal Value</div>	<input type="checkbox"/>
PolioPlus Fund contributions ➤ Show goal details and history	- USD As Of 2-Mar-19	- <div>Enter Goal Value</div>	<input type="checkbox"/>
Major gifts ➤ Show goal details and history	- As Of 2-Mar-19	- <div>Enter Goal Value</div>	<input type="checkbox"/>
Bequest Society members ➤ Show goal details and history	- As Of 2-Mar-19	- <div>Enter Goal Value</div>	<input type="checkbox"/>
Benefactors ➤ Show goal details and history	- As Of 2-Mar-19	- <div>Enter Goal Value</div>	<input type="checkbox"/>

SAVE

CANCEL



Use



Exciting



Imagery



To Tell Our Story