



Club Representation Assistance Policy

Overview

It costs about \$650,000 per annum to run the Club and it takes all members to make the Club great.

Representation isn't just competing in a race, but how we present ourselves on the beach, with our Sponsors and within our organisation.

As a Club member, if you fulfil your Club Membership Obligations, you are entitled to represent the Club, and where appropriate, the Club will assist you in this cause. Assistance to represent the Club can include, but is not limited to -

- Gear and Equipment (craft, shoes, etc.);
- Travel expenses for officiating and assisting teams at Club sanctioned carnivals;
- Attendance at sanctioned Development camps;
- Training fees;
- Lifesaving equipment (PPE, whistles, patrol packs, etc.);
- Lifesaving Conferences and Functions (Branch/State/National conference, Awards ceremonies, etc.);
- Training courses for Lifesaving development (Cert IV, Marine Licence, etc.);
- Resources for Lifesaving development (training manuals, PPE, etc.);
- Club sanctioned tours and events; and
- Any other activity or equipment approved by the Management Committee on application.

The Club understands that these are all important functions of our Club, however, they are often difficult to obtain sponsorship support for but it is important to support members and activities support the club and add to our club's performance.

This policy recognises Club involvement and additional requirements, agreements or appendixes may apply for specific purposes such as swim fee subsidy, carnival entry fees, surf craft or contributions toward coaching expenses. Refer to Appendix 1 for additional Surf Sports related assistance that may be provided.

The level of potential assistance is relative to your contribution and is assessed for the duration of each season and is non-transferable. Since the assessment is based on relative contribution, the policy does not support a "split" or direct entitlement based on funds raised.

The support provided by the Club may not constitute the full request and the amount does not carry over to the following season.

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Club Membership Obligations - Minimum Requirements

- Complete 100% of Active (Cadet, Junior, Senior, Award) Member patrol obligations.
 - Attend all rostered duties for their full duration or ensure a suitably qualified substitute is sourced and attends on your behalf (and properly recorded in the patrol log).
 - Members not on a fixed or regular patrol roster, for example Long Service, must complete the same level of service as an Active Member.
- Complete 100% of Club fundraising requirements.
 - Contribute at a minimum, 2 events per season (e.g. GC 600 and Surf Safe Appeal);
or
 - Successfully attract a sponsor or supporter to the Club (reassessed annually for ongoing support);
or
 - Contribute financially to the Club by way of donation (e.g. direction donation via the Club Office, Boardies Day, etc.)

For fundraising requirements, if you are unable to attend a rostered event or shift, a suitably qualified substitute may be sourced and attend on your behalf which must be properly recorded in the attendance log. Your substitute will lose the ability to claim any benefit from that event or shift towards their own relative contribution as they will be solely representing you.

All participation must be recorded against an individual member with only one person permitted to represent an individual member at each rostered event or shift.

All sponsorship activities must be endorsed by the Club Management prior to making an external commitment to ensure they do not conflict with existing Association or Club sponsors and supporters.

Remember, the level of assistance you may receive will be determined on your relative contribution and therefore no minimum dollar values are set but it will be relative.

Additional Opportunities

Where the level of support you may seek from the Club in a given season is proportionally greater than the minimum requirements, many additional avenues and opportunities exist to demonstrate your relative contribution. For example -

- Club BBQs and functions
- Event workforce, e.g. Coolangatta Gold, Nutri-Grain or Navy Boat
- Filling a voluntary position of Club Officer, Committee Member, Official, Trainer, Assessor, Patrol Captain.
- Significant additional voluntary patrols where a resource shortage has been identified (e.g. a request from a Patrol Captain, Club Captain or President).

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- Potential return to the club from the activity including knowledge, skill, notoriety, etc.

All additional activities must be endorsed by the Club Management prior undertaking the activity or making an external commitment to any party to participate.

Member Benefit

Having fulfilled the minimum requirements in a season, you may be eligible for -

- Club assistance to represent the Club in your chosen discipline or interest area.
- A membership fee reduction or rebate for the following season.

The level of potential assistance is relative to your contributions for the season, the level of support you are applying for and assistance you may have already received in the current season.

For requests occurring part way through a season your previous relative contribution will be applied during consideration.

Qualification

- Application in writing a minimum of 4 weeks prior to the representation event using the prescribed form (Appendix 2).
- Club Management Committee to assess the request taking into consideration
 - Requested amount and purpose
 - Relative contribution
 - Club sanctioned event or function
 - Extenuating circumstances that may have prevented contribution – e.g. injury or illness

Group Recognition of Contribution

For group events and functions where a number of members may contribute, unless documentation is provided indicating each member's involvement the contribution will apportioned equally.

An attendance log is required for any events (Appendix 3)-

- Each member is responsible for reporting to the activity leader upon arrival to sign in, in the same fashion as a standard patrol.
- When you leave you must report to the activity leader who will sign you out.
- If you leave without signing out, your relative contribution will be deemed to be zero.

The log will be used to ensure fairness of relative contribution, and as a Club activity an attendance record is required for WorkCover.

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How Requests for Assistance is Received

- Reimbursement up to the approved amount upon presentation of valid tax invoice within 30 days of the expense or Tax Invoice date.
- Where the Club pays on behalf of a member (e.g. SLSQ camps or craft purchase) and a balance is outstanding (e.g. 50% Club contribution), the member must pay any balance to the Club prior to the Club processing the external payment.
- Where performance criteria is specified (refer to Appendices for requirements) and is not met, then the equipment may be returned to the Club pool for reallocation.

Purchase of Assets or Gear and Equipment

- Any physical equipment purchased must be delivered to the Club and will be inventoried and added to the Club Asset register prior to use.
- Any equipment purchased remains the sole property of the Club.
- The value of all equipment will be maintained in the Club's asset register, noting the relative contribution made by the member towards its purchase.
- The member requesting and successfully receiving the assistance may be granted exclusive use for the season it is acquired and this will be reassessed each season by the relevant Officer.
- Use may be directed by the relevant Officer, Coach or President in exceptional cases.
- Members are solely responsible for the maintenance and upkeep of the equipment and bear any costs associated.
 - All damaged (repaired or otherwise) must be reported to the Club within 48 hours.
 - For Club sanctioned events (e.g. teams event) where equipment is damaged the Club may contribute to the cost of repairs pending investigation of the incident and damage.

Disposal of Assets or Gear and Equipment

- If membership is not continued, there may be an option to purchase the equipment outright based on residual value (to be determined by the relevant Officer and Treasurer) less relative contribution at time of purchase.

Disputes

- All disputes will be addressed by the Management Committee.
- The member must provide a justification or additional details on the nature of the dispute.

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Appendix 1: Surf Sports Competition Assistance Requirements

It costs over \$105,000 per annum for gear & equipment maintenance, carnival entry fees, travel/transport costs and coaching fees.

In addition to the Club Representation policy, competitors must qualify for & adhere to the requirements for consideration of assistance with -

- carnival entry fees;
- training fees subsidy (for example pool or track entry fees);
- coaching expenses;
- purchase of competition craft; and
- any other written requests in writing to be considered by the Management Committee.

The level of potential assistance is relative to your performance and results and is non-transferable.

Your eligibility will be assessed throughout the season.

The support provided by the Club may not constitute the full request and the amount does not carry over for the following season.

Requirements

- Satisfy the Club Representation policy.
- Fundraise a \$500 baseline amount to qualify you for this additional Club support
- Follow all Club rules and Association codes of conduct
- Satisfy prescribed training requirements for your discipline (minuted annually in Club Management Committee minutes).

For fundraising requirements, if you are unable to attend a rostered event or shift, a suitably qualified substitute may be sourced and attend on your behalf which must be properly recorded in the attendance log. Your substitute will lose the ability to claim any benefit from that event or shift towards their own relative contribution as they will be solely representing you.

All participation must be recorded against an individual member with only one person permitted to represent an individual member at each rostered event of shift.

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Member Benefit

Having fulfilled the requirements in a season, you may be eligible for –

- carnival entry fees;
- training fees subsidy (pool or track entry fees);
- attending Club funded coaching sessions;
- purchase of competition craft; and
- any other written requests in writing to be considered by the Management Committee.

Qualification

- Application in writing minimum 4 weeks prior to Surf Sports Committee; and
- Club Management Committee to assess the request following recommendation from Surf Sports Committee.

How Requests for Assistance is Received

- Reimbursement up to the approved amount upon presentation of valid tax invoice within 30 days of the expense or Tax Invoice date.
- Where the Club pays on behalf of a member (e.g. SLSQ camps or board purchase) and a balance is outstanding (e.g. 50% Club contribution), the member must pay any balance to the Club prior to the Club processing the external payment.
- Where performance criteria is specified (refer to Appendices for requirements) and is not met, then the eligibility may be invalidated.

Disputes

- All disputes will be addressed by the Management Committee.
- The member must provide a justification or additional details on the nature of the dispute.



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APPENDIX 2

FINANCIAL ASSISTANCE REQUEST FORM

NAME: _____

DATE: _____

TOTAL PATROL HOURS ATTENDED (current season, including subs): _____

TOTAL PATROLS MISSED: _____

FUND RAISING EVENTS ATTENDED: _____

TOTAL FUNDS RAISED TO DATE: _____

PREVIOUS CLUB ASSISTANCE GRANTED: (date & amount) _____

AVAILABLE BALANCE: _____

CONTRIBUTION TYPE: (G&E, camp, travel exp etc): _____

REQUESTED CONTRIBUTION AMOUNT: _____

DATE REQUIRED BY: _____

QUOTES/RECEIPTS: (attach if relevant) _____

SIGNATURE OF APPLICANT: _____

DATE RECEIVED BY MANAGEMENT COMMITTEE: _____

DECISION: APPROVED/NOT APPROVED _____

AMOUNT APPROVED: _____

SIGNATURE MANAGEMENT COMMITTEE: _____

POSITION: _____

YOUR BANK DETAILS:

BANK: _____

BSB: _____

ACCOUNT #: _____

ACCOUNT NAME: _____

