



**DICKY BEACH SURF LIFESAVING CLUB**  
**PROCEDURE NO. ADM008**  
**BURSARY PROGRAM**

**Document Control**

**Version Control**

<b>Date</b>	<b>Version</b>	<b>Details</b>	<b>Author</b>
23 April 2017	1	Initial Introduction of Procedure	Secretary
20 October 2017	2	Review of Procedure	Secretary
25 May 2020	3	Review of Procedure	Secretary

**1. Purpose and Background**

- 1.1 Recognising the Dicky Beach Surf Life Saving Club Inc. is a not for profit organisation, and taking into account the economic climate, the Bursary Program has been implemented and directed to the development of Dicky Beach Surf Life Saving Club members.
- 1.2 The program provides for the assistance of Dicky Beach Surf Life Saving Club members in developing their skills and opening opportunities, which due to their financial situation may prevent them from reaching their full surf lifesaving potential.
- 1.3 Identification for this program shall rest primarily, with the Surf Sports Officer. Board members and the Youth Development Officer may also bring recommendations for consideration of the program.

**2 Policy Statement**

- 2.1 The Bursary Program will assist members both financially and with relevant resources to enable them to reach their full surf lifesaving potential.

**3. Applicability:**

- 3.1 This procedure applies to all members of the Dicky Beach Surf Life Saving Club. The responsibility of implementing this policy/procedure rests with the Board; Surf Sports and Competition Committee and the Youth Development Officer.

**4. Statutory/Constitution/By-Laws Requirements**

- 4.1 This procedure specifically relates to By-Law 9.6.

**5. Eligibility**

- 5.1 To be eligible for this program the member must:



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**BURSARY PROGRAM**

- 5.1.1 Be a financial member of the Dicky Beach Surf Life Saving Club Inc.;
- 5.1.2 Be either a competitor with the potential to be a Branch or State representative; or have the potential to be a leader within the surf lifesaving movement;
- 5.1.3 Not have the capacity to fully or partially pay for the costs associated with developing their potential; and
- 5.1.4 Have no outstanding or previous discipline issues.

**6. Operation**

- 6.1 A bursary recipient can be identified by the Surf Sports Officer, Youth Development Officer or Board member.
- 6.2 A member may apply direct to one of the nominated persons listed in 6.1 for consideration of a bursary.
- 6.3 A meeting will be conducted with the Surf Sports Officer or Youth Development Officer and Treasurer with the member and the parent or guardian of the member (if under 18 years of age).
- 6.4 This meeting will establish the exact monetary contribution the member can make.
- 6.5 The Treasurer will make a recommendation to the Board for consideration for the level support to be allocated.
- 6.6 The Treasurer and the Surf Sports Officer or the Youth Development Officer will conduct a further meeting with the member and their parent or guardian.
- 6.7 An agreement form will be completed at this meeting outlining the assistance to be given and include any tasks the member may be assigned to assist the Dicky Beach Surf Life Saving Club.

**7. Member Contribution**

It is recognised although the member may not be financially able to pay for their activities, there are a number of other avenues, which the member, may be able to assist the Dicky Beach Surf Life Saving Club. These are but not limited to:

- 7.1 Supporting, attending and assisting any fundraising event conducted by the club;
- 7.2 Representing the club at any competition identified suitable for that member, taking into account their training and competition schedule;
- 7.3 Assisting and attending any club activity, training, competition and leadership course; and
- 7.4 Assisting and attending Junior Activities.



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**PROCEDURE NO. ADM008**  
**BURSARY PROGRAM**

**8. Withdrawal of Assistance**

It is recognised there may be instances where the withdrawal of the assistance may occur. Such instances are, but not limited to:

- 8.1 Should the member's financial situation change, the parent or guardian is to advise the Treasurer who will identify the amount to be paid to the Dicky Beach Surf Life Saving Club. The Treasurer will report this to the next Board meeting;
- 8.2 If the member does not meet the requirements as identified in the member agreement;
- 8.3 If the member does not attend training and events as deemed necessary by the Surf Sports Officer or Youth Development Officer;
- 8.4 If the member breaches any SLSA Code of Conduct; and
- 8.5 The member ceases to be a financial member of the Dicky Beach Surf Life Saving Club.

**9. Confidentiality**

- 9.1 The member, parent or guardian is not to divulge the member's inclusion in this program or the amount of financial assistance. The Board or committee members are required to keep any member's name and financial information confidential.

**10. Limitation**

- 10.1 While not restricting the support provided to members, the maximum permitted to be allocated in one season for the bursary fund should not exceed \$5,000 by the Treasurer.
- 10.2. Should there be a requirement for funds exceeding \$5,000; the Treasurer is to have the matter discussed at a Board meeting.

**11. Expiration**

- 11.1 Generally, all such applications must be identified by 1 October annually, to allow for budget adjustments.

**12. Board Approval**

- 12.1 All applications must be presented at a Board meeting for approval.

**13. Donations/Accounts**

- 13.1 Where possible, any donations made to the club should be considered to be allocated to this bursary program; and
- 13.2 The Treasurer will allocate funds annually, as part of the budget process.



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**Authority**

John Scott  
President