



DICKY BEACH SURF LIFESAVING CLUB
PROCEDURE NO. ADM009
CLUB SUBSIDY PROGRAM

Document Control

Version Control

Date	Version	Details	Author
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 The Dicky Beach Surf Lifesaving Club Inc. has established a scheme to provide financial assistance/subsidy to Club members wishing to purchase surf craft (surf boards and surf skis) and who wish to undertake targeted training sessions not being offered by the club or who are not able to attend training sessions due to work or travel issues (for example swimming or sprint training)
- 1.2 Under the craft scheme, regarding the purchase of a craft, the Club will take a 50% part interest in the ownership of the craft with the Club member for a period no longer than four years.
- 1.3 After this period, the applicant shall be able to purchase the craft outright at an agreed figure. This is determined by the appropriate craft coach or Surf Sports Officer.
- 1.3 Alternatively, the Club may buy back the craft at an agreed figure as determined by the appropriate craft coach or Surf Sports Officer.

2 Policy Statement

- 2.1 The Club Subsidy Program rewards dedicated members with the opportunity for financial assistance to reach their full athletic 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 Surf Sports and Competition Committee.

4. Statutory/Constitution/By-Laws Requirements

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

5. Eligibility

To be eligible for this program the member must:



**DICKY BEACH SURF LIFESAVING CLUB
PROCEDURE NO. ADM009
CLUB SUBSIDY PROGRAM**

- 5.1 Be a financial member of the Club for not less than two years;
- 5.2 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;
- 5.3 Attend training sessions and represent the Club during competitions as required by the Club coaches and the Surf Sports Officer; and
- 5.4 Have no outstanding or previous discipline issues.

6. Operation

Purchase

- 6.1 Prior to the purchase of any craft under this scheme, the member must complete and sign an application for subsidy.
- 6.2 This form is forwarded to the Surf Sports Officer who presents the application to the next Surf Sports and Competition Committee meeting.
- 6.3 The Surf Sports and Competition Committee will make a recommendation, taking into consideration their current allocated budget for such a purchase. Notation of any such approval must be incorporated in the minutes, which will be noted at the next Board meeting.
- 6.4 The Surf Sports Officer will provide written approval on the application form to the applicant and the Club Administrator. The approval should show the date of approval, the type of purchase and the amount to be spent by the club and by the individual.
- 6.5 The Club Administrator is to retain all copies of invoices, approvals and emails, which will be placed in a hard copy folder for future reference and ease of tracing.
- 6.6 No purchase of a craft can be made until formal written approval is provided as outlined in 2.4. Should a purchase be made without this requirement, the applicant is responsible for the full purchase price of the craft.
- 6.7 The Administrator will not order the craft until the money payable by the member or sponsor is received.
- 6.8 Club members may purchase either a new or second hand craft for the purpose of this subsidy scheme; however, the craft must comply with the governing craft specifications as outlined by Surf Life Saving Queensland and Surf Life Saving Australia. The suitability of the craft is to be determined by the Surf Sports Officer.
- 6.9 Should a member secure sponsorship to cover part or full payment, the Club will retain ownership if the sponsorship is made to the club for tax purposes.



DICKY BEACH SURF LIFESAVING CLUB
PROCEDURE NO. ADM009
CLUB SUBSIDY PROGRAM

- 6.10 Once the subsidy has been approved, the craft will be jointly owned by the club and the club member.

Sale

- 6.11 When a member wishes to sell and/or return the craft purchased under the subsidy scheme, the member shall inform the Surf Sports Officer who will arrange the sale of the craft at a mutually agreed price on behalf of the club and the club member.
- 6.12 Gross proceeds from the sale shall be divided between the club and the club member at the same percentage rate agreed to at the time of the purchase of the craft.
- 6.13 Should the club be unable to sell the craft in a reasonable time, the member may take action independently to sell the craft. The proceeds from the sale shall be divided between the club and the club member at the same percentage rate agreed to at the time of the purchase of the board.
- 6.14 Any costs associated with the sale of the craft, incurred by the Club member shall be borne by the member; likewise, any costs associated with the sale of the craft by the Club shall be borne by the Club.
- 6.15 When the sale is finalised, the money owed to the Club or Club member must be forwarded to the relevant party within ten days of the completion of the sale.
- 6.16 The agreement will terminate once the proceeds of the sale have been distributed to the other party.
- 6.17 All paper work associated with the sale is to be provided to the Club Administrator. The Club Administrator will file this work with the original paperwork.

Use of Craft

- 6.18 The club member shall have absolute control over the use of the craft whilst the member retains a financial interest in the craft or remains a financial active competitor for the Dicky Beach Surf Life Saving Club for that particular craft discipline.

Repairs and Maintenance

- 6.19 The Club member shall take all reasonable steps to ensure the craft is maintained in good condition, and shall present the craft for an annual inspection by the Surf Sports Officer.
- 6.20 Where the craft is damaged in the course of use, transit or storage, the Club member shall arrange for the craft to be repaired.
- 6.21 All repairs to the craft shall be carried out to a standard equivalent to that of a reputable professional repairer.
- 6.22 The cost of maintenance and repairs to the craft shall be borne by the Club member.



DICKY BEACH SURF LIFESAVING CLUB
PROCEDURE NO. ADM009
CLUB SUBSIDY PROGRAM

- 6.23 Should the craft be damaged to the extent that repair is not a viable option for either technical or economic reasons, the subsidy scheme agreement shall be terminated and neither party has any further liability to the other, provided the damage was sustained to the craft during a sanctioned club training session or in a Sunshine Coast Branch, SLSQ or SLSA sanctioned competition event. If the craft is damaged by any reckless use, then the member has a financial liability to the club. This could mean replacement of the craft or repaying the club the value of the craft at the time it sustained damage. This value will be determined by the Surf Sports Officer.

Terms

- 6.24 The term of the subsidy agreement shall be no longer than four years from the date of purchase of the craft.
- 6.25 Should the Club member not attend the required training sessions, carnivals to the satisfaction of the Surf Sports and Competition Committee, the Club may terminate the subsidy agreement, and the member must buy out the club's subsidy percentage at the original cost.
- 6.26 Should the member fail to renew their club membership at the beginning of a season, or should the member transfer to another club, the percentage contributed towards the craft purchase by the Club shall become a debt due and payable from the member to the Club. The member may surrender the craft to the club for disposal as previously outlined at points 2.9 to 2.14.
- 6.27 Should the member discontinue using the craft, the Surf Sports Officer may require the member to show cause as to why the subsidy agreement should not be terminated

8. **Confidentiality**

- 8.1 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.

9. **Limitation**

- 9.1 While not restricting the support provided to members, subsidies must not exceed those that have been provided in the current budget period.

10. **Expiration**

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

11. **Subsidies other than Craft**

- 11.1 All such subsidies have the same conditions, where relevant, as indicated above in section 6.



**DICKY BEACH SURF LIFESAVING CLUB
PROCEDURE NO. ADM009
CLUB SUBSIDY PROGRAM**

Authority

John Scott
President