



**DICKY BEACH SURF LIFESAVING CLUB  
PROCEDURE NO. ADM010**

**CARNIVAL OFFICIALS, IRB DRIVERS AND CREW  
PERSONS AND ASSESSORS**

**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
27 November 2017	3	Review to ensure equity of payment for all officials	Surf Sports Officer
24 February 2020	4	Review policy	Surf Sports and Board

**1. Purpose and Background**

- 1.1 Officials, IRB Drivers, IRB Crew Persons and Assessors perform a valuable role at all surf lifesaving competitions.
- 1.2 The Club recognises the dedication of these members ensuring our competitors can participate in their chosen surf lifesaving event.
- 1.3 The Club will encourage the recruitment of these members and encourage them to become and remain actively involved at surf lifesaving competitions.

**2. Definition**

- 2.1 For the purpose of this procedure, official includes: Carnival Officials, IRB Drivers, IRB Crewpersons and Assessors.

**3. Policy Statement**

- 3.1 The Club will encourage and promote members to assist in official roles at all surf lifesaving carnivals/competitions including by not limited to Officials, IRB Drivers, IRB Crewpersons and Assessors.

**4. Applicability:**

- 4.1 This procedure applies to all members who perform the carnival official roles for the Dicky Beach Surf Life Saving Club. The responsibility of implementing this policy/procedure rests with the Surf Sports and Competition Committee and the Officials' Liaison Officer under the supervision of the Board.

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

- 5.1 This procedure specifically relates to By-Laws 9.7



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**6. Considerations**

- 6.1 The Surf Sports and Competition Committee in conjunction with the Officials' Liaison Officer is to:
- 6.1.1 Identify any shortfall in the numbers of officials who are required to volunteer at any surf lifesaving competition contested by the Club's members;
  - 6.1.2 Annually, provide a projected budget to the Treasurer for the proposed costs of subsidies, course attendances, accreditations and the update of publications, which are regarded as essential for these members to maintain their knowledge of their area of expertise (for example: competition manuals, first aid manuals);
  - 6.1.3 Conduct training, instructional and proficiency programs for members undertaking or wishing to undertake these officials' roles;
  - 6.1.4 Monitor the qualification requirements, ensuring renewal of qualifications are completed by all officials;
  - 6.1.5 Market to Club members the benefits of obtaining and actively becoming involved with identified competition positions;
  - 6.1.6 Ensure all officials have the most up to date publications, including the ordering and distribution of those publications to the officials; and
  - 6.1.7 Record all officials who assist in these roles during the course of the season, and provide their names for recognition purposes at the Club's Annual Dinner.

**7. Procedures**

***Subsidy***

- 7.1 All members entitled to this subsidy are to be made aware of this policy understand that it is their responsibility to lodge their claim no later than 14 days after the conclusion of the carnival.
- 7.2 Any claim (with supporting documentation i.e.; Fuel and Accommodation receipts) being lodged must be presented to the Official's Liaison Officer, for endorsement, who then forwards the claim to the Surf Sport Officer for final approval, unless the claimed amount is \$500 or more, which requires Board approval.
- 7.3 The application will not be considered unless the receipts are attached.
- 7.4 The Surf Sports and Competition Committee will note in their minutes any approvals or non-approvals for subsidies.
- 7.5 The Surf Sports Officer will provide the completed paper work to the Club Administrator for payment.
- 7.6 The Club Administrator will ensure the prompt payment of this subsidy.



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***Conditions of Subsidy***

- 7.7 To obtain any monetary support, the following is the eligibility criteria for Club officials' subsidies:
- 7.7.1 The carnival/competition must be held outside the Sunshine Coast Branch except for Rainbow Beach, where subsidies may be granted;
  - 7.7.2 The Club must have a requirement to supply officials in these roles and those roles must meet the required nominated ratio for that carnival;
  - 7.7.3 Parents who have their children competing at the carnival are not entitled to the subsidy;
  - 7.7.4 Precedence for official nominations will be given to those members who will not claim any subsidy. If the required official ratio for that carnival is met by non-claiming officials, then no subsidy payment will be provided for any other official for that carnival.
  - 7.7.5 Where possible, the official must be nominated on the Club's official paperwork for that carnival/competition. For State and National Championships and carnivals, Officials must nominate individually;
  - 7.7.6 The official must sign on at the carnival/competition as being a member of the Dicky Beach Surf Life Saving Club;
  - 7.7.7 The official is not entitled to accommodation payment if staying at private accommodation or at another surf club;
  - 7.7.8 When claiming fuel, the official must be using their vehicle (car-pooling is supported to reduce subsidy costs); and
  - 7.7.9 If the official is selected to represent the Branch (for example inter-branch carnival/competition) or selected as a State official (for example at an interstate competition), the official is entitled to the subsidy.

**Costs**

- 7.8 Generally, the following will be provided as a subsidy:
- 7.8.1 Accommodation - \$70 per night for a two night carnival;
  - 7.8.2 For carnivals of two days or more, evening meal allowance up to \$40 per night excluding alcohol may be claimed (receipts must be provided);
  - 7.8.3 Fuel – up to and not exceeding \$80 and
  - 7.8.4 Any arrangement other than the payments identified in 7.7.1 and 7.7.2, must be approved by the Board upon the recommendation of the Surf Sports and Competition Committee.
  - 7.8.5 An official is only entitled to claim subsidies to the value of not exceeding \$1,000 per carnival season.

**Authority**

**John Scott  
President**