



**DICKY BEACH SURF LIFESAVING CLUB
PROCEDURE NO. ADM011**

VISITS AND TOURS

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
22 May 2020	3	Review of Procedure	Secretary

1. Purpose and Background

- 1.1 Club members may wish to undertake tours or visits locally, or interstate or internationally.
- 1.2 To ensure correct governance is maintained information must be provided as outlined in this policy.

2. Policy Statement

- 2.1 The Club will encourage and promote members to undertake tours where financially viable and within the policies of Branch, SLSQ and SLSA.

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 under the recommendation of the Surf Sports and Competition Committee and the Lifesaving Operations Committee

4. Statutory/Constitution/By-Laws Requirements

- 4.1 This procedure specifically relates to Club's By-Laws 9.8 and SLSA Guidelines for Visits and Tours.

5. Considerations

- 5.1 Dependent on the type of event and type of tour being conducted, there are different obligations placed on Club members.
- 5.2 This procedure needs to be read in conjunction with SLSA Guidelines for Visits and Tours and its amended forms.

6. Procedures

Internal Practice – Sanctioned Life Saving Events



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- 6.1 Should a group of competitors wish to participate in a carnival outside of Queensland (other than the Australian Titles) a request is to be considered by the Surf Sports and Competition Committee. This committee will consider the following:
- 6.1.1 That the costs of the trip, including accommodation are the responsibility of Club members (excluding nomination costs);
 - 6.1.2 The benefit the Club members will receive by attending the carnival; and
 - 6.1.3 Appropriate chaperones are available in the case of Club members under 18 years of age.
- 6.2 The Surf Sports and Competition Committee will then forward their determination to the Board for their consideration of endorsement, including the names of all competitors and officials travelling with the competitors, identifying the Team Manager.
- 6.3 Once Board endorsement is received, the members will be in a position to attend this event.
- 6.4 At least 30 days' notice is to be provided for such an activity.

Overseas Tours

- 6.5 Members undertaking an overseas tour in the name of the Dicky Beach Surf Life Saving Club are to submit their proposal one year ahead of the tour.
- 6.6 The initial application is to be made to their relevant committee for consideration and endorsement. The Committee is to consider the following:
- 6.6.1 The names of all persons who will be attending the tour;
 - 6.6.2 All members are current financial members of the club and have no outstanding fees or discipline matters;
 - 6.6.3 The benefit the members will receive by touring;
 - 6.6.4 The itinerary of the tour and relevant contact points;
 - 6.6.5 The advice of the Department of Foreign Affairs (DFAT advice located on their website) of areas the tour will be visiting;
 - 6.6.6 All costs associated with the tour are being met by the members undertaking this tour and the club will not be responsible for any financial outlay;
 - 6.6.7 Appropriate chaperons will be present for persons under 18 years of age; and
 - 6.6.8 The member nominated as the tour manager.
- 6.7 The relevant committee will then make a determination on allowing this tour to commence and provide their advice to the Board.



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- 6.8 Once Board approval has been given, the Administrator will forward a request to Branch for endorsement of the Tour.
- 6.9 Both SLSQ and SLSA must approve the tour.

Authority

John Scott
President