

<b>DEPARTMENT: Lifesaving</b>	<b>SUBJECT: Marine License Policy</b>	
<b>AUTHORISED BY:</b> Lifesaving Committee		
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### **SCOPE**

This policy applies to members of Noosa Heads SLSC who are financial and proficient Bronze Medallion holders and who wish to claim reimbursement for Marine Licenses fees in order to obtain their Silver Medallion IRB Drivers to the best of their ability.

### **OBJECTIVES**

To ensure that all active financial and proficient members are aware of this policy and to outline the procedure for applying for a subsidy

### **SPECIFICATIONS**

1. Member who is to undertake their IRB Drivers course is to apply for the appropriate course is to acquire a Marine License
2. It is recommend that approval be given by the relevant person
  - Director Lifesaving | Club Captain
  - Chief Training Officer
3. Member is to acquire their Marine License and will be reimbursed 50% of the cost involved in that acquisition with the balance to be paid after the member has completed a full season of patrols acting as an IRB driver for the current season. Ie IRB log book.

### **PROCEDURE**

1. The Member is required to pay for their Marine Licence and obtain at 'Tax Invoice'
2. On supply of the 'Tax Invoice' to the office, a 'Reimbursement Form' will need to be completed.
3. The reimbursement form, together with the tax invoice will then go to the Director of Lifesaving to approve the 50% of the cost and the balance will be paid on the completion of a full season of patrols. The member must re-apply for the balance of the subsidy.
4. The Lifesaving Administration will authenticate IRB driver patrol hours requirements signed by the Director of Lifesaving along with receipt of course payment.
5. Monies will be paid into the nominated bank account by electronic bank transfer

