

DEPARTMENT: Surf Sports		SUBJECT: Swim Subsidy Policy	
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Endorsed By: Club Council			

SCOPE

This policy applies to members of Noosa Heads SLSC who are financial and proficient Surf Rescue Certificate or Bronze Medallion holders and who wish to apply for a subsidy to assist with swim squad training fees in order to compete in senior surf sports carnivals to the best of their ability.

OBJECTIVES

The objectives of this policy are to outline the procedure for applying for a subsidy and to specify the requirements of athletes who are awarded such a subsidy.

SPECIFICATIONS

- Subsidies are available for fees paid for squad swimming with a qualified coach. The awarding of a subsidy shall be under the sole jurisdiction of the subsidy panel. (Director of Surf Sports & Head Coach)
- Subsidies will be approved for Club competitors who have met their Club patrol obligations and continue to do so to the satisfaction of the Life Saving Committee.
- The maximum subsidy shall be \$120 of the total fee per calendar month.
- Subsidies will only be paid upon presentation of a receipt (proof of payment) which for the purpose of this policy must be an approved Tax Invoice (as approved by ATO) with evidence of attendance (minimum of 4 squads per week).
- Increased subsidy payments can be made at the discretion of the Director of Surf Sports.

SUBSIDY PANEL

- Director of Surf Sports
- Swim Captain
- Head Coach

PROCEDURE

1. Complete a subsidy application available on the club website or from club administration (see example attached).
2. Submit the completed application to club administration for the attention of the Director of Surf Sports.
3. The application will be considered by the Surf Sports Subsidy Panel (listed above) and the applicant notified of the decision within two (2) weeks of submission.
4. Successful applicants are required to show evidence of attendance with receipt for payment attached and will be reimbursed for the agreed amount via payment into a nominated bank account, as recorded on the attendance sheet (see example attached).
5. The applicant must complete at least 90% of nominated squad training sessions and attendance must be signed by the squad coach.

6. Applicants who do not complete 90% of nominated swim sessions each month or their rostered patrols in accordance with their respective patrol obligations will be required to explain to the Director of Surf sports as to any failure to meet patrol obligations, in writing, as to the reasons for missing agreed sessions and or patrols and penalties may apply.
7. Further penalties may apply to applicants who fail to attend the minimum number of squads for two consecutive months. Members will be required to explain to the Director of Surf Sports, in writing, as to the reasons for such failure.
8. It will be at the discretion of the Subsidy Panel if disciplinary action is required. Penalties may include but are not limited to the following:
 - Written warning;
 - Probationary period;
 - Reduction on subsidy; &
 - Cancellation of agreement.
9. Successful applicants will be reimbursed for the agreed amount monthly and on completion of a reimbursement request by way of submission to the Club on the approved form (see below).

NOOSA HEADS SURF LIFE SAVING CLUB

SWIM SUBSIDY APPLICATION & AGREEMENT

This agreement represents the Terms and Conditions for the allocation of **Swim Squad Subsidy**

[Insert full name of the competitor, hereinafter referred to as "the Applicant"]

Of

[insert full street address and contact number of the Applicant]

The Surf Sports Committee will consider your application for Swim Subsidy assuming the following conditions will be strictly adhered to:

1. I acknowledge that my patrol obligations are (but not limited to) the following:
 - to complete all rostered patrols as per NHSLSC guidelines – SRC & Bronze holders only
2. I will compete in all carnivals including State and Aussie Championships as determined by the Surf Sports Director & Coaches unless special circumstances arise. - N.B. Head Coach needs to confirm your presence.
3. **I agree to repay my swim subsidy in full if I am unable to compete in nominated carnivals by the Surf Sports Director with the exception of a documented medical certificate, for the period in which the carnival occurs.**
4. I will compete in all team activities that are not detrimental to my individual performance (as agreed to between myself and coach) and will perform to the best of my ability in the spirit of all team events.
5. I agree to undertake a minimum of 16 squad swimming sessions per month and will provide evidence of my attendance, signed by my coach, at the end of each month for the period outlined.
6. I agree to conduct myself at all times whilst representing NHSLSC in a way that will not bring myself or the Club in to disrepute and accordingly strictly adhere to the SLSQ (Surf Life Saving Queensland) Code of Conduct for Members.
7. I will make all and reasonable attempts to attend the respective discipline coaching sessions or sessions deemed suitable by the Noosa Heads Coaching staff. I acknowledge that NHSLSC has the right to cancel this application for Swim Subsidy at any time in its absolute discretion if I do not follow the club directive.
8. I also acknowledge that this Swim Subsidy Agreement is for a period of one season.
9. Reimbursement of your squad fees can be processed on presentation of a Valid Tax Invoice and a fully completed reimbursement request form on or before the 14th of each month to avoid payment not being processed.
10. It is your responsibility to arrange for a Valid Tax Invoice to be issued at the time of payment of your fees. These Tax Invoices MUST be linked to your name. Generic Tax Receipts will not be accepted. You will need to make this arrangement with your swim school at the start of the season as it is not possible to reprint a Receipt for cash fees at a later date unless they are linked to you.
11. The Attendance Sheet must be completed and signed by your swim coach.
12. You will be eligible for a portion of your swimming fees deemed by the Surf Sports Committee for the 2015/16 season.

NOOSA HEADS SURF LIFE SAVING CLUB

SWIM SUBSIDY AGREEMENT

I have fully read and understand this subsidy agreement and my responsibility to all of the above conditions.

Name: _____
Applicant

Signed: _____

Name: _____
Parent/Guardian of Applicant

Signed: _____

Signed: _____
Swim Captain

Date: _____

Signed: _____
Surf Sports Director/ Head Coach

Date: _____

Office Use Only

Rostered Patrol Hours **Attended** _____ **Deficit** _____

Squad Sessions Attended – (min 16 per month) _____

Carnival Attendance _____

Approved: Yes/No

Amount Paid: _____ Date paid: _____ Tax Invoice: _____

Signed: Date: