

DEPARTMENT	Surf Sports	
SUBJECT	Sports Carnival IRB Water Safety Reimbursement Policy	
AUTHORISED BY	Management Committee	
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SCOPE

The policy applies to all members of Noosa Heads SLSC and affiliated SLSA members.

OBJECTIVES

The objective of this policy is to ensure that all members understand the process of reimbursement for IRB water safety assistance provided by NHSLSC at SLS sanctioned carnivals.

SPECIFICATIONS

Carnivals refers to all lifesaving disciplines endorsed by SLS. For clarification of lifesaving disciplines refer to SLSA awards and competition manual.

IRB Water Safety refers to persons receiving reimbursement for contributed hours while performing IRBD & IRBC duties on behalf of NHSLSC.

ELIGIBILITY

The participant is a member of SLSA and holds the required awards for the requested Surf Sports water safety activity.

PROCEDURE

1. Acknowledgment of Expense Prior to Appointing IRB Water Safety

- 1.1 It is the duty of the Team Manager to advise the required IRB Water Safety requirements to the Director of Surf Sports two weeks prior to the carnival.
- 1.2 The Director of Surf Sports is required to complete a purchase order for the agreed amount.
- 1.3 It is the recipient's responsibility to satisfy appropriate qualifications are held and proficient.

2. Providing Reimbursement Form & Statement by a Supplier (SBAS)

- 2.1 Persons completing water safety activity will receive the appropriate reimbursement & SBAS forms prior or on the day of or post the carnival event.
- 2.2 The forms can be provided by the contacting the Team Manager, office or downloading from the website in the library section.
- 2.3 The Team Manager will have copies of relevant reimbursement & SBAS forms on the day of competition in the Team Manager folder.

3. Determination of Completed Water Safety Activity.

- 3.1 The Team Manager, Head Coach or Sectional Coach are responsible to report to the Director of Surf Sports that satisfactory IRB Water Safety duties has been completed.
- 3.2 The Director of Surf Sports will complete and sign reimbursement form.

4. Reimbursement & Statement by a Supplier (SBAS)

- 4.1 The completed forms must be submitted directly to Surf Sports Administration or by email to surfsports@noosasurfclub.com.au
- 4.2 Reimbursement from NHSLSC will be completed by electronic payment within 14 working days from receiving completed form from Director of Surf Sports to the value of \$100 per day, unless otherwise agreed to in writing by the persons completing IRB Water Safety and Surf Sports Director.

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