

Cairns Surf Life Saving Club Policy

Title: Reimbursements to Volunteers	Department: ADMIN
Effective Date: 2 July 2024	Version: 2.0
This policy is approved in accordance with the Cairns Surf Life Saving Club Incorporated Constitution Version 2, paragraph 3(h).	Approved by: CSLSC Board

Introduction

Club members may, on occasion, be required to pay expenses related to Cairns Surf Life Saving Club (CSLSC) business out of their own pockets. Under certain circumstances, as outlined in this policy, these expenses may be reimbursed by the club. These expenses could include equipment purchases, event supplies, travel expenses, training costs, or other necessary expenditures.

One of the objects of CSLSC is to encourage members to realise their potential and athletic abilities by extending to them the opportunity of education and participation in surf lifesaving competition and to award trophies and rewards to successful competitors.

Reimbursements allow club members to be repaid for these out-of-pocket expenses, ensuring that they are not financially burdened by the costs associated with supporting the club's activities.

Purpose

The purpose of this policy is to explain the circumstances where reimbursement of expenses may occur on behalf of CSLSC and the process for doing so.

Policy

CSLSC will reimburse the claimant for expenses incurred by them on behalf of CSLSC where:

- The expenditure claim is less than \$400
- The claimant submits the reimbursement form within 14 days of the date that expenditure was incurred and
- The claimant provides adequate evidence of expenditure such as receipts, invoices, vouchers, tickets or sales docketts.

Reimbursement of reasonable expenses where prior approval of a Board member or Club Officer had not been obtained may be made on an ex-gratia basis at the discretion of the Treasurer.

Activities suitable for reimbursement

Activities covered by this policy include:

- Travel and accommodation at major surf carnivals (excluding local and North Aussies)
- Lifesaving course fees

- Development or Leadership camp fees
- PWC/Marine licences
- Fuel costs when towing club trailers
- Representation at SLSQ or SLSA awards functions
- Equipment purchases

Member Expectations

All members requesting reimbursement for the activities listed above will be expected to:

- Abide by the club's "Code of Conduct for Members"
- Be financial members of the club
- Have performed a minimum of 25 hours of patrols with the club since the time they commenced with the club.
- Compete or participate at carnivals throughout the season.
- Abide by the Surf Sports Officer's and Team Manager's selections and directions.
- Attend 50% of training sessions when provided by coaches of the various surf sports disciplines (or be able to show evidence of other training to the satisfaction of the Surf Sports Officer).

Tiers of reimbursement

Tier 1

- Any activity that benefits the club directly, such as obtaining a PWC/Marine licence or lifesaving course fees.
- Fuel costs when towing club trailers
- Equipment purchases

Reimbursements may be made at 100% of the cost.

Tier 2

- Development or leadership camp fees
- Travel and accommodation where the member is representing the CSLSC at major surf competitions such as State or Aussies.
- Attendance at SLSQ/SLSA awards presentations

Reimbursements may be up to \$300 per major surf competition or function.

Tier 3

- Any activity where the member is representing a regional or branch team.
- Any other activity not covered by the previous tiers.

Reimbursements may be up to \$200 per team representation or activity.

Contacts

The following officers can address questions regarding this policy:

Secretary secretary@cairnssurfclub.com.au

Treasurer treasurer@cairnssurfclub.com.au

Surf Sports Officer surfsports@cairnssurfclub.com.au

Junior Activities Officer jac@cairnssurfclub.com.au

Applying for reimbursement

Members should forward a request to surf.admin@cairnssurfclub.com.au and a form will be emailed to the requestor for completion with the following details. A copy of the receipt and/or course or team acceptance letter must be attached.

Name:

Email address

Phone Number:

Details of expenditure:

Date of expenditure:

Amount of expenditure:

Tier level applied for:

Account name:

BSB:

Account Number:

Approval of reimbursement request

The reimbursement request will be tabled at a monthly CSLSC Board meeting. All requests for reimbursement will receive written notification of the result of the request.