

Cairns Surf Life Saving Club Policy

Title: Reimbursements to Volunteers	AD01
Effective Date: 2 July 2026	Version: 3.0
This policy is approved in accordance with the Cairns Surf Life Saving Club Incorporated Constitution Version 3, paragraph 3.1(a).	Approved by: CSLSC Board

1. Purpose

This policy outlines the circumstances under which CSLSC may reimburse volunteers for expenses incurred on behalf of the club. It establishes clear approval workflows, documentation requirements, and financial governance principles to ensure reimbursement decisions are consistent, fair, and aligned with club priorities.

2. General Principles

CSLSC *may* reimburse expenses; reimbursement is not automatic, and approval is subject to:

- Availability of club funds
- Compliance with Member Expectations
- Submission of required evidence
- Demonstrated direct benefit to the club
- Completion of the Payment Requisition Form
- Approval from the relevant Board Director prior to expenditure
- Final approval by the Treasurer and/or CSLSC Board

The **CSLSC Board retains full discretion** to approve, decline, or partially reimburse any request, regardless of tier.

3. Eligibility for Reimbursement

CSLSC will reimburse a claimant where:

1. Prior approval for the expenditure has been granted by the Board Director responsible for the relevant budget area; and
2. The claimant provides valid supporting documentation (receipts, invoices, course confirmations, fuel docket, etc.); and
3. The expenditure aligns with the applicable reimbursement Tier and any conditions of that Tier.

3.1 Prior Approval Requirement

A failure to obtain prior approval may result in the reimbursement being declined. In exceptional circumstances, reimbursement may be considered on an ex-gratia basis, at the discretion of the Treasurer or Board.

4. Special Conditions – Marine/PWC Licensing

For Marine/PWC licence reimbursements:

- CSLSC will reimburse course fees only after the claimant provides a Department of Transport notice confirming the licence has been approved.
- The claimant must commit to enrolling in the next available IRBD or RWC course they are entitled to attend.
- Failure to complete the IRBD or RWC course may result in the member being required to repay the reimbursed amount.
- CSLSC may reimburse the cost of conducting the marine or PWC course only (conducted by private providers), not the Department of Transport licence fees.

Because these items typically exceed \$400 and may occur months before course participation, they are exempt from the standard \$400 and 14-day limits.

5. Submission Requirements

5.1 Payment Requisition Form

All reimbursement claims must be submitted using the official **Payment Requisition Form**, with supporting documentation attached.

5.2 Timelines

- For standard expenses, claims must be submitted **within 14 days** of the expenditure date.
- Items explicitly listed under Tier 1 (e.g., marine licence fees, trailer towing fuel) are *exempt* from the \$400 and 14-day limit due to their nature and timing.

6. Reimbursement Tiers

Tier 1 – Direct Benefit to the Club

Examples include:

- PWC/Marine Boatsafe licence course fees
- Lifesaving and training courses
- Fuel costs for towing club trailers
- Equipment purchases that directly support club operations

Reimbursement may be made up to 100%, but approval is not guaranteed. Approval depends on prior approval, budget capacity, and Board discretion.

Tier 2 – Representation at Major Events

Examples include:

- Travel and accommodation for World, Australian or State Championships
- Development or Leadership camps
- Attendance at SLSQ/SLSA awards functions

Reimbursement **may be up to \$300** per major event or function.

For the purpose of reimbursement eligibility under Tier 2, a *Major Event* is defined as:

- State Championships,
- Australian Surf Life Saving Championships (Aussies),
- World Lifesaving Championships, or
- Any other event classified as a major representative competition by SLSQ or SLSA.

Minor or local carnivals (including North Aussies) are *not* classified as major events.

Tier 3 – Other Representative Activities

Examples include:

- Representation in regional or branch teams
- Activities not covered under Tier 1 or 2

Reimbursement may be up to \$200 per activity.

7. Member Expectations

As activities eligible for reimbursement fall across four broad categories, then different expectations exist as follows:

Surf Sports activities: All members seeking reimbursement must:

- Be financial members
- Comply with the CSLSC Member Code of Conduct
- Meet participation and training expectations relevant to their discipline
- Be active members holding a Surf Rescue Certificate or Bronze Medallion award and complete a minimum of 10 patrol and 15 other service hours (U13 competitors, Age/Team Managers, Officials, Coaches are exempt from this clause)
- Follow Director of Surf Sports / Team Manager instructions
- Be approved to attend by the Director of Surf Sports

Life Saving activities: All members seeking reimbursement must:

- Be financial members
- Comply with the CSLSC Member Code of Conduct
- Have completed a minimum of 20 patrol hours
- Be approved to attend by the Director of Life Saving (Club Captain)
- Meet participation and training expectations on the activity

Leadership activities: All members seeking reimbursement must:

- Be financial members
- Comply with the CSLSC Member Code of Conduct

- Complete a minimum of 30 patrol hours
- Be approved to attend by the Director of Life Saving (Club Captain)
- Meet participation and training expectations on the activity

Governance activities: All members seeking reimbursement must:

- Be financial members
- Comply with the CSLSC Member Code of Conduct
- Be approved to attend by the President
- Meet participation and training expectations on the activity

8. Patrol Hours

A minimum number of patrol hours, relevant to the training activity undertaken, must have been completed in the previous 12 months, as at the date of the activity.

An exemption to the minimum patrol hours requirement *may* be approved by the Director of Life Saving in the following circumstances:

- The member is transferring from another club and has completed the required number of hours at their previous club, or
- The member has not completed a full season of patrolling for Cairns SLSC; however, the activity is aligned to their personal development plan and assists the club meeting its patrolling requirements.

9. Conflict of Interest

Where a Board Director is responsible for a budget area and seeks reimbursement for themselves or a family member (e.g., Director of Surf Sports approving travel for their own child), approval must instead be sought from the Director of Finance or President prior to expenditure.

10. Decision Notification

All reimbursement requests will be tabled at a CSLSC Board meeting. Claimants will receive written notification of approval, partial approval, or decline.

Contacts

The following officers can address questions regarding this policy:

- Director of Administration (Secretary): secretary@cairnssurfclub.com.au
- Director of Finance (Treasurer): treasurer@cairnssurfclub.com.au
- Director of Surf Sports: surfsports@cairnssurfclub.com.au
- Director of Life Saving (Club Captain): captain@cairnssurfclub.com.au