



## Circular 020:02:08

**To:** Club Presidents                      Club Secretaries  
Club Treasurers

**Cc:**

**From:** Meg Sparshott – Manager, Club Administration and Development

**Date:** 14 February 2008

**Subject:** Club Administration Grants 2007-2008

**Action:**

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Clubs affiliated with Life Saving Victoria (LSV) will receive financial support as a result of undertaking a number of administrative tasks by due dates. The 2007-2008 Criteria is attached.

These administrative tasks have been selected as they ensure a club is performing at an appropriate level for an affiliated life saving club and assists the state to report out to various agencies and government departments. These reports are critical as they support our organisation's ongoing funding requests.

Due to the late notification of this year's criteria, those administrative tasks (Groups A and B) already completed will qualify for immediate payment. Once Group C administrative tasks have been completed, the related funds will be paid to the club by the specified date. Outstanding items from Groups A and B will be paid on completion.

Clubs will be notified in writing of their current status with regards to Group A and B criteria.

It is Life Saving Victoria's intention that all clubs meet these requirements and obtain the funds as it is perceived to be within the club's ability to do so. If any club foresees difficulty with achieving these requirements by the due date they should contact the Life Saving Operations Executive in writing as soon as possible to help resolve the difficulty.

**For additional detail on this Circular contact:** Meg Sparshott – Manager,  
Club Administration & Development  
Email [meg.sparshott@lifesavingvictoria.com.au](mailto:meg.sparshott@lifesavingvictoria.com.au) or by phone (03) 9676 6931  
Circulars are also available at [www.lifesavingvictoria.com.au](http://www.lifesavingvictoria.com.au)  
Address: PO Box 353 South Melbourne DC 3205



## CLUB ADMINISTRATION GRANTS

### CRITERIA FOR 2007 – 2008

**CLUB NAME:**

<b>GROUP A LIST</b>	<b>Completed</b>
<b>A1.</b> 2006-2007 Club Annual Report & Financial Statement Submitted	
<b>A2.</b> 2007-2008 LSV Affiliation Application Form Completed	
<b>A3.</b> 2007-2008 Club Officer Bearer's Form Returned	
<b>A4.</b> 2007-2008 Membership Registered/Current in Surfguard	
<b>A5.</b> 2007-2008 Club Organisational Details Updated & Entered in Surfguard	

*If the Group A criteria have been met \$850.00 (exclusive of GST) will be paid immediately*

<b>GROUP B LIST</b>	<b>Completed</b>
<b>B1.</b> Group A requirements completed	
<b>B2.</b> 2007-2008 Annual Gear Inspection Completed and Passed	
<b>B3.</b> 2007-2008 Club Protocol Agreement Finalised	
<b>B4.</b> All November & December 2007 Patrol, First Aid & Powercraft Logs Returned to LSV	

*If the Group B criteria have been met \$850.00 (exclusive of GST) will be paid immediately*

<b>GROUP C LIST</b>	<b>Completed</b>	
<b>C1.</b> Group A & B requirements Completed		
<b>C2.</b> Have no agreed Outstanding Invoices (not greater than 30 days) with LSV		NYD
<b>C3.</b> Forwarded copies of the following Patrol, First Aid and Powercraft Logs to LSV	<b>January 2008</b>	NYD
	<b>February 2008</b>	NYD
	<b>March 2008</b>	NYD

*If the Group C list is completed by 4 April 2008 \$800.00 (exclusive of GST) will be paid by 18 April 2008*