

Circular 154:11:08

To: Club Secretaries Club Captains
Chief Instructors

Cc: District Officers Regional Officers

From: Mark Scott – Director, Lifesaving Services

Date: 28 November 2008

Subject: DHL Patrol Uniform – New Awardees Requisition and Uniform Purchase Forms

Action:

Following review of the last season's Patrol Uniform allocation, it has been decided to continue the current allocation to all new Bronze Medallion and SRC Award members only of a DHL sponsored patrol shirt, free of charge.

Any additional uniform items are available for purchase at the following costs:

Shirts \$12.65
Regular Shorts \$7.60
Board Shorts \$9.90 (limited quantities – once off supply)
Broad Brimmed Hats \$11.00 (limited quantities – once off supply)

A club wishing to have patrol shirts ready for presentation to successful candidates at the end of their Bronze Camps or assessments may apply for an advance supply of shirts. Alternatively, Clubs may apply for the shirts after candidates have successfully completed their assessment.

A DHL Patrol Shirt New Awardees Request Form is available for the purpose of ordering the shirts.

A monthly conciliation of uniform requests and awards gained will be conducted and any discrepancies in orders will be notified to clubs, remedial actions may include the following:

- Any un-issued patrol shirts are to be returned to the office. A copy of the DHL Patrol Shirt request form MUST be returned with the un-issued shirts showing quantities being returned, to ensure the club is not invoiced for them. Returned shirts must still have swing tags attached and where possible original packaging.

- If a club fails to return un-issued patrol shirts, or returns patrol shirts not in original condition as outlined above, the club will be invoiced for these shirts.
- If additional candidates attend the Bronze Camp or assessment, the club should request additional shirts.

Clubs should ensure that any discrepancies between items ordered and items supplied are immediately brought to the attention of the LSV Logistics Department, please note that generally clubs are contacted prior to despatch of their orders if sizing requirements can not be met.

A separate Uniform Purchase Form should be used when purchasing any additional uniform items.

Both forms are available from the LSV website at:

Uniform Purchase Order Form 2008-2009

[http://www.lifesavingvictoria.com.au/resources/documents/Patrol Uniform Purchase Order 2008 2009.pdf](http://www.lifesavingvictoria.com.au/resources/documents/Patrol_Uniform_Purchase_Order_2008_2009.pdf)

New Awardees Patrol Shirt Requisition Form 2008-2009

[http://www.lifesavingvictoria.com.au/resources/documents/New Awardee Uniform Requisition 2008 2009.pdf](http://www.lifesavingvictoria.com.au/resources/documents/New_Awardee_Uniform_Requisition_2008_2009.pdf)

Clubs are to note that exceptionally large orders will be queried and clubs will be invoiced for extra shirts.

For additional detail on this Circular contact: Meg Sparshott
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