

Circular 160:12:08

To: Club Presidents Club Treasurers
Club Secretaries

Cc:

From: Meg Sparshott, Manager – Club Administration & Development

Date: 30 December 2008

Subject: 2008-2009 Club Administration Grants

Action: Ensure grant criteria is complied with by stipulated dates

Clubs currently affiliated with Life Saving Victoria (LSV) will receive financial support as a result of undertaking a number of administrative tasks by due dates.

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.

Once the series of administrative tasks have been completed before the due date, the related funds will be paid to the club by the specified date.

Clubs with issues in meeting these dates can appeal to the Life Saving Operations Executive in writing within one (1) month of the relevant grant group closing date. Clubs that fail to meet any requirements by the due dates will be notified in writing. This notification will be no later than the paid dates of the relevant grant group in question.

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.

CRITERIA FOR 2008 - 2009

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

GROUP A LIST	Completed
A1. 2007-2008 Club Annual Report & Financial Statement submitted	
A2. 2008-2009 LSV Affiliation Application Form Completed	
A3. 2008-2009 Club Information current in Surfguard: <ul style="list-style-type: none"> • Officer Bearer's Contact Details and Titles • Membership Registered • Club Organisational Details (Please note that Surfguard data will be the only source of contact names and details used by LSV for communications with clubs)	

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

GROUP B LIST	Completed
B1. Group A requirements completed	
B2. 2008-2009 Annual Gear Inspection Completed and Passed	
B3. 2008-2009 Club Protocol Agreement Finalised	
B4. All November & December 2008 Patrol Logs Returned to LSV (This documentation will be used to confirm members' eligibility to compete in the 2009 Victorian Championships)	

If the Group C list is completed by 1 May 2009 \$800.00 (exclusive of GST) will be paid by 22 May 2009

GROUP C LIST	Completed
C1. Group A & B requirements Completed	
C2. Have no agreed Outstanding Invoices (not greater than 30 days) with LSV	
C3. Forwarded copies of the following Patrol Logs to LSV* ^{Note 1}	January 2008
	February 2008
	March 2008

***Note 1:** Hard copies are to be used until advised by LSV, the ability to enter all patrol log statistics into Surfguard is scheduled for release in early 2009 – following this release clubs will be able to submit patrol log statistics electronically in lieu of hard copies.

<p>For additional detail on this Circular contact: Meg Sparshott, Manager – Club Administration & Development Email or by phone: meg.sparshott@lifesavingvictoria.com.au or 9676 6931 0438 000 873 Circulars are also available at www.lifesavingvictoria.com.au</p> <p>Address: PO Box 353 South Melbourne DC 3205</p>
