



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:

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
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Circulars are also available at www.lifesavingvictoria.com.au
Address: PO Box 353 South Melbourne DC 3205



CLUB ADMINISTRATION GRANTS

CRITERIA FOR 2007 – 2008

CLUB NAME:

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

GROUP B LIST	Completed
B1. Group A requirements completed	
B2. 2007-2008 Annual Gear Inspection Completed and Passed	
B3. 2007-2008 Club Protocol Agreement Finalised	
B4. 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

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

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