



Circular 160:11:07

To: Club Secretaries
Chief Instructors
Club Captains

cc Regional Officers
Divisional Officers

From: Meg Sparshott, Manager – Club Administration and Development

Date: 30 November 2007

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

Action:

Following deliberation by the Council of Lifesaving Operations Executive, it has been decided to continue with the allocation to all new Bronze Medallion and SRC Award members 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 (<i>limited quantities – once off supply</i>)
Broad Brimmed Hats	\$11.00 (<i>limited quantities – once off supply</i>)

A club wishing to have patrol shirts ready for presentation to successful candidates at the end of their Bronze Camps or assessments should 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.

At the end of the camp, when the office processes the Form 14, it will be cross-checked with the Patrol Shirt request form.

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 may request additional shirts.

A copy of the DHL Patrol Shirt request form will be provided with the shirts to enable the club member in charge of the Bronze Camp or assessment to cross check quantities, arrange returns and request any adjustments.

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 2007-2008

http://www.lifesavingvictoria.com.au/resources/documents/Patrol_Uniform_Purchase_Order_2007_2008.pdf

New Awardees Patrol Shirt Requisition Form 2007-2008

http://www.lifesavingvictoria.com.au/resources/documents/New_Awardee_Uniform_Requisition_2007_2008.pdf

For additional detail on this Circular contact: Meg Sparshott
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Circulars are also available at www.lifesavingvictoria.com.au

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