

# Proposal – Financial Assistance Policy

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**Developed by:** Charlie Pitney

**Approved on:** 14/08/2018

**Approved by:** PLSLSC Executive Committee

**Date of next Review:** 14/03/2020

## 1. Introduction

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### 1.1. Purpose

The Point Lonsdale SLSC (PLSLSC) is committed to providing an opportunity for all members of the local community to participate in training, leadership and surf lifesaving programs. As a community organisation, the club strives towards ensuring that any member of the local of the community should not miss out on the opportunity to be involved as a result of financial restraints.

In particular, through training and leadership development programs, PLSLSC places an emphasis on ensuring that young people in the community have a chance to be involved and develop skills, friendships and a high level of training. This policy is designed as a guideline for PLSLSC to appropriately and responsibly provide financial assistance to this category of applicants.

### 1.2. Definitions

**Applicant** means a person making an application to participate in a Program and includes members and prospective members.

**Application** means the application form in Schedule 1.

**Bronze Camp** means a Bronze Medallion Course held by PLSLSC and includes the provision of food and accommodation to participants.

**Course Fee** means the fee stipulated by PLSLSC or other relevant authority and includes the cost of facilitation and training as well as food and accommodation.

**Executive Committee** means the Executive Committee of PLSLSC.

**Family Circumstances** means any circumstance concerning the immediate family of the applicant, which may be adverse to the applicant's standard of living, financial state or quality of life.

**Financial assistance** means assistance provided by PLSLSC to a successful applicant in the form of a Subsidy or Sponsorship.

**Financial hardship** means difficulty or inability to pay the Course Fee which for an upcoming Program and extends to the applicant's immediate family members and their circumstances. See Clause 3.1.

**Further training** means any training other than lifesaving training and may include competition training, leadership training and any other training.

**Grant** means a sum of money given by a government, local authority or other organization for a particular purpose.

**LSV or SLSA training** means any training provided by Lifesaving Victoria (LSV) or Surf Lifesaving Australia (SLSA) and includes but is not limited to Leadership and

Development Training, LSV Sports Training and Athlete Development Training and Gold Medallion Training.

**Member** means all current members of PLSLSC under rule 8 of the Constitution.

**Membership fee** means the annual subscription fee payable by each category or Member as determined by the Executive Committee under rule 9 of the Constitution.

**Nippers** means the Point Lonsdale SLSC Nippers Program.

**Program** means Bronze Camp, SRC Camp, Nippers Training program, LSV training or Further training.

**Relevant Executive Committee Member** means the member of the Executive Committee who is responsible for the organisation and execution of a Program and includes the Secretary.

**Sponsorship** means a full reduction of Course Fees and Membership Fees.

**Secretary** means the individual elected under rule 19 of the club constitution to, and holding for the time being, the portfolio of Secretary.

**SRC Camp** means a Surf Rescue Certificate Course held by PLSLSC and includes the provision of food and accommodation to participants.

**Subsidy** means a fee paid by PLSLSC to a third party (including LSV or SLSA) providing training, food or accommodation in a program.

**Training program** means any frontline lifesaving training other than Bronze Camp and SRC Camp and includes any IRB, resuscitation or first aid training.

## 2. Determination

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### 2.1. Bronze Camp, SRC camp and other training program

Upon submission to the Point Lonsdale SLSC Office, a determination must be made by the President, Senior Vice President and Treasurer as to whether that applicant is eligible for financial assistance to complete a scheduled Bronze Camp, SRC Camp or other Training Program.

In making this determination, the President, Vice President and Treasurer must consider the individual circumstances of each application and whether the financial hardship endured by them warrants financial assistances. The factors in section 4 must also be considered.

The President, Vice President and Treasurer may also consult with the Vice President (Lifesaving) If appropriate.

Upon making this determination, the President, Vice President and Treasurer may;

- (a) grant a Subsidy to the applicant for the upcoming program; or
- (b) make a recommendation to the Secretary that the applicant be allowed to enter into the payment plan for any course fee; or
- (c) make a recommendation to the Executive Committee that the applicant receive a Sponsorship position for the upcoming program;  
and;
- (d) inform the applicant in writing of the outcome of their application.

## 2.2. Nippers

Upon submission to the Point Lonsdale SLSC Office, a determination must be made by the President, Senior Vice President and Treasurer as to whether that applicant is eligible for financial assistance to complete a scheduled Nippers Program

In making this determination, the President, Vice President and Treasurer must consider the individual circumstances of each application and whether the financial hardship endured by them warrants financial assistances. The factors in section 4 must also be considered.

The President, Vice President and Treasurer may also consult with the Vice President (Y&LD) If appropriate.

Upon making this determination, the President, Vice President and Treasurer may;

- (a) grant a Subsidy to the applicant for the upcoming program; or
- (b) make a recommendation to the Secretary that the applicant be allowed to enter into the payment plan for any course fee; or
- (c) make a recommendation to the Executive Committee that the applicant receive a Sponsorship position for the upcoming program;  
and;
- (d) inform the applicant in writing of the outcome of their application.

## 2.3. Further Training

Upon submission to the Point Lonsdale SLSC Office, a determination must be made by the President, Senior Vice President and Treasurer as to whether that applicant is eligible for financial assistance to complete a scheduled Bronze Camp, SRC Camp or other Training Program.

In making this determination, the President, Vice President and Treasurer must consider the individual circumstances of each application and whether the financial hardship endured by them warrants financial assistances. The factors in section 4 must also be considered.

The President, Vice President and Treasurer may also consult with the Vice President (Y&LD) If appropriate.

Upon making this determination, the President, Vice President and Treasurer may;

- (a) grant a Subsidy to the applicant for the upcoming program; or
- (b) make a recommendation to the Secretary that the applicant be allowed to enter into the payment plan for any course fee; or
- (c) make a recommendation to the Executive Committee that the applicant receive a Sponsorship position for the upcoming program;  
and;
- (d) inform the applicant in writing of the outcome of their application.

## 2.4 LSV Training

Upon request of an applicant, the Executive Committee may resolve to provide a Subsidy or Sponsorship to a member who wishes to complete LSV training. The factors in section 4 must also be considered.

Upon determination of this request, the Executive Committee must inform the applicant in writing of the outcome of their application.

## 2.4 Membership Fee

Upon request of an applicant, the Secretary may resolve to reduce or waive the Membership Fee. The factors in section 4 must also be considered.

The Executive Committee may also make a recommendation to the Secretary that the applicant be allowed to enter into a payment plan.

Upon determination of this request, the Executive Committee must inform the applicant in writing of the outcome of their application.

This applicant must be informed that this determination will only be valid for one year and that a new application must be made each year.

## 3. Payment Plan

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Upon receiving a recommendation under section 2, the Secretary may agree to allow the applicant to enter into a payment plan to repay the full course fee or membership fee in instalments.

The terms of the payment plan are to be determined by the Secretary.

## 4. Factors to be considered in granting an application

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### 4.1 Factors indicating financial hardship

“Financial Hardship” includes:

- (i) poverty;
- (ii) no current employment;
- (iii) parent, guardian or other person upon whom the applicant is dependant having no current employment;
- (iv) financial strain resulting in an inability to pay lump sum course fee in one single payment;
- (v) financial strain resulting in an inability to pay the membership fee in one single payment;
- (vi) family situation; and
- (vii) any other adverse circumstances.

### 4.2 Other factors to be considered

In granting Financial Assistance, the Relevant Executive Committee Member may consider:

- (i) whether it is in the best interests of PLSLC to enable the applicant to be eligible for financial assistance;
- (ii) whether it is in the best interests of the community as a whole to enable the applicant to be eligible for financial assistance;
- (iii) whether it is within the objects of PLSLSC to enable to the applicant to be eligible for financial assistance;

- (iv) whether the applicant is a current member;
- (v) whether the applicant lives permanently in Borough of Queenscliffe;
- (vi) whether the applicant or applicant's family have had previous involvement with PLSLSC to warrant consideration for financial assistance;
- (vii) whether the applicant has previously been a paying member of PLSLSC and can no longer afford to make payment;
- (viii) whether the applicant has previously received financial assistance;
- (ix) whether it would be fair to the membership as a whole to provide financial assistance to a particular member; or
- (x) whether the granting of financial assistance would promote diversity, multiculturalism and diversity at PLSLSC and in the broader community.

#### **4.3 Financial considerations**

At the beginning of each season, the Executive Committee must determine:

- (i) the current financial state of PLSLSC;
- (ii) the availability of funds for the provision of financial assistance; and
- (iii) whether it is within the interests of PLSLSC to provide financial assistance for the upcoming season.

### **5. Granting of an application**

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Upon the decision to grant an application for Financial Assistance in relation to a program, any costs will be allocated to the portfolio of the Relevant Executive Committee Member.

### **6. PLSLSC must make applicants aware**

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PLSLSC must make all applicants aware that they are eligible to make an application and direct them to policy.

### **8. PLSLSC may apply for grant**

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PLSLSC may apply for any relevant grants to assist with the facilitation and provision of recourses in providing financial assistance to any applicant.

### **9. Limitations**

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Nothing in this policy applies to any future program organised by PLSLSC which is designed to be provided without any course fee to a disadvantaged sector of the community.

## 10. Review

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This policy is to be reviewed two (2) years from the date of which it comes into force.



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**Matthew Ponsford**

Club President



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**Steven Woodfull**

Club Secretary

Date: 14/08/2018 ( \_ / \_ / \_ )

**APPLICATION FOR FINANCIAL ASSISTANCE**

**Applicant details**

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Membership type: \_\_\_\_\_  
*May include non-members*

**Parent /Guardian details**

*Only required to be completed if relevant to applicant's circumstances*

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Membership type: \_\_\_\_\_  
*May include non-members*



POINT LONSDALE  
Surf Life Saving Club

**What do you wish to apply for financial assistance with:**

- |   |                                   |   |
|---|-----------------------------------|---|
| <input type="checkbox"/> Bronze Camp          | <input type="checkbox"/> SRC Camp | <input type="checkbox"/> Membership fee         |
| <input type="checkbox"/> Competition training | <input type="checkbox"/> Nippers  | <input type="checkbox"/> Other (specify): _____ |

**Describe your current financial state:**

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**In light of the above, outline any financial contribution that you are willing to make towards the course fee:**

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**Briefly describe your involvement with PLSLC (including family members etc)**

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Please see the PLSLSC Financial Assistance Policy  
Please return form to: **Point Lonsdale SLSC – 54 Ocean Road, Point Lonsdale VIC 3225**  
**5258 1257**

