

# MEMBER REIMBURSEMENT POLICY

<b>POLICY :</b> PoS-202 – Member Reimbursement Policy & Application Form	<b>APPROVED BY :</b> Sailing Committee
<b>VERSION :</b> V14 November 2019	<b>REVIEW DATE :</b> November 2020

## NATIONAL TITLES TRAVEL ASSISTANCE AND REGATTA ENTRY FEE REIMBURSEMENT

### RATIONALE

This policy is to support and encourage sailors at the Keppel Bay Sailing Club to compete and represent the club at National level. Every Keppel Bay Sailing Club boat competing at a National Title is entitled to a refund of the Entry Fees (as per the Scope below).

### SCOPE

<ul style="list-style-type: none"> <li>• Travel Assistance will be funded per kilometer to the event and return (amount depends on funds available).</li> <li>• Preference will be given to families/sailors who apply for Travel Assistance and Entry Fee Assistance for the first time in the current financial year.</li> <li>• The <u>Travel Assistance</u> if granted, is conditional upon meeting the eligibility requirements as listed below and will be paid <b>prior to the event</b>.</li> <li>• Reimbursement of the <u>Entry Fees</u> if granted, is conditional upon meeting the eligibility requirements as listed below and will be paid <b>after the event</b>.</li> </ul>	<p>Assistance will be considered for:</p> <ul style="list-style-type: none"> <li>◦ Sabot Sailors <ul style="list-style-type: none"> <li>✓ To attend the Sabot National Titles;</li> <li>✓ To attend Sabot Week.</li> </ul> </li> </ul> <p>All other Sailors</p> <ul style="list-style-type: none"> <li>◦ To attend the National Titles of a recognised class.</li> </ul>
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## RECOGNISED SAILING TRAINING PROGRAMS ASSISTANCE

### RATIONALE

This section of the policy is to support and encourage sailors at Keppel Bay Sailing Club to attend recognised Sailing Training Programs.

### SCOPE

<ul style="list-style-type: none"> <li>• The assistance if granted, is conditional upon meeting the requirements as listed below and will be paid <b>prior to the event</b>.</li> <li>• Assistance will be determined after consideration of the Fees but will be limited to a maximum of 50% of the Fees payable, and does not extend to transport costs.</li> <li>• Preference will be given to Members who apply for Training Assistance for the first time in the current financial year.</li> </ul>	<ul style="list-style-type: none"> <li>• Assistance will be considered for : <ul style="list-style-type: none"> <li>◦ South Passage Sailing Training Programs.</li> <li>◦ Young Endeavour Sailing Training Programs.</li> <li>◦ Australian Sailing Training Programs.</li> <li>◦ Queensland Youth Camp held at Keppel Bay Sailing Club</li> </ul> </li> </ul>
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# MEMBER REIMBURSEMENT POLICY

## ELIGIBILITY FOR TRAVEL ASSISTANCE, ENTRY FEE OR TRAINING PROGRAM

Reimbursement or Assistance is conditional upon the following eligibility requirements being met:	Travel Assistance	Entry Fees	Training Program
A. The sailor must be a member of the Keppel Bay Sailing Club and have sailed one full season with the Club.	✓	✓	✓
B. The sailor must have competed in at least 50% of the Club races conducted by the Keppel Bay Sailing Club, in the 12 month period prior to the Application for Reimbursement/Assistance.	✓	✓	✓
C. The sailor must be representing and promoting the Keppel Bay Sailing Club at the event.	✓	✓	
D. Request for assistance for any Regatta/Title/Championship, must be submitted to the Sailing Committee <b>by Friday, 8 December 2019 5pm for events taking place December January or February and 6 weeks prior to all other events.</b>	✓		
E. Request for assistance for a Training Program must be submitted to the Sailing Committee 2 (two) months prior to the event.			✓
F. The sailor must provide the <b>Notice of Race</b> for the event as part of the application.	✓		
G. The sailor must actively promote their participation in the event in the local media, in liaison with Club Management. (An Article before the event). This can be a joint article put in by the Sailing Club.	✓	✓	
H. The sailor must submit an article and photographs for the Club newsletter after the event.	✓	✓	
I. The sailor (or the sailor's family if the sailor is a Junior Member) must fulfil all rostered volunteer commitments for Rescue Boat / Timekeeping /Canteen duties / Friday Night Raffles, or explain why these commitments could not be fulfilled.	✓	✓	✓
J. The sailor must provide to the Club after the event, a <b>receipt for the Entry Fee.</b>		✓	
K. The sailor must provide a copy of the <b>Training Program</b> notice of event as part of the application.			✓
L. The sailor must supply regular updates to the Club whilst the Regatta is underway.	✓	✓	
The Application must be presented to the Sailing Committee prior to the event as stated above and will be addressed individually and at the discretion of the Keppel Bay Sailing Club's Sailing Committee. The Club will assist in fundraising activities, but the applicant must be prepared to plan, organise and conduct these activities.			

# APPLICATION FORM

## MEMBER REIMBURSEMENT

SECTION A- SAILOR & EVENT DETAILS			
Skipper's Name		KBSC Member No.	
Crew's Name		KBSC Member No.	
Boat Name		SailNo.	Class:
Event Name			
Event Type	Sail Training Program/ National Titles (please circle)		
SECTION B- TRAVEL COSTS- NOT APPLICABLE FOR SAIL TRAINING PROGRAMS			
Distance to event from Yeppoon (as a guide, use the RACQ Trip Planner using the shortest route)			_____ kilometres
Is more than one boat or competitor being transported by the one car?	YES / NO	If yes, how many and whom ?	
SECTION C- ENTRY FEES			
ENTRY FEE	\$ _____		
Please provide a relevant copy of the	Notice of Race / Entry Fee / Training Program Notice of Event		

I agree to be bound by the Criteria and Responsibilities listed above and by the Keppel Bay Sailing Club (PoS-202) – Member Reimbursement Policy & Application Form.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date / /

Please email your completed application form to [Sailing@kbsc.com.au](mailto:Sailing@kbsc.com.au) or hand-it over to the Sailing Office staff.

If you have any queries about your application, please call KBSC's Sailing Department on (07) 49399542.

Thank you for your application.

### Office Use Only

Date review by subcommittee:		Date review by Sailing Committee:		Date review by Board of Directors:	
Signature:		Signature:		Signature:	
Amount:	\$ _____	Cheque No.:		Date received:	/ /