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| Pages: 3 | Approved: Sailing Committee |
| Version: Nov 2022 | Next review: Nov 2024 |

NATIONAL TITLES TRAVEL ASSISTANCE AND REGATTA ENTRY FEE REIMBURSEMENT

Rationale

This policy is to support and encourage sailors at the Keppel Bay Sailing Club (KBSC) to compete and represent the club at the National level. Every KBSC boat competing at a National Title is entitled to apply for a refund of the Entry Fees, and part travel costs as per this policy. The amount allocated by the Sailing Committee is derived using a mathematical equation to ensure equitable distribution of the nominated funds.

The monetary assistance depends on the availability of KBSC funds as accrued through club revenue or associated member fundraising. The Application must be presented to the Sailing Committee prior to the event as noted here and will be addressed individually and at the discretion of the Sailing Committee. The Club generally assists in fundraising activities, but the applicant must be prepared to plan, organise and conduct these activities.

Scope

Travel Assistance will be funded per kilometre to the event and return. The monetary rate per kilometre depends on funds available as well as the number of applicants – and is calculated at an agreed-on a pro rata basis reviewed annually by the Sailing Committee.

The Regatta entry fees may be reimbursed in full depending on funds available as well as the number of applicants.

Reimbursement will be offered on first preference to families/sailors who apply for Travel Assistance and Entry Fee Assistance for the first time in the current financial year.

Funding offers will be conditional upon meeting the eligibility requirements listed below.

Assistance will be considered for Sabot Sailors to attend the Sabot National Titles; and Sabot Week.

Assistance will be considered for all other Sailors to attend the National Titles of a recognised class.

For Multi Crew boats each crew member allocated a position onboard is eligible provided all the eligibility requirements are personally met for that crew member. Maximum number of claimants per boat is not to exceed the number of onboard positions required to compete. On production of proof of payment and fulfilment of the commitments of this policy each eligible crew member can claim an equal proportion of the entry fees (i.e. 3-person crew = 1/3 of the total amount claimable) and travel expenses using the road transport distance as a yardstick of value regardless of mode of transport. It is the discretion of the claimant as to contribution of funding to the crew budget.

The ineligibility of one crew member does not preclude the eligibility of the other individual members to claim.

RECOGNISED SAILING TRAINING PROGRAMS ASSISTANCE

Rationale

This policy section supports and encourages sailors at KBSC to attend recognised Sailing Training Programs.

Scope

Funding offers will be conditional upon meeting the eligibility requirements listed below.

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.

Preference will be given to Members who apply for Training Assistance for the first time in the current financial year.

Assistance will be considered for:

- South Passage Sailing Training Programs.
- Young Endeavour Sailing Training Programs.
- Australian Sailing Training Programs.
- Youth Sail Queensland held at KBSC.

ELIGIBILITY FOR TRAVEL ASSISTANCE, ENTRY FEE OR TRAINING PROGRAM

| Eligibility requirements | Travel Assistance | Entry Fees | Training Program |
|--|-------------------|------------|------------------|
| A. The sailor must be a KBSC member and have sailed one entire season with the Club. | ✓ | ✓ | ✓ |
| B. The sailor must have competed in at least 50% of the Club races conducted by the KBSC in the 12-month period prior to the Application for Reimbursement. | ✓ | ✓ | ✓ |
| C. The sailor must be representing and promoting the KBSC at the event. | ✓ | ✓ | |
| D. Request for assistance for any Regatta/Title/Championship must be submitted to the Sailing Committee six weeks prior to the events. | ✓ | | |
| E. Request for assistance for a Training Program must be submitted to the Sailing Committee six weeks prior to the events. | | | ✓ |
| F. The sailor must provide the Notice of Race or a copy of the Training Program for the event as part of the application. | ✓ | | ✓ |
| G. The sailor must actively promote their participation in the event in the local media, liaising with Club Management. | ✓ | ✓ | |
| H. The sailor must submit an article and photographs for the Club newsletter or to the KBSC Members Facebook page after the event. | ✓ | ✓ | |
| I. The sailor (or the sailor's family if the sailor is a Junior Member) must be an active volunteer (e.g., Rescue Boat / Timekeeping /Canteen duties / Friday Night Raffles). (Note that the Sailing Committee, in an entirely subjective assessment supported by evidence, will determine the rate of commitment – for example: if one sailing class takes a particular interest in fundraising. Otherwise in general, a modicum of commitment is sufficient). | ✓ | ✓ | ✓ |

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| J. The sailor must provide to the Club after the event, a receipt for the Entry Fee. | | ✓ | |
| K. The sailor must supply regular updates to the Club whilst the Regatta is underway via email or to the KBSC Members Facebook page. | ✓ | ✓ | |

APPLICATION FORM - MEMBER REIMBURSEMENT

| SECTION A- SAILOR & EVENT DETAILS | | | |
|---|---|----------------------------|--------|
| Skipper's Name | | KBSC Member No. | |
| Crew's Name | | KBSC Member No. | |
| Crew's Name | | KBSC Member No. | |
| Boat Name | | Sail No. | 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 Member Reimbursement Policy & Procedure.

Name: _____ Signature: _____ Date: ___/___/___

Email your completed application form to sailing@kbsc.com.au or hand-it to the Sailing Office.

If you have any queries about your application, call KBSC's Sailing Department on (07) 4939 9542.

Thank you for your application.

| Office Use Only | | |
|--|-----------------------------------|--|
| (Sailing Department to provide approved Member Reimbursement Applications to Finance Team for payment) | | |
| Date received by KBSC Sailing Department: | Date review by Sailing Committee: | Date payment made to member by Finance Team: |
| Signature: | Signature: | Signature: |
| Staff name: | Amount: \$ | Ref No: |