

Cudgen Headland Surf Lifesaving Club Surf Sports Competition Policy



Version 4.0

1st August 2023



Policy Title: Cudgen Headland SLSC Surf Sports Competition Policy

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Amendments made in August 2023:

Section 1 b. Surfsports Budget

Budget to assist with the following expenses: Removed reference to "carnival entry fees and replaced with Development Camps".

Section 1 d. Competitor levy

Added: "Competitors are no longer requested to pay a competitors levy" and "Athletes are responsible for the payment of their own individual entry fees for all carnivals". Included some text about the clubs fundraising system.

Section 2 a. Carnival Entry Fees

Updated advice in respect to athletes responsibility for the payment of entry fees or reimbursement to the club.

Endorsed by:

Surf Sports Director: <i>Adam Mills</i>

Date: 1st August 2023



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1. Introduction

The Cudgen Headland SLSC has had strong performances at all the major carnivals over the last few seasons with medals coming from the Youth Champs, Masters and Open competitions at Aussie Championships, demonstrating that we can mix it with the big metropolitan clubs. In addition, we are seeing records numbers of our competitors being selected in representative teams such as the FNC Interbranch and NSW Country Teams.

This is a testament to the dedication and discipline that our Coaching staff and competitors have shown with their training and their committment to cementing the clubs position, in the competition arena, amongst the leading country clubs in the state.

a. The Policy

This Competition Policy has been developed to provide some guidance for Cudgen Headland Surf Life Saving (*The Club*) competitors, officials and Surf Sports Committee Members in respect to the club's commitment to assist with the development of Surf sports.

The policy applies to all financial active competitive members of the club competing in Surf Lifesaving events sanctioned by Surf Life Saving Australia (SLSA) including: Under 15, Under 17, Under 19, Opens and Masters.

b. Surf Sports Budget

Each season the Surf Sports Standing Committee prepares a budget to assist with the following expenses:

- ❖ Training development Camps (Note: Athletes may be requested to pay a fee to attend these camps depending on the funds available)
- ❖ The provision of transport to carnivals where deemed appropriate.
- ❖ The transport of competitor craft to carnivals using the club trailers (dependent on the availability of resources).
- ❖ Accommodation at some events for Competitors, Management and Officials (some subsidies may also be available for competitor organised accommodation).
- ❖ Support to Officials, IRB support crews, First Aid Officers and Water Safety personnel who assist at major Carnivals.
- ❖ Provision and maintenance of Club Equipment.
- ❖ Subsidy assistance for the costs associated with representative Teams
- ❖ Subsidy assistance for the purchase of competition craft and equipment.

Note: the level of subsidy or assistance provided is dependent on the funds available. The Surf Sports Committee will maintain an effort to ensure that there is a fair and equitable distribution of available funds to the Surf Sports team.



c. Competitors Agreement

All members of Cudgen Headland SLSC who take part in competition representing the club must sign the Competitors Agreement form.

A copy of the Competitor Agreement form is attached at Appendix A to this policy document.

d. Competitors Levy

Competitors are no longer requested to pay a competitors levy but are required to pay their annual membership fee as an active member of the club.

Athletes are responsible for the payment of their own individual entry fees for all carnivals (such as SLSNSW Country; SLSNSW Open/Masters; SLSA Youth, Masters and Open Championships).

The club currently has a fundraising system whereby a % of the profit from any fundraising activity is distributed to the athletes that contributed their time to raise the funds in the form of a credit. The credit can be used to pay for competition related expenses such as entry fees, subsidise the purchase of craft and competition equipment, help pay for team levies, etc.

e. Team Uniforms

Competitors are required to purchase and wear 'Cudgen Branded' swimwear and a club competition cap when representing the club at all competitions.

Competitors that are selected to represent the club at the three major Championships (NSW Country, NSW State and Aussies) will be eligible for the receipt of Cudgen Team Representative Gear.

2. Carnivals

a. Carnival Entry Fees

Carnival entries that are completed via SLSA entry management system (SEMS) attract an entry fee that is generally invoiced to the club. These entry fees will be passed on to the athletes as a debit and it is the responsibility of the athlete to either reimburse the club for the fee or participate in one of our fundraising events to assist with paying off the debit. Guidelines in relation to these entry fees are as follows:

- ❖ **Major Carnivals include:** SLSNSW Country Championships; SLSNSW Master and Open Championships; SLSA Youth, Masters and Open Championships, Pool Rescue, Board Riding and IRB Competitions (entry fees are Reimbursement to the club as outlined above);

Note: FNC Branch carnivals do not attract entry fees for branch-affiliated competitors.



- ❖ **Other Carnivals and Special Events:** The cost of entry for other carnivals and special events entered throughout the year will be the responsibility of the Competitor. These generally include any events run in QLD or outside of the FNC branch .
- ❖ **Withdrawal/Failure to compete:** Competitors are required to notify the Competition Officer as soon as possible of their withdrawal from an event. For all carnivals, NO refund of the entry fee will be provided if the competitor withdraws after the CLUB's advertised closing date for entries.
- ❖ **Late entry fees** must be paid to the club prior to the Late Entry being submitted. Where late entries are taken at an event and the club is invoiced, it will be the responsibility of the competitor to meet the costs.

b. Transport of competitor craft to carnivals

The club will endeavour to arrange to tow the club trailer/s to each branch and major carnival for the transport of competition craft to each venue.

Any vehicle that is used to tow the Club's trailer when transporting club and personal competition equipment to carnivals will be eligible for the reimbursement of fuel costs. To receive a reimbursement, they must provide the Surf Sports Treasurer with receipts and their bank Account details.

Vehicles that tow club trailers should be registered and comprehensively insured by their owners. There is some coverage for members out of pocket "excess" expenses available through the clubs Motor Insurance Policy should an incident occur whilst towing the craft.

Privately owned craft being transported on club trailers are covered by the Club's Marine Transit Insurance Policy.

c. Accommodation at carnivals

The Club will endeavour to organise group accommodation for some carnivals (when available and/or appropriate) and may subsidise the cost of the accommodation if finances are available.

Club organised group accommodation and/or subsidy may be available to all Competitors, Management, Officials and Support crews (e.g. IRB / First Aiders).

When travel and accommodation has been organised independently, the Surf Sports Committee may make subsidies available for any competitor or official that chooses to travel/stay independently.



3. Team Selection Policy

a. Teams Selection

The following rules have been adopted by the club in respect to the selection of teams to represent the club at competition events:

- ❖ The selection of Teams will be the responsibility of the Club Coach(s) who may consult with the Team Manager and Age Managers and their decision will be final.
- ❖ The Club Coach(s) are responsible for the selection of the Teams prior to the Event, notifying the Competition Officer of Team selections and posting the Team selections in a timely manner prior to the event being held.
- ❖ The Club Coach(s) has/have the prerogative to change teams on the day of competition due to a change of conditions and may request that Team Managers and Age Managers make appropriate changes.
- ❖ The Club Coach(s) will select as appropriate the best Competitive Teams available after considering a competitor's results for the season and the club's ability to field the most competitive teams.
- ❖ Competitors entering any individual events at Carnivals are to make themselves available for Club Team selections by the Club Coach(s).
- ❖ No changes to Selected / Entered Teams are to be made without consulting the Club Coach(s).

b. Withdrawal from Competition (Team Event)

A Competitor withdrawing from a team at a competition must:

- ❖ Provide timely notification within the team substitution rules of the event (to allow adequate team substitutions to be made).
- ❖ Seek prior consultation and permission/agreement from the Club Coach(s) and Team Manager.
- ❖ Not (by their withdrawal) jeopardize other Team Competitors right to compete.

Note: Any actions contrary to this policy will be dealt with by the surf sports executive.

c. Right of Appeal:

Competitive members will have the right of appeal in relation to any disciplinary actions, which must be submitted in writing to the Director of Surf Sports within seven days of the disciplinary action.

Any appeal will be reviewed by a Surf Sports Appeal Committee consisting of the Director of Surf Sports, Club Coach(s), Competition Officer, Team Manager. The competitor (and representative) will be provided with an opportunity to discuss their submission.



4. Club Subsidies

a. Allocation/Subsidy Timeframes

Each SLS season information will be distributed to all Cudgen Headland SLSC members notifying them that applications are available for subsidies that relate to this Competition Policy. This information will have clear guidelines on the time frames for individuals to complete the application. A copy of the application for subsidy is attached at Appendix D for reference.

If an application is received after the designated date, (without reasonable explanation) the application will not be considered. It is the individual competitor's responsibility to complete the application form **in full** and follow all guidelines.

b. Allocation/Subsidy Selection Panel

The Surf Sports Committee members will make up the selection Panel to evaluate each application. The minimum number of committee members required to consider subsidy application is as follows:

- ❖ Surf Sports Director
- ❖ Surf Sports Secretary
- ❖ Surf sports Treasurer
- ❖ Competition Officer
- ❖ Head Coach

Each application will be scored according to the Panel Scoring Sheet, Attached at Appendix E. These scoring sheets will be kept on file by the Secretary of Surf Sports.

c. Allocation/Subsidy Appeal Process

Should the applicant not be satisfied with the outcome of the Selection Panel they have fourteen (14) days to lodge a written appeal to the Surf Sports Director. The appeal will be answered in writing within fourteen (14) days of receipt of the appeal.

5. Club Competition Craft and Storage Policy

a. Club Craft

The Club have a limited amount of craft/equipment available for competitors to use at training and carnivals and competitors are encouraged to purchase their own. The following rules have been adopted by the club in respect to the use of club craft:

- ❖ All competitive members who wish to maintain the sole use of a Club subsidised/sponsored craft/piece of equipment (i.e. board and ski) must apply for this privilege by completing the Club Craft Allocation Application attached at Appendix B.



- ❖ The Craft Captain is responsible for maintaining a Club Craft/Equipment Register and ensuring that the clubs asset register is updated for insurances purposes. A copy of the Craft & Equipment registration form, which is to be prepared for each item, is attached at Appendix F.
- ❖ Competitors who have been allocated club owned craft /equipment are responsible to pay for all repair expenses for this craft/equipment. The competitor will be required to pay a bond before being allocated the craft/equipment, which will be used for the payment of any repair expenses for the craft, if damaged upon its return at the end of the season. The Craft/Equipment will always remain the property of the Club who will have first option on resale.

b. Craft Allocation Criteria

All club owned craft will be listed on the club's craft inventory and competitors who meet the following criteria can apply for the allocation of club owned craft for the current SLS season:

- ❖ Must be a financial member of the club within the current season.
- ❖ Must have their competition rights with Cudgen Headland SLSC.
- ❖ Must be proficient and hold the Bronze Medallion qualification. Under 15 competitors must be proficient and hold the Surf Rescue Certificate.
- ❖ Must have completed the required number of patrolling hours as set by the club and SLSCA for the season of competition within the relevant timeframe.
- ❖ Must be active in fundraising activities for the club.
- ❖ Must maintain a consistent and proven training record (The club's priority will be to support the Cudgen Headland Competitors who train regularly with the Club's Coaches).

Note: Preference for allocation will go to a competitor who has been an active, financial member of the club for a minimum twelve (12) month period and who have also competed at Far North Coast (FNC) Branch and the three major carnivals in the preceding season.

c. Craft Storage Policy

A limited amount of space on the ground floor of the club is available for the storage of craft. The Surf Sports Committee is responsible to ensure that they provide a fair and equitable system when allocating space for the storage of personal craft. Some guidelines are as follows:

- ❖ Cudgen Headland Competitors will NOT be charged for the storage of competition craft.
- ❖ The club is responsible for providing a structured and safe storage facility and will maintain a club contents insurance policy that covers personal competition craft stored in the club for fire theft or damage.



- ❖ Club owned craft will have priority for storage allocation.
- ❖ Members competing for Cudgen Headland will be given priority for craft storage.
- ❖ Members who DO NOT meet the craft allocation criteria listed previously will NOT be guaranteed a spot for their craft and the allocation of space will be dependent on how much space is available.
- ❖ Due to the current limited space, it is a requirement to apply for storage of personal craft/equipment. See Appendix C for application form.

It is the responsibility of all club members to ensure the craft storage area and craft are secure and that the area is kept tidy at all times

6. Representative Teams and Development Programs

Throughout the course of the year athletes have the opportunity to nominate for representative teams and development programs

a. Club Endorsement Policy

It is the responsibility of the athlete to complete the relevant nomination application process and seek club endorsement by the Director of Surf Sports or their delegate when required. Most applications are completed online and require a letter of endorsement to accompany the on-line application.

If Branch approval is also required, the Director of Surf Sports or their delegate will generally seek this on behalf of the athlete.

Outlined below is the procedure for team nominations.

b. Representative Teams and Development Program Levies

Whilst the club raises money to assist with subsidising the costs associated with these opportunities please be aware that the athlete may be responsible to pay part or all of the costs or be required to reimburse the club for costs that are invoiced directly to the club

Note: The Surf Sports Executive must approve all requests for financial assistance from the Cudgen Old Boys Association or other contributing parties.

7. Review period of Policy Document.

This Policy is to be reviewed regularly when required, and it is recommended that it is reviewed by the Surf Sports Committee at a minimum every three years to maintain its relevance.



Appendix A

Competitor's Agreement Form



Competitor's Agreement form

This application form is to be completed by each competitor to register as part of Team Cudgen. As outlined in the policy document each competitor is responsible for the payment of the annual membership fee. By signing the competitor agreement form, paying the club membership fee and meeting the criteria listed below, you will be eligible for the following services when applicable:

- ❖ Subsidised Travel and Accommodation
- ❖ Access to accredited coaching staff
- ❖ Competition Craft Storage (criteria to be met)
- ❖ Subsidised team uniform
- ❖ Use of club competition craft
- ❖ Subsidy for Representative Team costs (FNC, NSW, SLSA)
- ❖ Insurance of personal competition craft whilst in storage, during training, during competition and whilst in transit on club gear trailers.

Applicant's Details

Name			
Application Date		Age Group	
Mobile Phone		Member Since	
Email Contact			
If U18 Parent/Guardian details:			
Name			
Mobile Phone			
Email Contact			
Clothing Size			
T-Shirt		Shorts	
Hoodie		Competition Rashy	

To be eligible to register for the season each Competitor must meet the following criteria:

- I am a financial member of the club.
- I hold the bronze medallion qualification and am currently proficient, or am an under 15 competitor and hold the Surf Rescue Certificate.
- I will complete the required patrolling hours as set by the club and SLSA.
- I have read the Cudgen Headland Surf Sports competition policy document and understand my commitments in relation to SLSA and the club.



- I am willing to participate in fundraising activities for the club, including, but not limited to, meeting my commitments to raffles/BBQs.
- I am willing to represent the club at FNC Branch carnivals and attend the Club championships
- My competition rights are held with Cudgen Headland SLSC.

Competition this Season

I plan to compete for the club in the following competitions this season:

- Far North Coast (FNC) Branch carnivals and the FNC Branch Championships
- NSW Country Championships
- NSW State Championships
- SLSA Australian Championships or SLSA Youth Championships

Medical

Please list below any medical restrictions/conditions or previous injuries that the coaching staff may need to be aware of during training or competition.

Medical Restriction/Condition	Medication/Treatment
Emergency Contact Name	Contact Number
Competitor's Signature	

If the applicant is under the Age of 18 Years:

Parent/Guardian's Signature	
Date:	

Registration Fee Paid/receipt number		Date:
Treasurer's Signature		Date
Director of Surf Sports Signature		Date:



Appendix B

Club Craft Allocation Application



Club Craft Allocation Application

This application is to be completed by a competitor who wishes to apply for the allocation of club craft (please tick the applicable item):

- SLS Craft - Ski
- SLS Craft - Board
- SLS Equipment

Please provide particulars of SLS Equipment below (e.g. rescue fins):

Applicant's Details

Name	
Application Date	

I, the applicant, do hereby apply for the allocation of club craft/equipment as listed above for my exclusive use whilst I am an active member of the club and understand that I will be responsible to maintain the craft/equipment at all times and pay for all repair expenses.

I also understand that the Craft/Equipment will always remain the property of the Club who will have first option on resale and that should I cease to be a member of the club or no longer represent the club in competition, that the craft/equipment will be returned to the Craft Captain for reallocation.

Members Signature	
If the applicant is under the age of 18	
Parent/Guardians Signature	
Date	

Requested Craft

Please specify below the craft/equipment that you are applying to use (refer to the Surf Sports Craft Register or discuss with the Craft Captain for details of all club craft available).

Craft Registration Number	
Craft Description/markings	
Other Equipment	



Allocated Craft

Details of the Craft / Equipment Allocated by the Craft Captain:

SLSA Registration Number	
Purchase Date	
Description/Markings	
Purchase Price (\$)	
Current Value (\$)	
Sponsor Details	
Allocation Details	Name:
	Phone:

Record of Bond Payment

Bond Paid/receipt number		Date:
Treasurer's Signature		Date
Director of Surf Sports Signature		Date:

Note: The competitor will be required to pay a bond before being allocated the craft/equipment, which will be used for the payment of any repair expenses for the craft if damage has been found during an inspection by the Craft Captain upon its return at the end of the season".



Appendix C

Application for Storage of Personal Craft / Equipment



Application for the Storage of Personal Craft and Equipment

The Craft Captain will administer this application and then add it to a register of stored assets for insurance purposes. Once a storage space is allocated this application form will be filed in a register for the season. (please tick the applicable item):

- SLS Craft – Ski / Double Ski
- SLS Craft - Board
- SLS Equipment (Other)

Details of the Craft / Equipment

SLSA Registration Number	
Description/Markings	
Purchase Price (\$)	
Date of Purchase	

Applicant's Details

Name	
Application Date	

I, the applicant, do hereby apply for the allocation of storage space for the storage of the personal craft/equipment listed above and understand that I am responsible to maintain the craft/equipment at all times.

I understand that the craft/equipment storage spot is allocated to me for my exclusive use whilst I am an active member of the club and that should I cease to be a member of the club or no longer represent the club in competition, the craft/equipment will be removed from the storage space and I will notify the Craft Captain accordingly.

Members Signature	
If the applicant is under the age of 18	
Parent/Guardians Signature	
Date	

Space Allocation Approved

Craft Captain Signature		Date:
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Appendix D

Application for Subsidy of Craft/Equipment



Application for Club Subsidy

This application is to be completed by eligible competitors who wishes to apply for subsidy towards the following (please tick the applicable item):

- SLS Craft & Equipment
- Training Fees
- Other (Please list below)

Please provide particulars of additional items that you are requesting subsidy for below:

Applicant's Details

Name	
Age Group	
Application Date	
I have assisted with the following fundraising activities	
1.	
2.	
3.	
4.	

Achievements (U15- Opens)

Please list below your most recent competitive results for each of the major carnivals listed. If there is not enough space or other results that you would like to provide please attach separately.

NSW Country Championships (Top 3 places - Individual Events Only)

Venue/Season	Event	Result



NSW State Championships (Top 6 places – individual and team)

Venue/Season	Event	Result

SLSA Australian Championships (Top 6 places – individual and team)

Venue/Season	Event	Result

ILS World Championships (Top 6 places – individual and team)

Venue/Season	Event	Result

Other Competition (E.g. Masters Events, Pool Rescue, Surfing, IRB)

Your 4 best results will be taken into consideration.

Venue/Season	Event	Result



Please list any other aspects of your involvement with Cudgen Headland SLSC that may benefit your application for subsidy?

Members Signature	
If the applicant is under the age of 18	
Parent/Guardians Signature	
Date	



Appendix E

Panel Scoring Sheet



Surf Sports Panel Scoring Sheet

This scoring sheet may be used by the Surf Sports Panel as a guide to assist with assessing an application received from a competitor for subsidy or club craft allocation.

Applicants Name	
Date	

Panel Members

Name	Signature

Mandatory Criteria

- Is a financial member of Cudgen Headland SLSC
- Holds the bronze medallion qualification and is currently proficient or is an U15 competitor and holds a Surf Rescue Certificate
- Has completed the required number of patrolling hours as set by the club and SLSA for the season of competition within the relevant timeframe
- Has their competition rights with Cudgen Headland SLSC

Scored Criteria

- Has been an active, financial member of Cudgen Headland SLSC for the past season over a twelve (12) month period – 10 points
- Has assisted with fundraising activities for Cudgen Headland SLSC – 5 points
- Was placed as a medallist in an individual event at the NSW Country Championship – 5 points
- Was part of a team, which placed in the top six at any of the major championship events (NSW State Championships, SLSA Australian Championships, ILS World Championships) – 5 points.



Was placed in the top six in an individual event at any of the major championship events (NSW State Championships, SLSA Australian Championships, ILS World Championships) – 10 points.

Other Competition - must be at a state/national event – 5 points

Attended Far North Coast (FNC) Branch carnivals, including the FNC Branch Championships last season – 5 points

Attended either the NSW Country Championships, NSW State Championships or SLSA Australian Championships – 5 points for each event

Maintains a consistent and proven training record – 5 points

Score:

Assessment Result

Approved

Not approved

Provide particulars below of what the applicant has been approved for:

Item	Total \$ Value	Clubs % of Cost
Panel comments on application		



Appendix F

Craft/Equipment Register



Craft and Equipment Register

The Craft Captain will administer this form and then add it to a register of stored assets for insurance purposes. (please tick the applicable item):

- SLS Craft – Ski / Double Ski
- SLS Craft - Board
- SLS Equipment (Fins)

Details of the Craft / Equipment

SLSA Registration Number	
Purchase Date	
Description/Markings/ photo	
Purchase Price (\$)	
Estimated Current Value (\$)	
Sponsor Details	