



# SHELLY BEACH SURF CLUB

## Delegation of Authority (Revision 2)

Effective April 2016

### Context

Surf Clubs are becoming increasingly complex. Fluctuating membership numbers, the type of memberships, commercial arrangements, events, equipment, training, compliance through to community and social matters.

With this complexity comes the need to support these various streams financially.

### Purpose

The purpose of this document is to provide clear principles, guidelines and rules for the spending of money for and on behalf of Shelly Beach Surf Club. This procedure isn't intended to impair club operations; it is intended to be a framework for effective operations.

### Revenue Principles

All monies paid to Shelly Beach for ANY purpose must be put through the central bank as soon as possible. If a donation is received accompanied with a letter from a person or entity indicating that the money is for a specific club related purpose, then that request will be honored ONLY if the request is not solely for an individual.

### Scope

All spending will be required to conform to this document. The spending of money outside of the rules laid out in this document may result in refusal to reimburse and will only be approved by the executive.

### Glossary of Terms

<b>Term</b>	<b>Meaning</b>
D.O.A	Delegation of Authority is the sum of money a role is approved to spend under agreed conditions. The agreed conditions is this document and/or approval from the President and/or approval from the presidents delegated authority in his/hers absence
Forecast	A plan for how much money may be required in the future for a particular spend. A forecast is a planning tool only and is not an approval to spend under any circumstance
Budget	A Budget may or may not be derived from a forecast. A budget is an amount of money approved by the exec for spend for an agreed scope under agreed terms and conditions
Working Capital	Work Capital is money made available through cash flow and without the need to draw upon club savings
Capital Expense	Capital Expense or <b>CAPEX</b> is the term for spending money on new items or the replacement of items over the value of \$250. <b>All CAPEX will require the approval of the Executive – No Exception</b>
Operational Expense	Operational Expense or <b>OPEX</b> is the term used for spending money on replacement items such as consumables. Fuel, Stationary, minor repairs, bar stock

## Capital Spend

In accordance with the Shelly Beach Surf Club Constitution; sections 30.2(a) and 30.2(b) the Delegation of Authority will be formed around the Executive Committee and the Board of Management.

**Table 1 - Constitution Sections 30.2(a) and 30.2(b)**

<b>Executive Committee (EXEC)</b>	
President	President
Director of Administration	Secretary
Director of Finance	Treasurer
Director of Life Saving	Club Captain
Director of Youth Development	Junior Chair (JAC) and Deputy President
<b>Board of Management (BOM) includes the above (5) roles plus the (2) below</b>	
Director of Surf Life Saving	Chief Training Officer
Director of Competition	Head Coach

For the spending of capital outside the **Spend Categories and Approval Matrix** listed in **Table 3** the following governance will be applied to Capital Expense. All approvals are to be recorded in the minutes of the next BOM Meeting (Senior Meeting).

**Table 2 - Delegation of Authority**

<b>Amount</b>	<b>Authority</b>
\$0 to \$1,000	1 x EXEC OR 2 x BOM
\$1,001 to \$3,000	2 x EXEC AND/OR 1 x EXEC PLUS 1 x BOM
\$3,001 to \$7,500	3 x EXEC AND/OR 2 x EXEC PLUS 1 x BOM
>\$7,500	4 x EXEC AND/OR 3 x EXEC PLUS 1 x BOM

**Table 3 – Spend Categories and Approval Matrix**

Category	Class	CAPEX / OPEX	Approval to Spend	Scope	Delegation
Life Saving	First Aid Consumables	OPEX	\$500	Includes Oxygen, Masks, Gloves and general First Aid Kit replenishment, Sun Block for the Patrol Wagon	First Aid Officer may spend up to \$500 on any one item per month
	First Aid Equipment	CAPEX	NIL	Equipment (New and Replacement) including Spinal Boards, Defibs, and spinal Straps	NIL – refer <b>Capital Spend</b>
	Radio, Helmets, IRBs and Motors	CAPEX	NIL	Equipment (New and Replacement) Radios	NIL – refer <b>Capital Spend</b>
	Rescue Equipment Repair	OPEX	\$250	Board repair, IRB patching, Engine Guards	Respective Role may spend up to the Approval to Spend on any one item per month
	Rescue Equipment	CAPEX	NIL	Any purchase including Boards, IRBs, Motors etc.	NIL – refer <b>Capital Spend</b>
Administration	Stationary and Consumables	OPEX	\$100	Includes Ink, Paper and Postage	Any person can purchase for Surf Club Purposes. For purchases outside of the club justification must be provided before the money is spent.
	Administration Equipment	CAPEX	NIL	Desks, Chairs, Printers, Computers, Ipads, Projectors	NIL – refer <b>Capital Spend</b>
Attire / Clothing	Standard Nipper Uniform and Patrol Uniform	OPEX	\$500	Standard Nipper Uniform and Patrol Uniform	Replenishment of stock to a maximum of \$1000 is allowed. Any additional stock must be approved by the Executive even at the start of the season
	Carnival Uniform	CAPEX	NIL	Any non standard uniform requires approval. This is for both cost and branding and sponsors	NIL – refer <b>Capital Spend</b>
Fund Raising	Fund Raising other than Coin Collection and BBQs	CAPEX	NIL	Fund Raising in encouraged but approval will come from the Executive to ensure consistency.	NIL – refer <b>Capital Spend</b>

				This includes Chocolate Drives and 3 <sup>rd</sup> Party raffle tickets.	
Nippers	Equipment	OPEX	\$250	Buckets, Ropes, Folders etc	Age Manager via JAC President
Training	Books and Courseware	OPEX	\$250	Nippers and Rookie Books, Bronze Courseware Etc	Training Officer. Amount may be increased to \$500 where there is evidence of Course bookings
	Courses (Internal and External)	CAPEX	NIL	Courses that are run via nomination and/or invitation	NIL – refer <b>Capital Spend</b>
Competition	Board Repairs	OPEX	\$200	Dings and Fin Repair, Pads and Handles	The Board and Ski Captain or Club Captain
	Ski Repairs	OPEX	\$300	Dings and Fin Repair, Pads, Pedals and Steering	The Board and Ski Captain or Club Captain
Building inclusive of Kitchen and Bar	Preventative Maintenance	OPEX	\$500	Minor maintenance that prevent further degradation of the building. Isolated painting, the covering of graffiti, replacement of windows	The Building Maintenance Officer
	Corrective Maintenance	OPEX	\$1,000	Minor repairs that restore the building to operational condition	The Building Maintenance Officer
	All Building Renewals or Additions	CAPEX	NIL	Replacement of Doors, Carpet, Hand Dryers, Light Fittings etc	NIL – refer <b>Capital Spend</b>
Plant and Equipment	Tractor, Refrigeration, HVAC	CAPEX	NIL	This also includes the servicing of the Tractor due to the indicative cost. (ie Quote First)	NIL – refer <b>Capital Spend</b>
Presentations	Trophies, Gifts and Clothing	CAPEX	NIL	The budget for all Presentations will be decided by the 15 <sup>th</sup> of November for the following year.	NIL – refer <b>Capital Spend</b>
Other events	Any investment inclusive of deposit for Entertainment, Beverage or Catering	CAPEX	NIL	All entertainment other than function bookings will require the approval of the Executive	NIL – refer <b>Capital Spend</b>