



1.0 Scope

This policy applies to all approved Activity Leaders (designated Event Organisers in Meetup®).

2.0 Responsibility

The Management Committee shall operate and advertise a subsidy scheme to financially support Activity Leaders who want to be First Aid trained.

Activity Leaders shall:

1. Organise and attend an approved First Aid or CPR Refresher course.
2. Provide the Club Treasurer with the necessary documentation required for reimbursement.

3.0 Subsidy

The club will subsidise 50% of the cost for:

1. Approved First Aid training once every 3 years
2. Approved CPR Refresher training every year

The maximum allowed subsidy per a calendar year is capped at \$100.

4.0 Requirements

To receive reimbursement, you must:

1. Be an approved Activity Leader (be a designated Event Organiser in Meetup)
2. Have organised and led 2 or more activities in the 12 months prior to attending the course.
3. Pay for and attend an accredited first aid or CPR refresher course.
4. After completing the course, submit a copy of your receipt, your First Aid/CPR certificate, and your bank details to the club email to receive your reimbursement.

Members who want to complete First Aid training before leading their first activity can retrospectively claim reimbursement if they organise and lead 2 activities within 6 months of attending the course.

5.0 Approved Courses

Approved First Aid and CPR refresher courses can be booked online at any preferred supplier at a time and date that suits. The training provider must be an accredited training provider.

6.0 Communication

The Management Committee will publicise the availability of the scheme by sending all members the following email on or around the due date for membership renewals.

TITLE: Subsidised First Aid Training

Although it's not a requirement to hold a current First Aid/CPR training qualification to lead a Club activity, it is a good idea. First Aid training includes CPR and should be renewed every 3 years, whilst CPR refresher training should be renewed every year.

It has been the Club's policy to subsidise the cost of approved First Aid/CPR Refresher training for Activity Leaders and we are pleased to confirm that the Club will continue to reimburse 50% of the cost, with the maximum allowed subsidy per a calendar year capped at \$100.00.

To take advantage of this opportunity you must:

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1. Be an approved Activity Leader (be a designated Event Organiser in Meetup)
2. Have organised and led 2 or more activities in the 12 months prior to attending the course.
3. Pay for and attend an accredited first aid or CPR refresher course.
4. After completing the course, submit a copy of your receipt, your First Aid/CPR certificate, and your bank details to the Club Treasurer via the Club email to receive your reimbursement.

Members who want to complete First Aid training before leading their first activity can retrospectively claim reimbursement if they organise and lead 2 activities within 6 months of attending the course.

Approved First Aid and CPR refresher courses can be booked online at the following providers:

The Management Committee

Amendment to previous version (01/02/2022):

Section		Change
No.	Title	
3.0	Subsidy	Increased maximum subsidy to \$100.00 in a calendar year to take inflation into account.
5.0	Approved Courses	Deleted preferred suppliers, members can choose any accredited first aid training provider.
All	All Sections	Updated headers and footers Included section numbering
Amendment to Previous Version		New – details the changes in the current version to the previous version

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