

Memorandum of Understanding (MOU): School Programs



Parties to this Agreement

Club Name:			
Club Primary Contact Name:			
Phone:		Email:	
Club Secondary Contact Name:			
Phone:		Email:	
School Name:			
School Primary Contact Name:			
Position or Title:			
Phone:		Email:	
School Secondary Contact Name:			
Position or Title:			
Phone:		Email:	

1. Outcomes of this Agreement

Participants in activities offered under this MOU benefit from the following;

1. Participants
 - a. Gain valuable lifesaving techniques and life skills
 - b. Engage with a volunteer community organisation
 - c. Discover / investigate potential career pathways
2. Participating School
 - a. Have use of resources and specialist facilities
 - b. Create links to training programs / pathways
 - c. Engage qualified and experience Trainers / Assessors
3. Club
 - a. Students may become active members / partake in club activities
 - b. Develop community relationships

2. Roles of entities under this Agreement

The role of the Club is to;

- a. Provide membership to the Club and through it access to the wider lifesaving movement
- b. Provide specialist facilities and equipment
- c. Provide lifesaving training and assessment expertise
- d. Ensure all standard policies and procedures are adhered to

This is achieved through the Club Primary Contact who will;

- a. Liaise with and ensure the Club Committee is up to date with details of the program
- b. Assist in the integration of the school program with club activities
- c. Ensure the club and association policies and standards are adhered to
- d. Ensure all requirements of the program and of the MOU are fulfilled

Upon agreement to this MOU the role of the School Primary Contact is to;

- a. Liaise with and ensure the School Management is up to date with details of the program
- b. Assist in the integration of the lifesaving program with school activities
- c. Ensure that school and Department of Education and Training policies and standards are adhered to
- d. Ensure all requirements of the program and of the MOU are fulfilled

3. Resources and Equipment

The resources and equipment required to successfully deliver under this MOU vary dependant on the content. To ensure the program/s proceed the following must be undertaken;

The Club will;

1. Provide membership to students and teachers involved in the program, upon receipt of membership registrations and fees
2. Provide access to facilities where applicable and induct the school representative/s to the facility
3. Provide equipment in a safe and serviceable condition and provide induction on safe and correct use

The School will;

1. Provide encouragement and support for students to become involved as active patrolling members of the club
2. Adhere to instruction and advice regarding the safe use of the facilities and the equipment available

4. Training Plan, Patrol and Membership Obligations

Training Plan

An agreed training plan must be in place prior to any training taking place and will include but not be limited to;

- A timetable for training including a timeline for achievements
- Key learning outcomes
- Awards to be obtained during the programme
- Projected dates for Club Trainers, in water safety and equipment
- A quotation for any costs incurred in the provision of the programme
- Confirmation of adherence to Member Protection and training / assessment requirements

Membership Information and Obligations

As members of the Club, participants must be aware of and abide by;

- LSV Code of Conduct
- LSV Member Protection standards
- Relevant LSV Club Policies
- Rules for use of club equipment and facilities
- Any relevant School or Department of Education and Training policies that impact delivery

5. Communications

All written correspondence regarding the program and its participants, either electronic or in hard copy;

- To the Club should be addressed to the nominated Primary contact, with a copy going to the Secondary contact, as identified in this document
- To the school should be directed to the nominated Primary contact, with a copy going to the Secondary contact, as identified in this document

Formal Meetings should be organised as required and include;

- Club Primary and Secondary contacts (Optional for Club executive and additional Administrators)
- School Primary and Secondary contacts (Optional for other identified appropriate school personnel)

6. Changes to Programme

From time to time situations arise that have a direct influence of the ability for a program to progress as planned. Such an instance may originate with either party and result in the following;

- Any required change being communicated to the other party (as per part 5). If short notice changes must be made initial communication should be initiated by telephone
- In the event of a change request being received the recipient should acknowledge receipt of the request and then proceed to implement such change following Club and School procedures

7. Approval for programme to proceed

SIGNED for and on behalf of the School by)
)

as its authorised representative in the presence of:

Signature

Name (please print)

Signature of witness

Name of witness (please print)

SIGNED for and on behalf of the Lifesaving)
Club by)

as its authorised representative in the presence of:

Signature

Name (please print)

Signature of witness

Name of witness (please print)