

**SOUTHPORT  
SURF LIFE SAVING  
CLUB Inc.**

**PART 2**

**BY-LAWS**

**These By – Laws are a part of  
The Club Constitution**

**Approved 23 February 2017**

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## **SECTION 1**

### **Management and Officers**

All nominees for the position of any Officer of The Club shall obtain a job description for that position to ensure they understand the commitment required before their nomination is accepted.

#### **1. THE EXECUTIVE AND MANAGEMENT COMMITTEE**

1.1 Refer to Part 1/B/10 and C/1.

#### **2. OTHER OFFICERS**

2.1 The following other officers shall be elected at the Annual General Meeting; Patron, Vice Club Captain, Senior Training Officer – Bronze, Senior Training Officer – IRB, Senior Training Officer – Emergency Care, Community Education Officer, Surf Boat Captain, IRB Captain, Craft Captain, Equipment Officer, First-Aid Officer Marine Stinger Officer, Clubhouse Officer, Radio Officer, Youth Development Officer, Cadet Officer, Member Liaison Officer, Team Manager, Building's Officer, Sponsorship / Marketing Officer, Fundraising Officer, Mechanical Officer, Social Events Officer, Awards Officer, Beach Captain, Pool Rescue Captain, Surf Rescue Captain and Club Safety Advisor.

2.2 The Grievance Officer and The Club Photographer shall be appointed by the Management Committee.

2.3 The Club shall appoint (by invitation) at its Annual General Meeting The Club Auditor and The Club Solicitor.

#### **3. CONDITIONS OF ELECTION AND APPOINTMENTS**

3.1 Officers of The Club shall be elected from the members of The Club.

3.2 In the event of there being a ballot for any Executive position, the Nominees shall present to the Annual General Meeting at which the ballot is being conducted, their history in Surf Life Saving, their intentions for the conduct of their role in the position, their understanding of the work load in the role and their ability and availability to carry out the duties of the office for which the nomination is received.

3.3 Only current proficient Surf Bronze Medallion awardees shall be eligible for election to the following positions; Club Captain, Chief Training Officer, Surf Boat Captain, Craft Captain, IRB Captain and deputies to these positions.

3.4 Officers of The Club shall be required to understand the needs of The Club and their legal responsibilities as Officers. Club Officers owe a duty to The Club and shall exercise their rights and powers in good faith and for the benefit of The Club.

3.5 Officers shall comply with the following principle statutory and common law duties:

- a) To act honestly and in good faith in the interests of The Club;
- b) To exercise a degree of care, skill and diligence that a reasonable person in a like position would exercise;
- c) To exercise powers honestly and for the purposes for which they were conferred and not for personal/ business gain;
- d) To avoid any actual or potential conflict between their obligations owed to The Club and their personal interests and other duties;

- e) To keep confidential The Club information obtained.
- 3.6 An Officer shall not hold a position of employment within The Club, or be a contractor within The Club either as a vendor, purchaser or otherwise except with the approval of the Management Committee and Club Council. Any such contract or arrangement entered into by or on behalf of The Club in which an Officer is in anyway interested will be voided for such reason.
- 3.7 The nature and interest of an Officer must be declared by such person at the meeting at which the contract or arrangement is first taken into consideration if the interest exists or in any other case at the first meeting of the Council after the acquisition of the interest. If an Officer becomes interested in a contract or arrangement after it is made or entered into, the declaration of the interest must be made at the first meeting of the Council or Management Committee held after the Officer becomes so interested.
- 3.8 A general notice that an Officer is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration. After such general notice it is not necessary for such Officers to give a special notice relating to any particular transaction with that firm or company's closure.
- 3.9 It is the duty of the Secretary to record in the Minutes any declarations made.
- 3.10 An Officer notwithstanding an interest, may be counted in the quorum present at any meeting, but cannot vote in respect of any contract or arrangement in which the Officer is interested nor shall sign a document where the Officer is interested in the contract or arrangement to which the document relates.

#### **4. JUNIOR ACTIVITIES CHAIRPERSON**

- 4.1 The Nominee for the position of the Chairperson of Junior Activities Committee shall be nominated at the Junior Activities Annual General Meeting attended by financial members of The Club and referred to The Club AGM for election. Refer By-Law Appendix B.
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## **SECTION 2** **Membership**

### **1. DUTIES AND PRIVILEGES OF MEMBERSHIP**

- 1.1 Membership may be granted to any applicant but shall be limited by category qualifications. (refer Part 1/B/1.1, Part 1/B/1.3 and Part 1/B/3).
- 1.2 All financial members shall, subject to their membership category, have access to all Club facilities.
- 1.3 These Members shall do Patrols. Refer By-Law Section 8.
- 1.4 All Active, Reserve Active and Cadet Members may apply in writing for leave of absence from their duties, stating the reasons and time for such leave. Leave of absence periods shall not be credited towards years of service, refer By-Law Section 8/1.8.
- 1.5 All members shall abide by the Constitution, By-Laws and Rules of The Club and the Association.
- 1.6 All competitors to sign The Club Code of Conduct each season

### **2. RENEWAL OF MEMBERSHIP**

- 2.1 Any member who fails to renew their subscription by the required date shall lose all rights and privileges in The Club and shall cease to be a member. In these circumstances application for membership re-acceptance is permitted, provided the prescribed form is submitted, accompanied by the current fees, (refer Part-1/B/1.3) and further provided that the Management Committee shall have the sole right to grant or refuse such application.

### **3. LIFE MEMBERS (Refer Part1/C/2)**

- 3.1 Life Members of The Club shall be entitled to hold office if elected.
- 3.2 Life Members shall receive special recognition, for example a Life Member's badge (refer By-Law Appendix "F"), a Life Members polo shirt and a pocket logo to be attached to a blazer and be afforded special privileges to acknowledged Life Member status.

### **4. MEMBER PROTECTION**

- 4.1 The Club is committed to the health, safety and wellbeing of all members, and shall use its best endeavours to ensure a safe environment exists for all members participating in surf lifesaving activities.
- 4.2 The Club shall not condone any form of discrimination, harassment or abuse of, or by, members.
- 4.3 All members shall be aware of and abide by the relevant SLSA Policies, Rules and Regulations with respect to Member Protection, Equity and Harassment, and the Codes of Conduct as determined from time to time.
- 4.4 All members involved, either directly or indirectly in leading, chaperoning, coaching, instructing, examining, or supervising (or the like) youth members shall be screened in accordance with legislative and Association requirements as determined from time to time.
- 4.5 All members shall immediately report any suspected breaches of the SLSA Membership, Protection or Equity Policies or Codes of Conduct to the appropriate authority with their Club or Branch or to the SLSQ Chief Executive Officer. The Club, Branch or SLSQ shall, in accordance with Association policies and procedures, determine the most appropriate method of dealing with such reports.

## 5. CODES OF CONDUCT

5.1 All members and Officers shall comply with the following Policies and Codes of Conduct -

- a) Understand the consequences of any breach of SLSA's Member Protection Policy and Codes of Conduct.
- b) Respect the rights, dignity and worth of others.
- c) Be fair, equitable, considerate and honest in all dealings with others.
- d) Be professional in, and accept responsibility for actions.
- e) Make a commitment to providing quality service.
- f) Use facilities and equipment for their proper purposes, and care for and maintain such facilities and equipment correctly.
- g) Refrain from anything which may abuse, intimidate or harass others.
- h) Officers are to maintain a duty of care towards all members and accountability for their actions.

5.2 Team Managers/Age Managers/Chaperones shall:

- a) Be responsible for the overall welfare and well-being of team members and officials when travelling with a team.
- b) Foster a collaborative approach to the management of the team.

5.3 Coaches/Officials shall:

- a) Be responsible for matters concerning the coaching, training, development and competition of surf lifesavers;
- b) Ensure that any physical contact with others is:
  - i) appropriate to the situation
  - ii) necessary for the person's development
- c) Provide a safe environment for training and competition.

5.4 Administrators and Officers shall:

- a) Use language, presentation, manner and punctuality to reflect high standards.
- b) Resolve conflicts fairly and promptly through established procedures.
- c) Maintain strict impartiality.
- d) Maintain a safe environment for others.
- e) Show concern and caution towards others.

5.5 Youth Leaders shall:

- a) Recognise the importance of, and encourage the development of members, encompassing camaraderie and team work.
- b) Treat members with respect and accept the duty of care for the welfare, safety health and happiness of members and conduct themselves responsibly.
- c) Adhere to all Association Policies and ensure that the duty of care to all members is met in these areas.
- d) Accept that adults in Surf Lifesaving do not involve themselves in unobserved activities with individual youth members.



- e) Provide and allow members the opportunity and access to gain valuable leadership qualities and skills through lifesaving and surf sports activities with the view to encouraging and promoting long term active participation.
  - f) Be reasonable in demands on member's time, energy, enthusiasm and commitment.
  - g) Ensure young members are involved in planning, leadership, evaluation and decision making processes at various levels within the Association.
  - h) Ensure that equal opportunities for participation in lifesaving are made available to all members regardless of ability, race, colour, religion or sex.
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## **SECTION 3**

### **Meetings (Refer to Appendix D)**

#### **1. ANNUAL GENERAL MEETING**

- 1.1 The Annual General Meeting of The Club shall be held on a date determined by the Management Committee and shall be held at least two weeks before the Branch Annual General Meeting. The purpose of such a meeting shall be to conduct the business as listed below.
- 1.2 The order of business shall be:-
  - a) Vale
  - b) Recording of attendance and apologies
  - c) Confirmation of the previous Annual General Meeting Minutes and business arising from Minutes.
  - d) Presentation and adoption of the Annual Report and Financial Statements
  - e) Election of Officers
  - f) Endorsement of Branch Councillor (Club President)
  - g) Elect Junior Activities Chairman
  - h) Election of Life Members (if any)
  - i) Notice of Motion
  - j) General Business
- 1.3 All members may attend and participate as determined by the Chairperson but voting rights are as provided for in Part-1/E/4.

#### **2. GENERAL MEETINGS**

- 2.1 General Meetings of The Club Council are to be held as required for the benefit of The Club and the members, provided that a minimum of two (2) General Meetings are held during the course of a season.
- 2.2 The meeting shall follow the Management Committee meeting format provided that all members may ask questions and expect competent answers.

#### **3. MANAGEMENT COMMITTEE MEETINGS**

- 3.1 Management Committee Meetings shall be held as required or intervals not greater than six (6) weeks (usually one (1) per month) or as directed by the Council, having regard to business requirements and circumstances prevailing at that time.
- 3.2 The Meeting dates of the Management Committee shall be determined by the Management Committee. (refer Part 1/E/2)
- 3.3 The order of Business shall be:
  - a) Apologies and Proxies
  - b) Confirmation of Previous Minutes
  - c) Business arising out of Minutes
  - d) Correspondence
  - e) Finance

- f) Membership
- g) Branch Delegates, Office Bearers, Committee's and other Reports
- h) Notices of Motion
- i) General Business

**4. OTHER COMMITTEE MEETINGS**

- 4.1 Other Committees shall meet at times and places as required or as decided by the Committee Chairperson.
  - 4.2 All Committees shall meet a minimum of three (3) times in a patrolling season and shall comply with the requirements of the By-Laws Section 6.
-

## **SECTION 4**

### **Duties of Club Officers and Others**

#### **1. GENERAL**

- 1.1 Nominees for any of the following club positions must accept the time commitment required and the responsibilities of that position. Club officer's duties shall take precedence over all other lifesaving activities.
- 1.2 All officers shall perform their duties as required by these By-Laws. Failure to meet these requirements will result in the appointment being reviewed by the Management Committee. Refer Part 1/E/2.9.
- 1.3 Officer duties will be reviewed periodically, discussed with elected Officer's as necessary and updated in accordance with changes to By-Laws
- 1.3 All Officers shall be required to attend all meetings of Committees to which they are members and submit reports regarding their duties. (Refer By-Laws Sec 3/4.2)
- 1.4 Officers may enlist other members of The Club to assist with their duties, provided they are endorsed by the Management Committee, and be eligible to attend meetings of the relevant Committee without voting rights.
- 1.5 Officers may appoint proxies to attend meetings in their absence provided the Management Committee and the relevant Committee to be attended are notified in writing.
- 1.6 All Officers shall be subject to the direction of the Management Committee.
- 1.7 All Officers shall submit a report for inclusion in the Club's Annual Report.
- 1.8 All Officers shall be positive role models to all members.

#### **2. THE PRESIDENT shall:**

- 2.1 Be the nominal head of The Club and shall be a member ex-officio of all Committees. When attending Committee meetings the President shall have the voting rights of an ordinary member.
- 2.2 Be chairperson of the Council, Management Committee and Executive Committee meetings; (Refer By-Law 6/2)
- 2.3 Exercise their authority by generally supervising the affairs of The Club in conjunction with the Executive and Management Committee;
- 2.4 Ensure that all Club Committees meet on a regular basis, at least three (3) times within a patrolling season.
- 2.5 Have unlimited authority on every question of order, only to what is equitable and just in the circumstances;
- 2.6 Be The Club representative to the Branch (Refer Part 1/E/1) and submit reports on Branch activities to the Management Committee.

#### **3. THE DEPUTY PRESIDENT shall:**

- 3.1 Assist the President and shall deputise for the President in the President's absence.
- 3.2 Be a member of and attend as necessary the Building Committee and present to the Management Committee Building Reports, as required, on behalf of the Building's Officer.
- 3.3 Be a member of and attend as necessary the Sponsorship / Marketing Committee (when

formed) and present reports to the Management Committee on proposals and recommendations on behalf of the Committee Chairperson.

- 3.4 Be a member of and attend as necessary the Constitution Committee (when formed) attending when necessary and present reports to the Management Committee on recommended changes to the Constitution and By-Laws, on behalf of the Committee Chairperson.

**4. THE SECRETARY shall:**

- 4.1 Supervise the management of the club office and its staff in completing work functions required for the successful operation of The Club and liaise with other officers to ensure Club records are kept up to date.
- 4.2 Forward notices of all meetings to Members. (Refer Part 1/E/2.5, Part 1/E/2.6 and Part 1/E/2.8).
- 4.3 Record and keep Minutes of all Annual General, General, Management Committee and Executive Committee Meetings.
- 4.4 Conduct the correspondence of The Club and be responsible for the custody of all documents and instruments of Incorporation belonging to The Club.
- 4.5 Be responsible for the drafting of the Annual Report to be submitted to the Management Committee for approval and circulate to all Members at least seven (7) days prior to the Annual General Meeting.
- 4.6 Carry out all duties arising from decisions of Annual General, General and/ or Committee Meetings.
- 4.7 Liaise with the Club Captain, Chief Training Officer, Surf Sports Officer and Membership Officer to ensure that all records of Members are kept up to date.
- 4.8 Maintain the records and history of The Club.

**5. THE TREASURER shall:**

- 5.1 Perform all of the duties as set out in Part-1/D of the constitution;
- 5.2 Present at Meetings of the Management Committee a full financial report showing the current financial position of The Club and such report shall include:
- a) A Profit & Loss statement;
  - b) A Budget comparison of Actual vs Budget, and shall include Capital Items;
  - c) Copies of the latest Bank Statement for all accounts;
  - d) A list of all Expenditure;
  - e) Other matters relating to their duties;
- 5.3 Carry out or initiate any internal audit the treasurer considers necessary and/ or as directed by the Club President or Management Committee, and any findings shall be submitted to the Management Committee.
- 5.4 Prepare and present to the Management Committee by the 30<sup>th</sup> April each year, a budget covering all financial matters of The Club.
- 5.5 Be chairperson of the Finance Committee, if same is formed, and ensure the Committee conforms to By-Law 6/17.

**6. THE CLUB CAPTAIN shall:**

- 6.1 Be a proficient Bronze Medallion holder
- 6.2 Chair meetings of the Life Saving Committee on a regular basis, and at least three times during a patrolling season. (Refer By-Law 6/4)
- 6.3 Ensure that all members of the Committee attend the meetings and that the Life Saving Committee carries out its various functions as set forth in By-Law 6/4.
- 6.4 Be responsible for the conduct and discipline of all Active Members in all Club matters.
- 6.5 Have the right to refuse the use of club gear or property to any person.
- 6.6 Call upon any member to perform such duties as deemed necessary in the interests of The Club.
- 6.7 Be an ex-officio member of the Sub-Committees associated with their duties.
- 6.8 Cause the Patrol Roster to be completed and circulated to all patrolling members not less than four (4) weeks prior to the first patrolling date of that roster and oversee the attendance of members on all Patrols and be responsible for implementing default procedures. The roster is to be reviewed on a regular basis.
- 6.9 Ensure that all patrolling members receive a copy of patrol rules and obligations prior to the commencement of the patrolling season.
- 6.10 Ensure that each patrol has sufficient numbers and with members holding current awards as per SLSQ Patrol Operations Manual.
- 6.11 Ensure all new Bronze award members are allocated to the patrol roster.
- 6.12 Encourage patrolling members to continue their education and experiences in Surf Life Saving so as to ensure that each patrol has sufficient qualified members to fill the required positions.
- 6.13 Identify, encourage, educate and generally prepare suitable members as Patrol Captains.
- 6.14 Support Patrol Captains in their duties and the efficient organization and delivery of their patrols.
- 6.15 Ensure that all Patrol Captains are aware of and follow all rules, requirements and guidelines as set down by the Life Saving Committee, Management Committee, South Coast Branch, The Club Patrol Service Agreement, State Centre and Surf Life Saving Australia.
- 6.16 Oversee all Patrols to ensure they operate within the guidelines of the Patrol Operations Manual and get to know all members.
- 6.17 Arrange pre-season workshop and regular meetings with Patrol Captains and others during the season to discuss suggestions and observations made by the Club Captain or them regarding the general efficiency of Patrols. (refer to By-Law Sec 8)
- 6.18 Represent the Club at all Branch Board of Lifesaving Meetings and prepare a report for the Management Committee.
- 6.19 Liaise with the Secretary, Membership Officer and office staff to ensure that all Patrol Logs and the attendance register is kept up to date.
- 6.20 Prepare and present to the Treasurer by 1 April each year, a budget covering all financial matters associated with the Surf Life Saving Committees.

**7. THE CLUB VICE CAPTAIN shall:**

- 7.1 Be a proficient Bronze Medallion holder.
- 7.2 Liaise with and assist the Club Captain with all the Club Captain duties and deputise for the Club Captain in their absence.
- 7.3 Be a member of the Life Saving Committee.

**8. THE CHIEF TRAINING OFFICER shall:**

- 8.1 Chair the Education Committee (Refer By-Law 6/5)
- 8.2 Be a proficient Bronze Medallion holder and hold a current Training Officer's Certificate.
- 8.3 Be responsible for the education and training in Association Awards of Club members and arrange annual proficiency tests and re-qualifications as required by the Association.
- 8.4 Prepare all necessary paperwork and arrange for the assessment of members in obtaining Association Awards.
- 8.5 Liaise with the Secretary and office staff to ensure a register is kept of all assessments and Awards gained by members.
- 8.6 Maintain an up to date knowledge of the latest methods of Surf Life Saving and the Training Manuals and impart such knowledge to all qualified Club Training Officers to ensure a high standard of instruction.
- 8.7 Oversee and liaise with all Training Officers in regard to the training of members for Association Awards.
- 8.8 Co-ordinate and conduct Club Community Education programs and Awards.
- 8.9 Progress and develop lesson plans and training resources, conduct course post activity reports (evaluation and validation) to improve course conduct and outcomes.
- 8.10 Monitor and comply with all Club RTO Quality Assurance responsibilities.
- 8.11 Cultivate and grow trainer skill development / assist and mentor trainers.
- 8.12 Identify, encourage and mentor suitable members to become Training Officers and Assessors.
- 8.13 Prepare and present to the Treasurer by 1 April each year, a budget covering all financial matters associated with instruction and award training.
- 8.14 Be a member of the Life Saving Committee.

**9. THE SENIOR TRAINING OFFICER – BRONZE shall:**

- 9.1 Be a proficient Bronze Medallion holder, hold a current Training Officer's Certificate and be a Bronze Trainer.
- 9.2 Assist with the running of Bronze, SRC and associated courses.
- 9.3 Progress and develop lesson plans and training resources, conduct course post activity reports (evaluation and validation) to improve course conduct and outcomes.

- 9.4 Monitor and comply with all Club RTO Quality Assurance responsibilities.
- 9.5 Cultivate and grow trainer skill development / assist and mentor trainers.
- 9.6 Identify, encourage and mentor suitable members to become Training Officers and Assessors.
- 9.7 Liaise with and assist the Chief Training Officer with all of their duties and deputize for the Chief Training Officer in their absence.
- 9.8 Be a member of the Education Committee.

**10. THE SENIOR TRAINING OFFICER – IRB shall:**

- 10.1 Be a proficient Bronze Medallion holder, IRB Driver, hold a current Training Officer's Certificate and be an IRB Trainer.
- 10.2 Assist with the running of IRB Crew, IRB Driver, ATV, Tractor and 4WD courses.
- 10.3 Progress and develop lesson plans and training resources, conduct course post activity reports (evaluation and validation) to improve course conduct and outcomes.
- 10.4 Monitor and comply with all Club RTO Quality Assurance responsibilities.
- 10.5 Cultivate and grow trainer skill development / assist and mentor trainers.
- 10.6 Identify, encourage and mentor suitable members to become Training Officers and Assessors.
- 10.7 Liaise with and assist the Chief Training Officer with all of their duties.
- 10.8 Be a member of the Education Committee.

**11. THE SENIOR TRAINING OFFICER – EMERGENCY CARE shall:**

- 11.1 Be a proficient First Aid, ARTC, Spinal Management Award holder, hold a current Training Officer's Certificate and be a trainer in First Aid, ARTC and Spinal Management.
- 11.2 Assist with the running of Emergency Care courses and provide emergency care training to support other club awards.
- 11.3 Progress and develop lesson plans and training resources, conduct course post activity reports (evaluation and validation) to improve course conduct and outcomes.
- 11.4 Monitor and comply with all Club RTO Quality Assurance responsibilities.
- 11.5 Cultivate and grow trainer skill development / assist and mentor trainers.
- 11.6 Identify, encourage and mentor suitable members to become Training Officers and Assessors.
- 11.7 Liaise with and assist the Chief Training Officer with all of their duties.
- 11.8 Be a member of the Education Committee.

**12. THE COMMUNITY EDUCATION OFFICER shall:**

- 12.1 Be a proficient Bronze Medallion holder, hold a current Training Officer's Certificate and be a Bronze Trainer.



- 12.2 Assist with the development of a Community Education Program.
- 12.3 Engage with other Trainers to consider options for promoting a commercial/grant funded Community Education Program.
- 12.4 Liaise with Commercial, Community and Education establishments for the delivery of surf lifesaving related training.
- 12.5 Coordinate Trainers to assist with the delivery of surf lifesaving related training for the Community.
- 12.6 Progress and develop lesson plans and training resources, conduct course post activity reports (evaluation and validation) to improve course conduct and outcomes.
- 12.7 Monitor and comply with all Club RTO Quality Assurance responsibilities.
- 12.8 Cultivate and grow trainer skill development / assist and mentor trainers.
- 12.9 Identify, encourage and mentor suitable members to become Training Officers and Assessors.
- 12.10 Liaise with and assist the Chief Training Officer with all of their duties.
- 12.11 Be a member of the Education Committee.

**13. THE CHAIRPERSON OF JUNIOR ACTIVITIES shall:**

- 13.1 Chair meetings of the Junior Activities Committee and ensure regular participation of Junior Activities Committee members in its activities and meetings. (Refer By-Law 6/10)
- 13.2 Represent the JAC on The Club Management Committee.
- 13.3 Prepare and present to the Treasurer by 01 April each year, a budget covering all financial matters associated with Junior Activities.
- 13.4 Shall represent The Club on the Branch Board of Junior Activities and submit reports on Branch activities to the Junior Activities Committee and the Management Committee.

**14. THE MEMBERSHIP OFFICER shall:**

- 14.1 Chair meetings of the Membership Committee. (Refer By-Law 6/6)
- 14.2 Hold regular meetings of the Membership Committee and, ensure its members attend Committee meetings and that the Committee carries out its various functions as set forth in By-Law 6/6.
- 14.3 Oversee the general well-being of all members in all matters pertaining to Surf Life Saving.
- 14.4 Liaise with the Secretary, other Officers and office staff to ensure that an up to date record of all members and The Club history are kept.
- 14.5 Ensure all Membership Application forms, hard copy and electronic copy are filed whether or not the nominees have been successful.
- 14.6 Liaise with and assist the Youth Development Officer, Cadet Officer, Junior Activities Chairman, Clubhouse Officer and Member Liaison Officer in their duties.
- 14.7 Ensure Members are familiar with Club By-Laws, Member Protection and all Codes of Conduct.
- 14.8 Chair the Life Membership Reference Committee and present recommendations to the Management Committee.

- 14.9 Report in writing to the Management Committee as to all matters associated with their duties and the Membership Committee.
- 14.10 Prepare and present to the Treasurer by 1 April each year, a budget covering all financial matters associated with the Membership Committee.
- 14.11 Be a member of the Life Saving Committee.

**15. THE SURF SPORTS OFFICER shall:**

- 15.1 Chair meetings of the Surf Sports Committee and shall be responsible for promoting all Surf Sports activities within the Club. (Refer By-Law 6/7&8)
- 15.2 Ensure that the Surf Sports Committee carries out its various functions as set forth in By-Law 6/7.
- 15.3 Ensure that the Surf Sports Selection Committee carries out its various functions as set forth in By-Law 6/8.
- 15.4 Liaise with the Secretary and office staff to ensure up to date records are kept of all competition results.
- 15.5 Present to the Treasurer by 01 April each year, a budget covering all financial matters associated with the Surf Sports Committees.

**16. THE SURF BOAT CAPTAIN shall:**

- 16.1 Be a proficient Bronze Medallion holder.
- 16.2 Be responsible for the care, maintenance and housing of the surf boat(s) and all gear appertaining thereto, refer Appendix "C" clause 4.
- 16.3 Be responsible for the training and supervision of all surf boat crews in consultation with the Surf Sports Officer.
- 16.4 Shall be a member of the Surf Sports Committee.

**17. THE IRB CAPTAIN shall:**

- 17.1 Must be a proficient Bronze Medallion holder and proficient IRB driver;
- 17.2 Be subject to the direction of The Club Captain.
- 17.3 Be responsible for the care, maintenance and housing of The Club IRBs and relevant equipment.
- 17.4 Be responsible for the supervision of all IRB Drivers and Crew in consultation with The Club Captain.
- 17.5 In liaison with the Surf Sports Office and Club Captain, be responsible for forming an IRB Competition Team.
- 17.6 At all times ensure that the IRB is ready for patrols and other Club duties and adequate fuel is on hand.
- 17.7 Be responsible for the rostering of IRB drivers and crew for carnival duties.
- 17.8 Be a member of the Life Saving Committee and the Surf Sports Committee.

**18. THE CRAFT CAPTAIN shall:**

- 18.1 Be a proficient Bronze Medallion holder.
- 18.2 Be responsible for the maintenance of all The Club's boards and skis and their orderly storage.

## Section 4 (Duties of Club Officers and Others)

- 18.3 Allocate the storage of boards and skis belonging to all members, (refer Appendix "C" clause 3).
  - 18.4 Liaise with the Club Captain and Surf Sports Officer regarding the use of any Club boards and skis by a Club Member.
  - 18.5 Assist the Team Manager with the transport to and from carnivals of boards and skis.
  - 18.6 Be a member of the Surf Sports Committee.
- 19. THE RADIO OFFICER shall:**
- 19.1 Hold a Radio Operators Certificate and be proficient.
  - 19.2 Be responsible for the care, maintenance and availability of serviceable radio equipment.
  - 19.3 Be responsible for the radio communications requirements of The Club.
  - 19.4 Be a member of the Life Saving Committee.
- 20. THE EQUIPMENT OFFICER shall:**
- 20.1 Be responsible for all The Club's patrol gear and equipment, refer to Appendix C.
  - 20.2 Keep all such gear in good repair and condition, and report to The Club Captain or Treasurer any required repairs.
  - 20.3 Liaise with the Club Captain and other Officers regarding Club equipment.
- 21. THE FIRST AID OFFICER shall:**
- 21.1 Hold a current Apply FA Statement of Attainment and be responsible for fostering high standards for first aid treatment.
  - 21.2 Maintain the First Aid Room in a clean and orderly condition and ensure all emergency care equipment is maintained and serviced as required and an adequate supply is kept of first aid supplies.
  - 21.3 May also hold the position of Marine Stinger Officer. (Refer By-Law 4/19)
  - 21.4 Shall be a member of the Life Saving Committee and Education Committee.
  - 21.5 Prepare and present a budget to the Treasurer by 01 April each year for all required supplies and equipment.
- 22. THE MARINE STINGER OFFICER shall:**
- 22.1 Have a wide experience and knowledge of the dangers of Marine Stingers and treatment procedures as set out in SLSA manuals and publications.
  - 22.2 Be responsible for The Club in providing reports to the Branch and State Officers.
  - 22.3 Be a member of the Life Saving Committee and Education Committee.
  - 22.4 This position may be combined with that of First Aid Officer.
- 23. THE CLUBHOUSE OFFICER shall:**
- 23.1 Monitor the general conduct of Members and Non-Members while they are using The Club facilities, in accordance with The Clubhouse Rules, refer Appendix "E".
  - 23.2 Evaluate current usage of Club facilities and make recommendations to the Membership Committee.
  - 23.3 Be a member of the Membership Committee and Building Committee.

23.4 Liaise with the Building's Officer regarding maintenance of the Clubhouse.

**24. THE TEAM MANAGER shall:**

24.1 The Club when participating in any carnival or similar function shall appoint a Team Manager and assistants if required. In the case of mixed gender teams including minors, a chaperone or chaperones shall also be appointed.

24.2 Be a member of the Surf Sports Committee and submit regular reports to the Committee. The Team Manager shall also be a member of the Surf Sports Selection Committee.

24.3 Liaise with coaches and team selection committee and forward Carnival nominations to The Club office for processing.

24.4 Be responsible for the transport and accommodation of team members and shall be responsible for the proper conduct of the members under their control when attending Surf Sport competition.

24.5 In the case of large financial commitment by The Club submit a statement with receipts and invoices to the Treasurer within thirty (30) days after the completion of the event.

24.6 Attend all official briefings at events where The Club is represented and have a comprehensive knowledge of competition rules. If unable to attend appoint a proxy.

**25. THE CADET OFFICER shall:**

25.1 Be responsible for the supervision of and liaising with members making the transition from Junior Activities Membership and/or for those new members joining The Club under the Cadet Membership category.

25.2 In conjunction with the Secretary, Youth Development Officer and Club Captain, co-ordinate all matters pertaining to the responsibilities and obligations of cadet membership.

25.3 Pursue activities of benefit to Cadets and foster recognition of the important role Cadet Members play within The Club.

25.4 Be a member of the Membership Committee and liaise with the Membership Officer, Member Liaison Officer and the Youth Development Officer with regard to their duties.

**26. THE YOUTH DEVELOPMENT OFFICER shall:**

26.1 Be responsible for promoting and delivering development programs, mentoring programs and other activities for youth members (generally 15 years to 25 years).

26.2 Oversee youth recruitment and retention programs and pursue any issues of benefit to the safety and enjoyment of youth members.

26.3 Be a member of the Membership Committee and liaise with the Membership Officer and the Cadet Officer with regard to their duties.

26.4 Represent the club on the Branch Board of Youth and Membership Development and provide reports on Branch meetings to the Membership Committee and Management Committee.

**27. THE MEMBER LIASION OFFICER shall:**

27.1 Develop and manage a Volunteer Recognition Program at Club level for members involved in Club activities.

27.2 Liaise with the Branch and State Volunteer Co-ordinators as required to ensure that Club programs complement those conducted by the Branch and State Volunteer Co-ordinators.

## Section 4 (Duties of Club Officers and Others)

- 27.3 Provide advice on professional development programs and resources which will assist member performance and satisfaction.
- 27.4 Liaise with Membership Officer to ensure that all members receive appropriate Club, Branch, State and SLSA awards.
- 27.5 Coordinate member's nominations for Local, State and Federal community awards if required.
- 27.6 Consult with all Members regarding Volunteer satisfaction and provide appropriate recommendations to the Membership Committee.
- 27.7 In conjunction with the Membership Officer, oversee the general wellbeing of all Life Saving Club Members.
- 27.8 Be a member of the Membership Committee.
- 27.9 Be a member of the Awards Committee.

### **28. THE SPONSORSHIP / MARKETING OFFICER shall:**

- 28.1 Chair the Sponsorship / Marketing Committee if formed. (Refer By-Law 6/19)
- 28.2 Be responsible for and co-ordinate all sponsorship and marketing activities of The Club, including Grant Applications.
- 28.3 May enlist other members of The Club to assist with their duties, provided they are endorsed by the Management Committee.
- 28.4 Liaise with the Secretary and the office staff to ensure that up to date records are kept of all the activities and outcomes of the Sponsorship / Marketing Committee.
- 28.5 Report to the Deputy President and provide sponsorship / marketing reports and recommendations as necessary for the Deputy President to present the same to the Management Committee.
- 28.6 Attend as necessary, in a non-voting capacity, any of The Club Committees to help with the coordination of their sponsorship marketing opportunities.

### **29. THE FUNDRAISING OFFICER shall:**

- 29.1 Be responsible for and co-ordinate all Fundraising activities of The Club, including tin shakes, house to house collections, raffles, etc.
- 29.2 May enlist other members of The Club to assist with their duties, provided they are endorsed by the Management Committee.
- 29.3 Liaise with the Secretary and the office staff to ensure that up to date records are kept of all the activities and outcomes of the Fundraising activities
- 29.4 Report to the Membership Officer and be a member of the Membership Committee.
- 29.5 Attend as necessary, in a non-voting capacity, any of The Club Committees to help with the coordination of their fundraising activities.

### **30. THE BUILDING'S OFFICER shall:**

- 30.1 Be chairperson of the Building Committee. (Refer By-Law 6/11)
- 30.2 Ensure that the Building Committee conducts all duties as outlined in By-Law 6/11.
- 30.3 Prepare budget for maintenance as required and estimates for new development.
- 30.4 Report to the Deputy President and provide building reports and recommendations as necessary for the Deputy President to present the same to the Management Committee.

**31. THE GRIEVANCE OFFICER shall:**

- 31.1 Be appointed by the Management Committee.
- 31.2 Attend to all matters referred to them by The Club President.
- 31.3 As soon as practicable after receiving a notification, meet with, or discuss the issue with the aggrieved party/parties, and take whatever steps and conduct whatever investigations are necessary to determine if the grievance is legitimate.
- 31.4 If unable to resolve a grievance they shall report their findings to The Club President for the necessary action to be taken.
- 31.5 Keep all information surrounding the circumstances of a grievance confidential, and communicate such information only to The Club President/Judiciary and/or an appropriate enforcement body following written authority from The Club President.

**32. THE CLUB PHOTOGRAPHER shall:**

- 32.1 Be appointed by The Club Management Committee.
- 32.2 Attend to all of The Club's photographic needs.
- 32.3 Be authorized by State Centre.
- 32.4 Report to the Membership Officer and be a non-voting member of the Membership Committee.

**33. THE MECHANICAL OFFICER shall:**

- 33.1 Be responsible for all The Club's mechanical equipment, including but not limited to, 4WD, ATV, Tractor and Trailers, refer to Appendix C.
- 33.2 Keep all such gear in good repair and condition, and report to The Club Captain or Treasurer any required repairs.
- 33.3 Liaise with the Club Captain and other Officers regarding Club equipment.
- 33.4 Prepare a budget for maintenance and repairs as required and estimates for new equipment.
- 33.5 Report to the Club Captain and be a member of the Lifesaving Committee.

**34. THE SOCIAL EVENTS OFFICER shall:**

- 34.1 Chair the Social Committee if formed. (Refer By-Law 6/15)
- 34.2 Be responsible for and co-ordinate all social events and activities of The Club, including coordination of nominated Surf Girl entrants.
- 34.3 May enlist other members of The Club to assist with their duties, provided they are endorsed by the Membership Committee.
- 34.4 Liaise with the Secretary and the office staff to ensure that up to date records are kept of all social events and activities and outcomes of the Social Committee.
- 34.5 Prepare budgets and estimates for all social events and activities and liaise with the Treasurer to ensure all budgets and estimates align with The Club budgets.
- 34.6 Report to the Membership Officer and be a member of the Membership Committee.

**35. THE AWARDS OFFICER shall:**

- 35.1 Chair the Awards Committee.

- 35.2 Be responsible for and co-ordinate all Awards within The Club and present Awards to the Membership Committee.
- 35.3 Review all club awards, nomination procedures, identification of new Awards and eligibility requirements.
- 35.4 Gather and prepare Award nominations for Club, Branch, State and National awards.
- 35.5 Enlist other members of The Club to assist with their duties, provided they are endorsed by the Membership Committee.
- 35.6 Report to the Membership officer and be a member of Membership Committee.

**36. THE BEACH CAPTAIN shall:**

- 36.1 Be responsible for organising and running beach training activities, including: Beach Sprints, Beach Flags and Beach Relays.
- 36.2 Encourage members to participate in beach activities.
- 36.3 Liaise with Surf Sports Officer and the JAC Coach regarding training activities.
- 36.4 Assist the Team Manager with team selections.
- 36.5 Be a member of the Surf Sports Committee.

**37. THE POOL RESCUE CAPTAIN shall:**

- 37.1 Be a proficient Bronze Medallion holder.
- 37.2 Be responsible for organising and running Pool Rescue Training.
- 37.3 Encourage members to participate in Pool Rescue Competitions.
- 37.4 Liaise with Surf Sports Officer regarding training activities.
- 37.5 Assist the Team Manager with team selections.
- 37.6 Be a member of the Surf Sports Committee.

**38. THE SURF RESCUE CAPTAIN shall:**

- 38.1 Be a proficient Bronze Medallion holder.
- 38.2 Be responsible for organising and running Surf Rescue Training.
- 38.3 Encourage members to participate in Surf Rescue events.
- 38.4 Surf Rescue to include the following discipline: Rescue & Resuscitation, Champion Lifesaver, Patrol Competition and First Aid Competition.
- 38.5 Liaise with the Surf Sports Officer, Club Captain and Chief Training Officer regarding training activities.
- 38.6 Assist the Team Manager with team selections.
- 38.7 Be a member of the Surf Sports Committee and the Lifesaving Committee.

**39 THE CLUB SAFETY ADVISOR shall:**

- 39.1 Performing annual Club Health and Safety Inspections (minimum).
- 39.2 Providing details/reports on health and safety issues in the club to the Management Committee.
- 39.3 Monitor the Chemical Register and Safety Data Sheets.
- 39.4 Monitor the Hazard, Injury Reporting and Incident Investigation systems.

## Section 4 (Duties of Club Officers and Others)

- 39.5 Provide information sessions and assistance to committee members on their responsibilities towards WHS as well as general members.
  - 39.6 Complete the Club Safety Advisor Training every two (2) years.
  - 39.7 May enlist other members of The Club to assist with their duties, provided they are endorsed by the Management Committee.
  - 39.8 Attend as necessary, in a non-voting capacity, any of The Club Committees to help with the coordination of their safety advisor duties.
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**SECTION 5**  
**Staff and Employees**

**1. STAFF APPOINTMENTS**

- 1.1 The Management Committee, pursuant to Part-1/B/10.5 may appoint paid employees for specific assignments.
  - 1.2 Selection of the candidates to be made by the Employment Committee refer By-Law 6/3.
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## **SECTION 6**

### **Committees**

#### **1. GENERAL**

- 1.1 All of the following Committees are sub-committees of The Club and are subject to the control and direction of the Management Committee and /or the Executive Committee.
- 1.2 Composition and membership shall be as prescribed in the respective By-Laws.
- 1.3 Unless otherwise stated in these By-Laws membership shall be drawn from members of The Club.
- 1.4 A member appointed to a Committee shall retain their appointment only whilst they retain their membership of The Club, provided that the Management Committee may, at its discretion, remove any appointed member from membership of a Committee.
- 1.5 Unless otherwise stated in these By-Laws, a member appointed to a Committee may nominate a representative to attend a Committee in their absence. Member's attending on behalf of a Committee Member shall assume the voting authority of the person they are representing.
- 1.6 Unless otherwise stated in these By-Laws.in the event of the absence of the Chairperson from any meeting the meeting shall appoint one of its members to act during such absence.
- 1.7 Unless otherwise stated in these By-Laws each Committee shall keep minutes to be presented to the Management Committee and report in writing to the Management Committee any decisions or recommendations, for ratification.
- 1.8 In the event of any matter coming within the jurisdiction of two or more Committees the President may direct such matters be jointly considered and reported to the Management Committee.
- 1.9 A Committee may, at its discretion, co-opt the services of any member of The Club or other persons to assist in its deliberations, but such co-opted member or person shall have no voting rights.
- 1.10 Meeting quorum Refer Part1/E/6.

#### **2. PRESIDENTS COMMITTEE shall:**

- 2.1 Consist of no more than seven (7) persons but shall include a solicitor, an accountant and a Life Member and other persons as appointed by the President from time to time:
- 2.2 Be chaired by the President.
- 2.3 Be convened at the discretion of the Management Committee for the purpose of:
  - a) Advising the President in relation to any issues, including but not limited to the direction and management of The Club.
  - b) Assisting in the development and implementation of The Club vision plan.
  - c) Introduction and maintenance of any sponsorship programs.
- 2.4 Not have any formal role nor shall it have any powers other than set out in this clause.

#### **3. EMPLOYMENT COMMITTEE shall:**

- 3.1 Consist of three (3) persons and shall be appointed by the Management Committee
- 3.2 Be chaired by a person nominated by the Management Committee

- 3.3 Be convened for the purposes of:
- a) Employment of senior staff, Senior Administration personnel and any other position as nominated by the Management Committee from time to time.
  - b) Formalise any employment contracts, terms and conditions including but not limited to remuneration terms and conditions.
  - c) The termination of any employee engaged by the Committee.
- 3.4 Any decision of the Employment Committee shall bind The Club.

**4. LIFE SAVING COMMITTEE shall:**

- 4.1 Comprise Club Captain (Chairperson), Chief Training Officer, Vice Club Captain, IRB Captain, First Aid Officer, Radio Officer, Equipment Officer, Mechanical Officer and Marine Stinger Officer (if elected), Member Liaison Officer, Mechanical Officer.
- 4.2 Organize regular Patrol Inspections within the Club's Patrol System to ensure all proficient Members receive regular updating in current methods as outlined in the various Association Manuals.
- 4.3 Generally administer the matters set out in the Patrol Rules (By-Law Section 8) and Gear Rules (Appendix D/1) and report thereon to the Management Committee.
- 4.4 Ensure that all members are aware of and follow all rules, requirements and guidelines as set down by this Committee, Patrol Service Agreement, Management Committee, South Coast Branch, State Centre and Surf Life Saving Australia.

**5. EDUCATION COMMITTEE shall:**

- 5.1 Comprise of Chief Training Officer (Chairperson), Senior Training Officer – Bronze, Senior Training Officer – IRB, Senior Training Officer – Emergency Care, Community Education Officer, Junior Activities Education Officer, Youth Development Officer, Marine Stinger Officer, Trainers and Assessors as approved by the Chief Training Officer.
- 5.2 Arrange dates of Annual Proficiencies for all Members.
- 5.3 Provide SLSA and SLSQ Awards and resources for all Patrolling Members.
- 5.4 Ensure all Members including Junior Activity Members comply with current Award qualifications.
- 5.5 Ensure minutes are recorded and a report is presented to the next Management Committee Meeting.

**6. MEMBERSHIP COMMITTEE shall:**

- 6.1 Comprise Membership Officer (Chairperson), Youth Development Officer, Cadet Officer, Club House Officer, Member Liaison Officer, JAC Registrar, Grievance Officer, Social Events Officer, Fundraising Officer, Awards Officer, Club Photographer, Club Safety Advisor and any other members nominated by the Membership Officer and approved by the Management Committee.
- 6.2 Investigate member's applications to change their Membership categories as defined in the Club Constitution and submit recommendations to the Management Committee.
- 6.3 Periodically review the Club's performance in recruitment, retention and wellbeing of members, and make recommendations to the Management Committee to address changes.
- 6.4 Periodically review with the Club House Officer Member's facilities and equipment and make recommendations to the Management Committee.
- 6.5 Make recommendations about any Club Membership Category.

- 6.6 Review recommendations from the Awards Committee and present agreed recommendations to the Management Committee for approval
- 6.7 Review recommendations from the Social Committee and present agreed recommendations to the Management Committee for approval

**7. SURF SPORTS COMMITTEE shall:**

- 7.1 Comprise of the Surf Sports Officer (Chairperson), and a representative from each competition discipline, Senior Team Manager, Junior Team Manager, Club Head Coach and other members nominated by the Surf Sports Officer and approved by the Management Committee.
- 7.2 Co-ordinate all competition activities of The Club.
- 7.3 Supervise the acquisition, maintenance, storage and disposal of competition equipment used by competitors and/or competitive teams.
- 7.4 Supervise the activities of the Selection Committee in relation to the competitive team, refer By-Law 6/8.
- 7.5 Supervise the recruitment and retention of competitors, including talent identification and identification of weakness or skills gaps in the competitive teams.
- 7.6 Supervise competitive activity in Masters Competition, including ensuring that there is adequate liaison with Masters Members.
- 7.7 Supervise competitive Tours intrastate, interstate and internationally.
- 7.8 Ensure that there is adequate liaison with Nippers Members and their parents who are about to enter the U/ 15 competition ranks and to maintain liaison with existing U/ 15 competitors and their parents.
- 7.9 Support the Team Manager.
- 7.10 In conjunction with the Lifesaving Panel, generally administer the Gear Rules refer Appendix "C".

**8. SURF SPORTS SELECTION COMMITTEE shall:**

- 8.1 Comprise Surf Sports Officer (Chairman), the Head Coach, and one (1) other neutral club member who shall be appointed by Surf Sports Officer & President.
- 8.2 Select individual/teams for events at Inter/Intra State and International Carnivals under the control of the relevant governing body. Selections will be made having regard to the Carnival Program for the Season in question.
- 8.3 Not require approval of its selections as they shall be final and binding with the exception of teams for which The Club has provided subsidy, which will require the endorsement of the Management Committee.

**9. CARNIVAL COMMITTEE shall:**

- 9.1 Comprise members as required and nominated by the Surf Sports Committee and approved by the Management Committee.
- 9.2 Assist with the organisation of all matters in relation to any carnivals The Club is hosting.
- 9.3 Present a Budget to the Management Committee if allocated a carnival in this respect.
- 9.4 Arrange Club Liaison with the South Coast Branch Board of Surf Sports if allocated a carnival.
- 9.5 Ensure all Association and Government Laws are respected in the arrangements of any

functions associated with the carnival.

**10. JUNIOR ACTIVITIES COMMITTEE shall:**

- 10.1 Comprise JAC Chairperson, JAC Deputy Chairperson, JAC Secretary, JAC Treasurer, JAC Registrar, JAC Education Officer, JAC Team Manager, JAC Water Safety Officer.
- 10.2 Have responsibility for the conduct and co-ordination of all matters relating to Junior Activities.
- 10.3 Provide for Junior Members an educational experience in a wide range of subjects and skills within the aquatic/marine environment and in relation to Association rules and Manuals.
- 10.4 Prepare Junior Members for their eventual transition to patrols and the senior Club.
- 10.5 Be represented on The Club Management Committee by the Chairperson of Junior Activities.
- 10.6 Operate as provided for in Appendix "B".

**11. BUILDING COMMITTEE shall:**

- 11.1 Be chaired by The Building's Officer and comprised of the Deputy President, The Club House Officer, nominated Committee Member from the Supporters Club and other members, nominated by the Building's Officer and approved by the Management Committee; who shall act on and investigate matters relative to The Club's buildings and surrounds, in the areas of maintenance and new development.
- 11.2 Have all expenditure first approved by the Treasurer.

**12. DISCIPLINARY COMMITTEE shall:**

- 12.1 Act on matters referred to it under By-Law 11/2
- 12.2 Consist of 5 members appointed by the Executive. These five (5) people must not have an interest or involvement in the incident being investigated.
- 12.3 Must convene within five (5) days of receiving the reference of the reported incident.
- 12.4 Be formed for each incident and disbanded at the completion of each hearing.
- 12.5 Function in accordance with the rules of procedure. Refer Appendix "A".
- 12.6 Impose a penalty as it sees fit. Refer 11/3
  - a) May refer the matter to the Judiciary Committee.

**13. JUDICIARY COMMITTEE shall:**

- 13.1 Be appointed by the Management Committee following a recommendation of persons submitted by the Membership Committee and shall comprise a Chairperson, a Secretary (who shall keep records of findings and decisions) and three other club members. It shall function in accordance with the Rules of Procedure refer Appendix "A" and act on matters referred to it under By-Law Section 11/2
- 13.2 Members of the Management Committee shall not be members of the Judiciary Committee.

**14. CONSTITUTION COMMITTEE shall:**

- 14.1 Comprise a Chairperson, the Deputy President and any other Club Members as approved

by the Management Committee.

- 14.2 Draft any amendments to The Club's Constitution and By-Laws which may become necessary due to any directions of a higher Association Authority.
- 14.3 Draft any amendments to The Club Constitution and By-Laws as required by the Management Committee or Council.
- 14.4 Recommend and report on all matters affecting The Club Constitution.
- 14.5 Maintain a record of all alterations and/or additions to The Club's Constitution and By-Laws.
- 14.6 Always have regard to the legal requirements of the relevant Government Act.
- 14.7 Not be required to obtain the approval of any other body or committee for proposed changes to the Constitution; however those proposed changes may be presented to any other body or committee for comment.
- 14.8 Present recommended changes to the Constitution and By-Laws to the Management Committee for endorsement prior to their presentation to the Council for approval, refer Part-1/E/9 and Part1/E/12.

**15. SOCIAL COMMITTEE shall:**

- 15.1 Be a sub-committee of the Membership Committee.
- 15.2 Be chaired by the Social Events Officer and comprise other Members, as required and appointed by the Management Committee.
- 15.3 Initiate any social/fundraising functions in the name of The Club
- 15.4 Assist with the organisation of any social functions of The Club as required by the Management Committee.
- 15.5 When elected, provide support to the selected Summer Surf Girl entrant.
- 15.6 In terms of any Life Saving Foundation direction, may initiate and then supervise any Surf Girl bank account. That account shall be controlled by the Treasurer.

**16. LIFE MEMBERSHIP REFERENCE COMMITTEE shall:**

- 16.1 Be chaired by the Membership Officer.
- 16.2 Be open to all current Life Members and any members of The Club Management Committee to attend, speak and vote on all matters before the Committee.
- 16.3 Require a quorum of any three current Life Members and any three members of the Management Committee.
- 16.4 Review all nominations for Life Membership of The Club, refer Part-1/C/2.

**17. FINANCE COMMITTEE shall:**

- 17.1 Be formed by the Treasurer if so desired, and if formed shall comprise of:
  - a) Treasurer (Chairperson)
  - b) Other persons nominated by the Treasurer and approved by the Management Committee.
- 17.2 Advise the Management Committee and where necessary make recommendations about the operation of The Club's accounting procedures.
- 17.3 Ensure, in a general manner in conjunction with the Treasurer and Management Committee that all Club funds are expended in terms of the constitutional aims and

objectives of The Club.

- 17.4 Offer advice to the Management Committee about any Club investments, which may occur from time to time, always having particular regard to the fact that it is "community" money which must not, at any stage, be invested "at risk".
- 17.5 Give advice to the Management Committee as to any Club borrowings.
- 17.6 Supervise the compilation of The Club Budget in each year, for presentation to the Management Committee.
- 17.7 Maintain liaison with the Southport Surf Club Supporters Club Inc.
- 17.8 Arrange when considered necessary any Meetings with the Club's official Auditors.

**18. AWARDS COMMITTEE shall:**

- 18.1 Be a sub-committee of the Membership Committee.
- 18.2 Chaired by the Awards Officer and comprise the Member Liaison Officer and a Life Member and other Members, as required and appointed by the Membership Committee.
- 18.3 Be responsible for and co-ordinate all awards within The Club.
- 18.4 Review all club awards, nomination procedures, identification of new awards and eligibility requirements.
- 18.5 Gather and prepare award nominations for Club, Branch, State and National awards.

**19. SPONSORSHIP / MARKETING COMMITTEE**

- 19.1 If formed, will be responsible for and co-ordinate all sponsorship and marketing activities of The Club, including Grant Applications.
- 19.2 May enlist other members of The Club to assist and be members of this committee, provided they are endorsed by the Management Committee.
- 19.3 Liaise with the Secretary and the office staff to ensure that up to date records are kept of all the activities and outcomes of the Sponsorship / Marketing Committee.
- 19.4 Report to the Deputy President and provide sponsorship / marketing reports and recommendations as necessary for the Deputy President to present the same to the Management Committee.

**20. OTHER COMMITTEES**

- 20.1 The Club Management Committee may appoint other Committees, or Groups to deal with particular items or projects from time to time.
- 20.2 In such circumstances, the Management Committee shall clearly define the composition, responsibilities, and terms of reference of such Committees, Groups etc.
- 20.3 A Chairperson of newly formed Committees, or Groups will be appointed by the Management Committee, until formally accepted within The Club.
- 20.4 Where committees are established and to form part of the ongoing club committee structure, subsequent appointments of a Chairperson will be by election in accordance with By-Laws election of Officers.
- 20.5 The Chairperson of newly formed Committees, or Groups will report to a Member of The Club Management Committee.

## **SECTION 7**

### **Procedures and Rules**

#### **1. ASSOCIATION POLICIES, RULES, REGULATIONS**

- 1.1 Without limiting the current and future scope of SLSA and SLSQ Policies, Rules and Regulations, The Club acknowledges and accepts the following SLSA and/or SLSQ Policies, Rules and Regulations:
- a) Surf Life Saving Training Manual
  - b) Competition Manual
  - c) Capital Expenditure
  - d) Business Development/Venture
  - e) Member Protection
  - f) Competitive Rights, Obligations and Qualifications
  - g) Trophies, Prizes and Eligibility
  - h) Team Management
  - i) Membership Categories and Restrictions
  - j) Membership Clearances
  - k) Competitive Rights and Transfers
  - l) Intellectual Property
  - m) Sponsorship
  - n) Visits and Tours

#### **2. AUXILIARY ORGANISATIONS (Refer Part 1/A/2.2)**

- 2.1 The Club may authorise the formation and/or affiliation of auxiliary organisations, e.g. -Old Boys Club, etc. with the approval of the State Centre.
- 2.2 Any such organisation shall be administered by a committee elected from members of The Club and approved by the Management Committee.
- 2.3 The Chairperson of the committee shall be appointed by the Management Committee.
- 2.4 Each organisation's formation and function shall be reviewed annually and shall function and abide by the Constitution and By- Laws of The Club.

#### **3. CORRESPONDENCE**

- 3.1 All correspondence from the State Centre to The Club, or from The Club to the State Centre, shall in the first place be transmitted through the Branch and no such correspondence shall be considered and/or attended to by the State Centre unless and until it has been so transmitted.
- 3.2 The provisions of this By-Law shall not apply to correspondence which has been distributed by the State Centre or SLSA to the Branch and Club for attention and/or action on the following subject matters:
- a) Government subsidy and/or subsidy returns.
  - b) State or Local Government matters.



- c) Workcover, Public Risk and general Insurance matters.
  - d) Large financial investments or borrowings.
  - e) Clubhouse buildings, extensions or alterations.
  - f) Cancellation or suspension of membership.
  - g) Constitutional matters.
  - h) Response to Circulars.
  - i) Any other matter which the State Centre or Branch may, from time to time, direct be exempted from this By-Law as a matter of expediency.
- 3.3 Any correspondence whether inward or outward relating to a matter that is deemed to be of a sensitive nature to the club by the Management Committee may be restricted from viewing by members of the Club until that matter has been completed or dealt with.

#### **4. AUDITS**

- 4.1 The books and accounts of The Club and any affiliated auxiliary organisations shall be audited at such intervals as may be required by law and/or the appropriate State Government Department or SLSQ. Such audits shall be carried out by an auditor approved to operate in the State of Queensland.
- 4.2 Auditors shall be appointed annually.
- 4.3 To ensure the independence of the audit and therefore the integrity of the accounts, the following rules govern the appointment of an individual as an auditor, The Auditor must:
- a) Be formally qualified
  - b) Be a member of a recognised professional accounting body;
  - c) Not be a past or present employee of the entity being audited;
  - d) Not be related to the Treasurer or President of the entity being audited;
  - e) Not be related to any person employed as Paid Employees or Accountant of the entity being audited;
  - f) Declare if they are a past or present member of the entity being audited, and such declaration must be included in the minutes of the meeting at which the auditor was appointed.

#### **5. COLLECTION SANCTION**

- 5.1 The Club or Auxiliary Organisation shall comply with the provisions of the relevant Government Acts and any subsequent amendments gazetted from time to time.
- 5.2 The Club shall make application to the relevant Government Department for entitlement under the "Collection Sanction". When Registration is approved and a "number" issued, all relevant requirements to maintain Registration shall be complied with in every detail.

#### **6. FUND RAISING**

- 6.1 The Club and any affiliated auxiliary organisation shall comply with the law with respect to fundraising.
- 6.2 Fundraising authority is vested in the Management Committee which may allocate portions of its responsibilities pertaining to specific projects to the Finance, Social, and/or other special Committees to maintain, direct and/or develop these projects.
- 6.3 The Club is authorised to solicit monetary donation, sell art union ticket by door-to-door,

canvass to any company, firm, newspaper or other business operation or trading or any person within the area of The Club as defined. Similar fund raising shall be permitted outside these areas after prior negotiation and with approval of the State Centre.

- 6.4 The Branch shall determine, from time to time, areas which shall be referred to as "Club Fund Raising Areas" and it shall be incumbent upon The Club to adhere to this area in relation to fund raising activities.
- 6.5 In the event of any breach of the foregoing provisions of this By-Law, it shall be a condition of continuance of affiliation and/or membership that The Club, member or group of members concerned shall forthwith surrender to the Branch all such monies, and their right thereto, obtained as a result of such breach and the Branch shall thereupon, at its discretion, determine how, and in what proportions (if any) such monies shall be applied. A right of appeal against any decision shall lie with the Branch.

## **7. INSURANCE**

- 7.1 It is mandatory that The Club and auxiliary organisations hold insurances approved by the State Centre. In cases where State Centre has appointed one or more Insurance Brokers and The Club does not insure through such Brokers, The Club shall submit such policies to State Centre for approval.
- 7.2 For paid Staff and Employees a Work cover policy shall be effected by the Club.
- 7.3 Personal Accident Insurance is granted under the State Centre's Work cover policy for all registered members of The Club whilst engaged in Surf Life Saving activities.
- 7.4 A Personal Accident Policy shall be effected by SLSQ to cover all financial Junior Activity members. The benefits cover exceptional items (refer Insurance Manual), e.g. Death, Liability, Medical (restricted), Dental and Ambulance.
- 7.5 A Public Liability policy shall be negotiated by SLSQ to cover the Club and Auxiliary Organisations against legal action instigated by a member of the public during activities approved by the State Centre. The Southport Surf Club Supporters Club Inc. has its own separate Public Liability Insurance.
- 7.6 Whilst the cover can apply to normal Surf Life Saving Association activities, a separate cover may need to be taken out by the Club or Auxiliary Organisations entering into some activity away from the Club facilities or beach, such as a display or fundraising activity where the public are involved. The Insurance Brokers should be consulted in these situations.
- 7.7 SLSQ shall negotiate on behalf of The Club insurance policies to cover loss or damage to its own property.
- 7.8 It is mandatory for the Club to hold property insurances and it is a requirement that such policies, if not managed by SLSQ brokers, be submitted to SLSQ for its endorsement to ensure that the protection provided is adequate and serves the interest of the Association.
- 7.9 The Club and any Auxiliary Organisation shall be responsible for the cost of their own insurance and shall be well advised to reassess values at least every second year.
- 7.10 A Directors and Officers policy shall be negotiated by SLSQ to cover officers of the SLSQ and its affiliated Branches and Clubs and auxiliary organisations against claims made against an officer during the policy period for a wrongful act. The Association Liability Policy” (covers both Southport Surf Life Saving Club Inc. and Southport Surf Club Supporters Club Inc.).
- 7.11 If a case exists where a claim may be possible, immediate notification must be given to the SLSQ Broker.
  - a) A Professional Indemnity policy shall be negotiated by SLSQ to cover members

whilst engaged in authorised Association activities.

## **8. FEES AND CHARGES**

8.1 Fees may be payable annually for affiliation, examination, registration, carnival entry and other general lifesaving costs for The Club, and shall be determined by the Branch from time to time.

## **9. HONORARIUMS**

9.1 An Honorarium may be granted to an Officer on the recommendation of the Management Committee; and forwarded to the Council for approval. Any such Honorarium paid would be subject to Income Tax.

## **10. FINANCIAL LIMITS & REQUIREMENTS -**

10.1 The maximum expenditure (including capital) that the Management Committee shall be permitted to authorise, that is not included in Budget on any one (1) item or project shall be One Hundred Thousand dollars \$100,000.-

10.2 Capital Expenditure:

- a) Capital expenditure includes alterations, additions or improvements to existing facilities, acquisition of any land, buildings or other property, the building of any new facilities, the building or refurbishment of any other facilities either singularly or in partnership.
- b) Capital expenditure also includes capital expenditure to purchase or invest in any business venture, community project, or other project using Club funds or borrowings.
- c) The Club shall notify the State Centre of any proposed capital expenditure over One Hundred Thousand Dollars (\$100,000).
- d) Such notification is to include:
  - i) A brief outline of the proposed expenditure clearly stating the intended purpose;
  - ii) Details of architectural plans (where necessary)
  - iii) Cost estimates with recommendation and justification (3 quotes);
  - iv) Details of recommendation of the above proposal in General Meeting Minutes;
  - v) Latest financial information (Profit & Loss & Balance Sheet) prepared in accordance with accrual accounting requirements;
  - vi) Confirmation that appropriate insurance cover is in place; and
  - vii) Any other information considered relevant.
- e) Where financing is required to support the capital expenditure, The Club must provide details of the proposed financing arrangements, and appropriate financial data supporting the capacity to service the proposed debt.
- f) Any borrowings shall be required to be approved at a General Meeting of The Club Council.
- g) Where future anticipated income from Supporters Clubs is being relied upon to service the debt, an independent professionally prepared financial analysis will also be required, including the following:

- i) A detailed business plan;
  - ii) Cash flow projections for at least five (5) years;
  - iii) Market survey/sensitivity analysis confirming the feasibility of the proposal
  - iv) Funding arrangements.
- h) Such proposals shall be dealt with in the following manner
- i) Proposals shall be assessed by the State Centre Board of Finance and Property upon receipt of all relevant information. The Board may seek external advice. Any such approval (which may be granted or withheld conditionally or unconditionally at the State Centre discretion) forms part of the State Centre Policy of encouraging responsible financial and asset management, but should not be construed as express or implied advice, or any guarantee, that the proposal is technically, financially or otherwise feasible or responsible.
  - ii) If the State Centre declines to issue an Approval to Proceed it may give reasons for doing so. However, in determining whether to take further action which might result in a subsequent approval by the State Centre (for example following State Centre's recommendation or conditions of approval), the applicant must undertake professional advice. Should the applicant proceed with the expenditure based on any recommendations or conditions made by the State Centre, the risk that this might not be appropriate for your circumstances is accepted by the applicant.
- i) Failure to comply with this policy shall result in a "policy breach notice" being issued and the non-complying entity shall be required to show cause to the SLSQ Executive to explain why disciplinary action should not be taken.
  - j) State Centre shall respect and comply with any commercial in confidence issues.

## 11. INTELLECTUAL PROPERTY -

- 11.1 The Policy and Procedures for the use of "red and yellow" Surf Life Saving imagery and property shall be as determined by SLSA.
- 11.2 No one shall be permitted to inappropriately exploit Surf Life Saving imagery such as the red and yellow cap, flags, patrol uniforms, logos/trademarks etc.
- 11.3 The following procedures shall apply where a Club wishes to use red and yellow imagery/property:
- a) The Club shall obtain the State Centre's approval to use, or allow someone else to use images or pictures of lifesavers wearing red and yellow patrol caps, or patrol uniforms, or patrol flags.
  - b) State Centre has the authority to approve the use of such red and yellow imagery if the promotion is restricted to The Clubs/Branch's local area.
  - c) State Centre has the authority to approve the use of the red and yellow imagery in advertisements/promotions that go beyond a club/Branch area if the use of the imagery is in good taste, not conflicting with a State or National sponsor. There may be a license fee attached.
  - d) The Club has every right to use its own Club caps, uniforms and imagery in Queensland.

## **SECTION 8**

### **Patrol Rules**

The patrol season shall be as decided by the Branch. The method of patrol duties shall be determined by the Club Patrol Service Agreement.

#### **1. PATROL OBLIGATIONS -**

- 1.1 All Cadet, Active and Reserve Active members must do patrols.
- 1.2 Reserve Active members shall carry out a minimum of Fifteen (15) hours of patrols, the equivalent of three patrols and will be allocated to a Roving Patrol. If a Reserve Active member requests to be allocated to a rostered patrol, to ensure full patrol coverage, they will be required to comply with the Patrol Obligations of a Cadet or Active member.
- 1.3 Cadet and Active members shall carry out patrols in compliance with the current club policy.
- 1.4 All Cadet and Active members must be allocated onto a patrol.
- 1.5 Junior Activity Members who hold the Surf Rescue Certificate or Emergency Care Awards shall carry out a minimum of Eighteen (18) hours Water Safety or First Aid duties plus Fifteen (15) hours Patrol Duties in the current season.
- 1.6 Any Cadet or Active member who fails to receive a copy of the current patrol roster showing the details of the particular patrol that the member has been assigned to, by the first patrolling day of the season must notify the club in writing of this failure.
- 1.7 Any Cadet or Active member who re-joins or obtains their Bronze Medallion or Surf Rescue Certificate after the first patrolling day, must immediately obtain the details of their patrol requirements from the club. If this information is not forthcoming, they must immediately inform the club in writing.
- 1.8 Any member who does not carry out a full season of patrols shall not be credited with a years' service to the club. Despite the fact that a member does not comply with this requirement, the Management Committee may award a year of service as it sees fit.
- 1.9 Members, whose other commitments interfere with their availability to regularly attend a rostered patrol, will be allocated to a Roving Patrol. Roving Patrol members will be required to undertake the equivalent number of patrol hours as a Cadet or Active member, with the exception that water safety hours for Southport Junior Activities and water safety at recognised Senior or Junior Carnivals will contribute to 50% of the required patrol hours for the season. The allocation to a Roving Patrol will be subject to written request to the Club Captain and subsequent consideration and approval of the Club Captain.

#### **2. PATROL REGULATIONS**

- 2.1 Members shall attend patrols as allocated provided that:
  - a) All members shall be eligible for duties only according to their qualifications.
  - b) A member wishing to transfer from one Patrol to another shall do so only with the consent of the Club Captain.
  - c) A member who is likely to be late or unable to attend a rostered patrol, must notify the Patrol Captain, as early as possible prior to the Patrol. At the Patrol Captains discretion, a substitute patrol member may be requested and it will be the responsibility of the patrolling member to arrange this substitute. If agreed with the Patrol Captain that a substitute is not required, the patrolling member will not be in default of their Patrol Obligations, but will be required to undertake a Make-up

Patrol. Substitutes will be required to hold the equivalent awards to the patrolling member, unless alternative awards are agreed with the Patrol Captain. Assistance to obtain a substitute may be provided by the Patrol Captain or through the Club Administration. A substitute patrolling member will assume the Patrol Obligations of the person they are substituting.

- d) A member who misses a patrol without notifying their Patrol Captain will be deemed in default and will need to complete a Makeup Patrol.
  - e) A member who is late for patrol duty without notifying their Patrol Captain will, be deemed in default and will need to complete a Makeup Patrol for the patrol hours missed.
  - f) Should a member be in default for three patrols, they will be required to undertake a further Penalty Patrol and referred to the Club Captain for further consideration. Subsequent incidents will also be deemed in default and for each further three defaults the member will be required to undertake a further Penalty Patrol.
  - g) Make-up and Penalty Patrols, where possible, are to be completed within two patrol cycles. Penalty Patrols must be completed before Make-up Patrols.
  - h) For eligibility for competition, members must complete a minimum number of patrol hours (as determined by SLSA & SLSQ) and must not be in default of their Patrol Obligations at the time when competition entries are to be submitted. Penalty Patrol hours do not count towards patrol hours required for competition entry. Eligible hours for competition include patrol hours, Sunday water safety hours for Junior Activities and water safety at recognised Senior or Junior Carnivals.
  - i) Representation at any Carnival as a Selected Competitor or Carnival Official or at any demonstration or meeting of the Association does not constitute attendance of a rostered patrol and it shall be the responsibility of the individual to notify their Patrol Captain and arrange substitution in these instances.
  - j) Exemption for patrol duty may be granted by The Club Captain in special circumstances but for extended periods of exemption written application shall be made to the Management Committee who shall decide the issue.
- 2.2 The first Patrol on duty shall see that all lifesaving gear is set up on the beach with all equipment signed off as operational. The last Patrol on duty shall clean and return all equipment to the Clubhouse, IRB shed or First Aid Room.
- 2.3 The first Patrol of the day shall allow one hour for setup with the afternoon Patrol allowing thirty (30) minutes for changeover. The last Patrol of the day shall allow 30 – 60 minutes for set down and equipment cleaning after PM Patrol.
- 2.4 Patrol members shall wear Association uniforms and other dress as directed by the Association.
- 2.5 Before the Patrol commences duty, the Patrol Captain shall allocate Members to duties pertaining to Awards held.
- 2.6 In the absence of the Patrol Captain the Patrol Vice-Captain shall have like authority.
- 2.7 Members of Patrol and activities of the patrol are under the control and direction of the Patrol Captain, and members are not allowed to leave the patrolled area unless they first obtain permission from their Patrol Captain.
- 2.8 In the event of the Patrol having finished its term of duty, and the succeeding Patrol failing to relieve it, the Patrol Captain shall ensure that an adequate Patrol is maintained, whilst the Patrol Captain reports to the Club Captain and alternative arrangements are made.
- 2.9 Patrol Captains are held responsible for the efficiency of their Patrols, and shall regularly

test their Patrol on their ability and knowledge of emergency care and rescue procedures utilising the gear on patrol.

- 2.10 A member shall obey their Patrol Captains, either in the actual work of lifesaving, or any other duty associated with the activities of the Patrol within the Club.
- 2.11 Patrol Captains are required to ensure that all logs are completed, (viz Patrol, IRB, First Aid).
- 2.12 Patrol Captains are to ensure that motorised equipment is driven only by members with the appropriate licences / Awards.
- 2.13 Patrol members who attend all their rostered patrols during the season will receive recognition for this achievement in the form of an SLSQ Certificate and further recognition through The Club's Rewards Program effective at the end of the season. Recognition will also be made for those members who may not have attended their full rostered patrol, however their patrolling hours have exceeded those required for the season. Any member who at any time during the season, was in default of their Patrol Obligations will be precluded from the Rewards Program applicable to patrol achievement recognition.
- 2.14 Patrol Rewards Program
  - a) For each rostered Patrol a member attends they receive 4 points.
    - i) No Points if they get a Sub.
    - ii) No Points if they do a Make-up or Penalty Patrol.
  - b) If a member does 100% they receive DOUBLE Points.
  - c) Members attending Club events approved by the Patrol/Club Captain, and providing a Sub is arranged, will still be eligible for the Double Points.
  - d) For each additional Voluntary Patrol a member attends, they receive an additional 4 points, however, these are not doubled as part of the 100% attendance of Rostered Patrols.
  - e) Should a member be in default of their Patrol Obligations, they will automatically be excluded from the Rewards Program.

### **3. PATROL EXEMPTION POLICY -**

- 3.1 In relation to patrol duties the following shall apply:
  - a) Members, Clubs and the Association generally, must recognise the obligation of all members to perform patrol duties and/or other duties within the Surf Life Saving Structure.
  - b) Exemptions from patrol, or other duties, may only be granted in the most exceptional of circumstances.
  - c) Management Committee may provide exemptions for senior Club Officers and persons whose Club duties are such that exemption is warranted.
  - d) Under no circumstances shall competitors be granted patrol, or Club duty exemptions, solely upon competition reasons.
  - e) For the sole purpose of The Club awarding recognition payments, under the Rewards Program, for 100% patrol attendance for Rostered Patrols, the Patrol

Captain / Club Captain has the authority to record an individual as attending when representing The Club in alternative activities, such as; Competitions, Collections, Education, etc. This attendance is on the condition that those members, at the request of the Patrol Captain, arrange an appropriate substitute and complete a Make-up patrol.

- f) Any patrol, or duty exemption, granted by a Club - unless those provided for in (c) above must be immediately submitted for ratification to the Association (Branch or State) stating names and reasons for exemption.



## **SECTION 9**

### **Club Colours / Badges and Competitive Conditions**

#### **1. COLOURS AND BADGES**

- 1.1 The existing Club's colours, badges and competition cap design shall not be altered without re-endorsement of the State Centre and the approval of the Association.

#### **2. COMPETITIONS**

- 2.1 The SLSQ shall have power to regulate all competitions between Club, Branches and/or directly affiliated Clubs within its boundaries.
- 2.2 The Branch shall have power to regulate competitions between Clubs affiliated with the Branch.
- 2.3 The Club shall only participate in competitions endorsed by the Branch, State Centre or SLISA.
- 2.4 No Inter-Club competition within the Branch shall be held without the approval of the Branch.
- 2.5 Wagering and/or gambling by persons competing or participating (eg as a competitor, coach, official, manager, organiser etc) in events conducted by the Association is not permitted. Such members proven to have gambled on an Association competition event in which they are involved, will be liable to appropriate disciplinary action.

#### **3. COMPETITIVE RIGHTS, OBLIGATIONS AND QUALIFICATIONS**

- 3.1 Members and competitors acknowledge and agree that competing in lifesaving events, contests, carnivals and competitions attracts certain rights and obligations, and requires certain qualifications. In relation to rights, obligations and qualifications refer to the current SLISA Competition Manual and any circulars or bulletins regarding competition.

#### **4. CLUB CHAMPIONSHIPS**

- 4.1 The Club Championships shall be conducted annually on a date recommended by the Surf Sports Committee and endorsed by the Management Committee.
- 4.2 The list of events to be conducted at the Championships shall be decided by the Management Committee from a recommendation of the Surf Sports Committee.

#### **5. TROPHIES, PRIZES AND AWARDS**

- 5.1 The following Trophies, Prizes and Awards shall be awarded at the Annual Dinner held each year in June:
- a) Garth Andrews OAM Fellowship Award (Part 1 C/3).
  - b) Gun Grant Trophy (Club Person of the Year) awarded to the person who:
    - i) Has provided assistance or service in excess of normal expectations and displays enthusiasm, courtesy and respect.
  - c) Alan Kirton Trophy. (Quiet Achiever of the Year) This trophy is presented to the Club Member who:
    - i) Goes about Club duties in a quiet manner with minimal direction.
    - ii) Is always willing to put in a little extra effort.

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- iii) Sees something that needs to be done and does it.
- d) Sue Macdonald Youth of the Year – this award is presented to a person who:
  - i) Is between the age of 18 and 25 and holds a Surf Rescue Certificate or Bronze Medallion.
  - ii) Portrays a positive approach to Southport SLSC and Life Saving image.
  - iii) Is enthusiastic to patrol duties and has achieved a high number of patrol hours.
  - iv) Has achieved an SLSA Award during the season.
  - v) May be involved in competition to gain points for The Club.
  - vi) Attends fundraising activities.
  - vii) Contributes time and effort in all areas for the benefit of Southport SLSC.
  - viii) Communicates effectively and is held in high esteem by peers.
- e) Cadet of the Year Trophy – this award is presented to a person who:
  - i) Is a Cadet Member, as stipulated within the Club Constitution
  - ii) Portrays a positive approach to Southport SLSC and Life Saving image.
  - iii) Is enthusiastic to patrol duties and has achieved a high number of patrol hours.
  - iv) Has achieved an SLSA award during the season.
  - v) Attends fundraising activities.
  - vi) Contributes time and effort in all areas for the benefit of Southport SLSC.
  - vii) Communicates effectively and is held in high esteem by peers.
- f) Champion Patrol of the Year – point score is percentage based and awarded to the Patrol that has:
  - i) Attended and gained points in the Club Championships.
  - ii) Highest percentage of members with 100% Patrol attendance for the season.
  - iii) Percentage of members who arranged substitutes in Members absence and completed make ups.
  - iv) Percentage of members who have attended mandatory Fundraising.
  - v) A number of Members have gained new Awards.
  - vi) Been awarded a high score from the Patrol Inspection.
- g) Champion Patrol Person / Lifesaver of the Year – awarded to a Club Member who:
  - i) Displays outstanding patrol skills and service to Southport SLSC.
  - ii) Provides good leadership and award knowledge.
  - iii) Has achieved one or more awards during the season.
  - iv) Is able to promote Life Saving skills.
  - v) Assists others to achieve their best while on Patrol.
  - vi) Is well liked by peers.
- h) Emergency Care Award – awarded to the Patrol that has achieved:
  - i) Keeping the First Aid room for clean and tidy, reporting of used stock and

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signing off log books.

- ii) Ensuring all Emergency Care equipment clean, operational and signed off prior to patrol commencement.
  - iii) Number and type of First Aid cases performed during the season.
  - iv) The highest percentage number of Emergency Care awards achieved on the Patrol.
  - v) Awarded a high score for the “Emergency Care” Patrol Inspection.
  - i) Mark Bennetts Rising Star of the Future – awarded to the Club Member that is:
    - i) This award was struck to acknowledge a club member who shows great potential in competition.
  - j) Croydon Reid Trophy (Best Individual Competitive Performance) awarded to:
    - i) The best individual competitive performance of the season. This may be an individual performance or a series of performances throughout the season and will reflect competitive ability and spirit.
  - k) North Survey Award (Best Team Effort) awarded to:
    - i) The best performance by a team representing the Club at carnivals throughout the season. This may be a single performance or a series of performances throughout the season.
  - l) Southport Encouragement Award (sponsored by CT Freight)
    - i) This trophy is awarded to a young member who:
      - ii) Is keen to succeed.
      - iii) Always tries to achieve their goals.
      - iv) May not necessarily win an event but keeps trying and doesn’t give up.
      - v) Needs a little encouragement and support to achieve their goals.
  - m) Patrol Captain Encouragement Awards
    - i) Awarded to one Member from each Patrol.
    - ii) This award is selected by each Patrol Captain.
- 5.2 In relation to trophies and prizes The Club and sponsors should be strongly encouraged to provide items of lifesaving gear as prizes rather than cash.
- 5.3 The Recipients of Club Trophies, Prizes and Awards are selected by the Management Committee after nominations and or recommendations from members, officers and relevant committees.
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## **SECTION 10**

### **Visits and Tours**

In relation to visits and tours by Club members or teams which shall include all persons who travel with or under the arrangements made by The Club, the following directions shall be mandatory requirements. The Club shall not knowingly select any member who is under any form of suspension or is financially indebted to any Club, Branch or SLSQ. In addition to these rules, all Visits and Tours are to comply with the Rules and Regulations as determined by SLSA and SLSQ.

#### **1. INTER-CLUB / INTERSTATE VISITS**

- a) Individual Club members or Club teams wishing to travel interstate or to other Branches for competition or Life Saving forums shall obtain a clearance from South Coast Branch or SLSQ 21 days prior to departure.
- b) Such advice shall detail the proposed destination and dates of the visit, method of travel, the number intending to travel and the name and address and contact details of the Team Managers.
- c) When hosting a visiting team South Coast Branch shall be advised.

#### **2. INTERNATIONAL TOURS**

2.1 When individuals or teams are identifiable as Club or Association members by uniform or insignia or the purpose of the tour is to compete in events using Association type equipment or attend Association conferences or matters identifiable with Association activities, then the following policies and conditions apply:

- a) Make application to the Branch for permission to conduct a tour, Branch shall then forward the application to SLSQ requesting endorsement and forwarding to SLSA.
- b) At least six months' notice of the proposed departure date shall be given by the Club before permission to tour shall be granted, unless under special circumstances as approved by SLSA.
- c) Branch, SLSQ or SLSA shall not, in any way, be responsible financially for any part of the expenses attributable to any tour by the Club.
- d) Details of how the tour will be financed, including any proposals of sponsorship, the aims and objectives of the tour, having regard to surf lifesaving, is to be advised.
- e) The Club will not knowingly select in an overseas touring team any member who is under any form of suspension or is financially indebted to any club, branch of SLSQ
- f) Appointment of officials, size and composition of the team and selection policies shall be a matter for the Club. The Association shall reserve the right to set special conditions under which permission will be granted to the Club to tour overseas countries in the same season that an Australian Representative Team shall be visiting those same countries.
- g) At least one month prior to the departure of the Club team, SLSQ and SLSA shall be supplied with a copy of the final itinerary, points of contact, full details of the composition of the team, names and addresses of team members and the Team Manager.

2.2 The Club team to tour overseas shall have an appointed Team Manager who will be responsible for all matters concerning the team. In the event of any incident, complaint or otherwise adverse reaction to the team as a whole, or members individually, the Team Manager shall be automatically responsible to the SLSA and may be called before the

Branch, State or SLSA to face judiciary inquiry and possible disciplinary action

- a) Comprehensive reports and recommendations (if any) on any tour (together with a team photograph wherever possible) must be supplied to SLSQ within Ten (10) weeks of the completion of the tour.
- b) Adequate insurance policies shall be negotiated in respect of personal accident to and/or sickness of every member of the touring team, loss or damage to the personal effects of team members and to such special life saving and/or display equipment as shall be provided for use on the tour.
- c) SLSA, upon receipt of the application and having satisfied itself all conditions have been met, may grant permission for the tour to take place and give the Club, Branch or SLSQ permission to correspond direct with the overseas body. Before granting this permission, the Australian Council will ascertain from the national overseas body that the invitation has been endorsed by them.

### 3. TOURS TO AUSTRALIA

3.1 In relation to tours by overseas Life Saving organisations to The Club the following conditions shall apply:

- a) If The Club wishes to issue an invitation to any overseas lifesaving body to tour in Australia, it must firstly make an application to the Australian Council through its Branch/SLSQ. Such application shall include all details of the proposed tour including accommodation, financial obligations of the host body, proposed itinerary and details of any appointed Liaison Officer/s.
- b) Branches and/or State Centres receiving such applications shall, before endorsing the application, consider the following:
  - i) That the proposed visit will not seriously disrupt any programming of the Club, Branch or SLSQ.
  - ii) Those qualifications of the host body's liaison officer/s are satisfactory. Such tours may be referred to as "domestic tours" and once authority has been given by the applicable Branch, SLSQ and SLSA these authorities shall not bear any responsibility, financial or otherwise, in connection with the tour.
- c) SLSA shall notify the overseas Association concerned. However, the tour should not be considered confirmed until the overseas Association has advised SLSA of the invitation's acceptance.
- d) Within Eight (8) weeks of the completion of any tour by an overseas body, the Club shall supply the SLSA with a comprehensive report detailing the activities and achievements of the tour.
- e) Despite a tour being classified as a "domestic tour" it is anticipated that the Club will take such opportunities to invite the Branch, SLSQ and the SLSA representatives to be present at receptions and to be given the opportunity of having discussions with overseas visitors.

## **SECTION 11**

### **Discipline, Penalties and Appeals (Refer Appendix "A")**

#### **1. JURISDICTION**

- 1.1 The penalising authority for The Club shall be vested in the following in this order-
- a) The Council
  - b) The Judiciary Committee
  - c) The Disciplinary Committee
  - d) The President
- 1.2 Should The Club decide the alleged offence is beyond the responsibility of The Club, the matter may be referred to the Branch for determination.

#### **2. DISCIPLINE**

- 2.1 Any member of The Club or any Auxiliary Organisation within its jurisdiction or any member of such who has breached rule Part-1/B/8.1 of the constitution shall be dealt with as in Part-1/B/8.2 of the constitution.

#### **3. PENALTIES**

- 3.1 Without limiting the scope of penalties that may be imposed, the form a penalty may take includes -
- a) Reprimand – Depending on the seriousness of the offence, a warning will be issued to the member in accordance with the following points and will remain on the member's record for the period's indicated. After the period's indicated, all records of the warning will be removed from the member's file. Should a subsequent similar incident occur, whilst the warning is active, the subsequent warning will take the previous warning into consideration.
    - i) Verbal warning – 6 months
    - ii) 1<sup>st</sup> written warning – 12 months
    - iii) 2<sup>nd</sup> & final written warning – 24 months
    - iv) Dismissal from The Club
  - b) Suspension - may be applied as a complete or partial suspension of a member's privilege for a definite period of time or until a definite pre-set goal is reached, and partial suspension could well require the member to carry out all or part of their duties in The Club without being able to avail themselves of the normal facilities and privileges of a member. The extent or limit of the penalty must be set by the penalising authority imposing the said penalty, provided that a period of suspension from the date of the order shall not be longer than:
    - i) Five (5) calendar years for the Judiciary Committee.
    - ii) Three (3) calendar months for the Disciplinary Committee
  - c) Termination - Club membership may be terminated because of the prevailing circumstances, and when the extreme action of expulsion is not warranted;
    - i) A member whose membership is terminated may re-apply for membership of the Association at some later time
  - d) Expulsion - from "Club Membership" would be applied only as a response to a very

serious offence against The Club, the Association or their principles or ideals. A member who is expelled from The Club is not eligible to reapply for membership of The Club.

- e) Such combination of any of the above as the penalising authority thinks fit or other penalty or penalties as the penalising body thinks fit.
- 3.2 Where an individual Club member is suspended by The Club they shall forfeit either completely or partially, as may be decided, all privileges as a member of an affiliated Club during the period of their suspension. In the case of complete suspension, a member shall forfeit all rights during the currency of their suspension. Partial suspension shall limit such member's participation in inter-Club or Association activities but shall not interfere with their rights as a Club member.
- 3.3 Penalty decisions shall be promptly conveyed in writing to the Management Committee and the member concerned and it shall be incumbent on The Club to give immediate effect to such decision, and to notify the Branch and the State Centre as required

#### **4. APPEALS**

- 4.1 Any member penalised by a penalising authority of The Club shall have the right to lodge an appeal against such penalty to the next highest authority from that which made the referral provided that the appeal shall be lodged in writing to The Club within Fourteen (14) days of the notification of the penalty and shall set out clearly the grounds of the appeal. The appeal shall be placed before the next highest authority within The Club, and shall be dealt with in the following manner -
- a) Dismissed and the penalty upheld;
  - b) Dismissed and a heavier penalty imposed;
  - c) Upheld and a lighter penalty imposed;
  - d) Upheld and the appellant exonerated;
- 4.2 Any member penalised by The Club shall have the right to appeal to the Branch against the penalty, provided that -
- a) Such an appeal shall be allowed only after the party concerned has properly availed himself of the rights of appeal to The Club as contained in the Constitution and By-Laws of The Club; Refer By-Laws 11/4/1.
  - b) The appeal shall be made within Fourteen (14) days of the imposition of the penalty, or if the party concerned has exercised its right of appeal to The Club within Fourteen (14) days of the notification of the decision of such appeal;
  - c) The appeal shall be made through The Club who shall forthwith refer the appeal to the Branch, provided that The Club may at the same time submit any representations on the appeal which it may wish to make;
  - d) Upon the setting of an appeal hearing, the Branch shall either itself or by its Judiciary Committee or by a Committee appointed for the purpose, hear the appeal and communicate its decision in writing to the appellant and The Club.
  - e) Pending an appeal hearing by the Branch or by the Branch Judiciary Committee or by a Branch Committee appointed for the purpose, the President of the Branch, after written application by the appellant and only after good cause is shown, may suspend the operation of the penalty until the appeal is heard by the Branch.
- 4.3 Appeals made to The Club Council shall follow the procedures as described in Appendix "A" Section 3, 4 and 5.

**5. REFERENCES**

- 5.1 In addition to the matters set out in By-Law 11/2 which are of a disciplinary nature, any interested party may submit a Reference or Grievance to The Club upon any matter touching the affairs of The Club, the Association and its members.
  - 5.2 Every Reference or Grievance shall be in writing setting out clearly the matters sought to be investigated by The Club, and the Executive shall then decide where such Reference shall be directed. Refer By-Law 11.1
  - 5.3 The hearing of a Reference or Grievance shall follow the procedures as described in Appendix "A" Section 3, 4 and 5.
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## **APPENDIX "A"**

### **Judiciary Committee**

#### **Rules of Procedure**

### **1. DEFINITIONS**

1.1 In this Appendix -

- a) "The Committee" means the Judiciary Committee.
- b) "Secretary" means the Secretary for the time being of the Judiciary Committee.
- c) "Member" for the purposes of these rules of procedure means a member of the Association, and includes a Club, subject to the jurisdiction of State Centre or Branch by which the Committee shall have been appointed.
- d) "Reference" includes any complaint or grievance against a member of The Club or Association brought by any person, and any dispute under The Club's Constitution and/or rules.

### **2. JURISDICTION**

- 2.1 The Committee primarily has jurisdiction to hear a Reference of any nature referred to in By-Law 11/2.
- 2.2 Every reference directed to the Judiciary Committee shall be dealt with by that Committee or it may refer the Reference to Branch or State Centre-
  - a) In whose area the matter for Reference arises, or
  - b) Having the most direct interest in the matters raised by the reference
- 2.3 If the Reference is referred to a Branch or State Centre that Branch or State Centre shall appoint its Judiciary Committee to hear the Reference and proceed in the terms of Rule 3 set out hereunder.
- 2.4 Every person bringing a reference shall have a right to be heard by the Committee provided that-
  - a) They have an interest in the subject matter of the reference;
  - b) Their reference is in clear and unambiguous terms.
- 2.5 In every case the committee is required to proceed in accordance with the rules of natural justice.

### **3. PROCEDURE**

The following procedures shall be followed by the Judiciary Committee:

- 3.1 Upon receipt of a reference, the Chairman of the Committee or their Delegate may appoint an independent person to act as investigator upon the reference. Such appointment shall be in writing, enclosing a copy of the reference and instructing the investigator to make all relevant enquiries and prepare to assist the Committee within fourteen (14) days.
- 3.2 The investigator, if appointed, shall make all relevant enquiries and shall appear at the time and place appointed for the hearing by the Secretary of the Committee.
- 3.3 Upon receipt of a reference the Secretary shall forthwith appoint the time and place for the hearing suitable to the members of the Committee. They shall give at least Ten (10) days' written notice of the hearing to the member concerned and any interested parties, and such

notice shall include information regarding an adjournment or request for representation.

- 3.4 In the case of a complaint against a member of The Club who has been suspended, they shall remain under suspension until the decision of the Committee, unless the Chairman of the Committee decides otherwise.
- 3.5 The Committee shall conduct the hearing within a reasonable time, subject to any reasonable application for an adjournment in writing and received by the Secretary at least Five (5) days before the date set for the enquiry.
- 3.6 No interested party shall be entitled to legal representation as of right at the Committee hearing provided that an application may be made in writing to the Secretary at least Five (5) days prior to the hearing for such representation. The Committee may grant or refuse such an application as it sees fit. The same provisions shall apply where an application is made for representation other than legal representation, provided that where a member under the age of eighteen years who is the subject of a reference, it shall be mandatory for a parent/s or guardian, or an adult approved by the parent(s) or guardian to be invited to attend at all material times, and every effort should be made to encourage these persons to be in attendance in the interests of the member under the age of eighteen years.
- 3.7 Any notice required by the Rules to be given by the Secretary shall be given in writing delivered personally or sent by prepaid post addressed to the member concerned. A notice given by post shall be deemed to have been given on the day following that on which it shall be posted.
- 3.8 Any member who fails without reasonable excuse to comply with the requirements of any notice addressed to them by the Secretary shall be subject to such action as the Executive of The Club, shall, on the report of the Committee think fit.

#### **4. AT THE HEARING**

- 4.1 All interested parties shall be present at the hearing, provided that a hearing may proceed in the absence of an interested party only where the committee is satisfied by evidence that the party had due notice of the meeting and has chosen to be absent from the hearing, or the Committee agrees that it is in the best interest of the party not to be present.
- 4.2 In the case of a complaint against a member, all witnesses other than the member concerned must remain out of the hearing until called upon to give evidence.
- 4.3 The independent investigator, if appointed, shall be present to assist the Committee.
- 4.4 The Chairman shall read the reference to the Committee.
- 4.5 The independent investigator, if appointed, shall present relevant evidence, including the calling of witnesses. Any submissions by the investigator, or documentary evidence submitted by the investigator, shall be given whatever weight the Committee thinks fit, subject always to the consideration that oral evidence from a witness may be of more weight than other forms of evidence. If the independent investigator is not appointed, the Committee itself shall receive the evidence relevant to the reference.
- 4.6 The person who is the subject of the reference shall then present relevant evidence on their own behalf.
- 4.7 In all cases where witnesses are called they shall be examined by the party (if any) on whose behalf they have been called, and then cross-examined by the other interested parties to the reference. The party calling the witness shall have the right to re-examine the witness. The Committee members may ask questions of the witness, but no other examination or cross-examination of that witness shall be allowed except by leave of the Chairman.
- 4.8 The Committee may, in its discretion, refuse to admit evidence which is irrelevant or of so

little weight as to be properly excluded.

- 4.9 At the conclusion of all the evidence, each interested party and the investigator, if appointed, may make submissions to the Committee in such speaking order as the Chairman may direct. Right of reply by any party shall be at the discretion of the Chairman.

**5. AT THE CONCLUSION OF THE HEARING**

- 5.1 The Committee shall meet in camera after the hearing has been completed and formulate its findings.
  - 5.2 The findings of the Committee and the order or penalty agreed upon may be by the majority, with the Chairman having a casting vote in the event of a tied decision. The minority may furnish separate findings, but the majority findings and order or penalty shall be deemed to be the decision of the Committee.
  - 5.3 The Chairperson or other member of the Committee shall deliver the Committee's findings in the presence of such interested parties who wish to attend. The findings and any penalty shall become effective immediately.
  - 5.4 The Secretary of the Committee shall within 3 (three) days give written notice of the decision of the Committee to the member who is the subject of the reference. The Committee shall furnish its report at the first meeting of the appointing authority after the hearing is completed.
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## **APPENDIX "B"**

### **Junior Activities Rules**

#### **1. JUNIOR ACTIVITIES APPOINTMENTS, OBJECTS, COMPETITION, MEETINGS AND PROCEDURES.**

##### 1.1 Appointment

- a) The Club, at its Annual General Meeting shall endorse the appointment of a Junior Activities Committee (hereinafter referred to as the JAC), as provided for in By-Law 6/10. The JAC decisions shall be subject to ratification by The Club Management Committee and the general rules of Committee as provided for in By-Law 6/1.

##### 1.2 The Objects and Duties of the JAC shall be:

- a) The responsibility for the conduct and co-ordination of all matters relating to Junior Activities.
- b) To provide for Junior Activity members an educational experience in a wide range of subjects and skills within the aquatic/marine environment.
- c) To prepare Junior Activity members for their eventual transition to the marine and patrol environment of the Senior section of The Club.
- d) To provide for the instruction and the conduct of examinations of Junior Activity members willing to gain the Junior Age Awards.
- e) To organise, in conjunction with The Club, the instruction and/or examination of Junior Activity members willing to gain the Resuscitation Certificate, and/or the Surf Life Saving Certificate of the SLSA of A.
- f) To provide rules and regulations for the conduct of Junior Activity, refer Part-1/B/3.2.
- g) To endeavour to raise finance to provide for the foregoing objects.

##### 1.3 Management and Composition

- a) The Chairperson of the JAC shall be elected at the AGM of The Club following an endorsed nomination from the Annual Meeting of the Junior Activities.
- b) The general membership of Junior Activities shall elect any of the following officers to conduct Junior Activities - Deputy Chairperson, Secretary, Treasurer, Registrar, Education Officer, Carnival Nomination Officer, Clothing Co-ordinator, Awards Officer, Team Manager, Assistant Team Manager, Gear Steward, Water Safety Officer, Publicity Officer, Canteen Co-ordinator, Age Group Managers, Assistant Age Group Managers, Fundraising Co-ordinator, Bar Co-ordinator, Coaching Co-ordinator, Safety Co-ordinator and Social Co-ordinator.
- c) An Executive of Junior Activities shall be responsible for decisions between JAC meetings, and shall be comprised of the Chairperson, the Secretary and the Treasurer. Any decision shall be ratified by the JAC.

##### 1.4 Meetings of the Junior Activities

- a) The Annual Meeting of the Junior Activities shall be held prior to The Club Annual General Meeting with the following agenda:
  - i) Attendances
  - ii) Apologies

- iii) Annual Report of Activities
- iv) Endorsement of Nomination of Chairperson of Junior Activities
- v) Election of Officers
- vi) Meeting dates
- b) JAC meetings shall be held as provided for in By-Laws 6/10 with the following agenda:
  - i) Attendances
  - ii) Apologies
  - iii) Confirmation of Minutes of previous Meeting
  - iv) Business Arising
  - v) Correspondence
  - vi) Reports
  - vii) General Business
- c) Executive Meetings may be held as required to deal with urgent matters providing decisions are subject to ratification by a JAC meeting, and if necessary The Club Management Committee.
- d) Special Meetings with a specific agenda may be held at the discretion of the Chairperson or the JAC.
- e) At general meetings of Junior Activities, the number necessary to form a quorum shall be double the number on the Junior Activities Committee plus one (1).
- f) For other meetings a quorum shall be as provided for in The Club Constitution Part-1E/6/3.
- g) Voting at general meetings of the Junior Activities shall be limited to financial members of Southport SLSC who are:
  - i) A nipper parent or
  - ii) An Officer of the JAC or
  - iii) A member of The Club Management Committee.
  - iv) Other members who are interested in the objects and interests of Junior Activities and who have applied in writing, a minimum of sixty (60) days prior to the Annual Meeting of Junior Activities, to the JAC for membership of Junior Activities and have been endorsed.

#### 1.5 Elections

- a) Nominations for the Election of Officers shall be in writing and signed by the nominator, seconder and by the nominee signifying their willingness to stand for election, and lodged with the JA Secretary two (2) weeks prior to the Annual Meeting of the Junior Activities.
- b) If the number of candidates for any one office exceeds one, a decision shall be determined by secret ballot of the members present, and voting at the meeting.

#### 1.6 Finance

- a) The Treasurer, and where convenient assisted by the JA Treasurer, shall receive all monies, issue receipts and bank such monies to the account of The Club to be used for Club endorsed Junior Activities.

- b) Payment of accounts shall be effected by The Club Treasurer, following checking of the accounts by the JA treasurer.
- c) Credit and Debit ledgers shall be established and maintained by the JAC to determine the financial standing of the JAC in relation to The Club.
- d) The finance of the JAC shall be supported by means approved by The Club which shall include a Club budget allowance, donations, capitation levies, carnivals, socials and other functions.

1.7 Competition

- a) The JAC shall have power to regulate all Intra-Club competitions providing such competition has been approved by The Club Management Committee.
- b) No Inter-Club contest or competition shall be held without the approval of The Club and the Branch.
- c) All Junior competitors shall wear protective clothing approved by the Association in all water activities as directed by the Branch or SLSQ.
- d) A Sub-Committee comprised of the Age Manager of the age group under consideration, Coaching Co-ordinator, Team Manager and Junior Coach shall select the competitors and teams for all inter/intra Club competitions and carnivals and may alter such selections at its discretion, and its decision shall be final.

1.8 Discipline

- a) The conduct of members who participate in Junior Activities shall be subject to the control of the JAC in the first instance, provided that any disciplinary actions are subject to review by The Club Management Committee.

**2. OFFICERS AND THEIR DUTIES**

- 2.1 The **Chairperson of Junior Activities**: Shall chair all meetings of the Committee at which they are present and shall exercise a general supervision over the affairs of the JAC. They shall be a Management Committee Member of The Club and shall represent the JAC on the Branch JAC. The Chairperson shall, when presiding at a meeting, have a deliberative and a casting vote. They shall submit an Annual Report of the JAC to The Club and submit regular reports to The Club management Committee.
- 2.2 The **Junior Activities Deputy Chairperson**: In the absence of the Chairperson, the Deputy Chairperson shall perform all the duties usually undertaken by the Chairperson.
- 2.3 The **Junior Activities Secretary**: Shall attend to all the correspondence, attend all meetings, record the minutes of the meetings and assist in the preparation of the Reports. They shall issue notices of meetings and any circulars of matters of interest to the JAC in conjunction with The Club Secretary.
- 2.4 The **Junior Activities Treasurer**: Shall be responsible for the overall supervision of any financial commitments of the JAC and shall submit reports to the JAC. They shall submit budget of income and expenditure and shall maintain Credit and Debit ledger of the JAC financial dealings with a view to establishing the standing of the JAC. They shall provide and seek co-operation of The Club Treasurer.
- 2.5 The **Junior Activities Registrar**: Shall be responsible for keeping a true and correct record of the birth dates of all Junior Activity members compiling the registration of all competitors for annual submission to the Registrar of the Branch, and provide other relevant information as required.
- 2.6 The **Junior Activities Awards Officer**: Shall be responsible for the training and examination arrangements for the Junior Age Awards. They shall be responsible to and

work in conjunction with The Club Chief Training Officer.

- 2.7 The **Junior Activities Team Manager**: Shall be responsible for the control and conduct of the competitors and shall submit a team report following each major carnival. They or the Age Managers shall record the attendance of the competitors at Carnivals. They shall be responsible for preparing the age competitors and teams as selected by the Selection Committee for their respective events and ensure the competitors are at the marshalling area at the prescribed time for such events. They shall be responsible for lodging all protests as per the Association Handbook. They shall be assisted by an assistant JA Team Manager and the JA Age Group Managers.
- 2.8 The **Junior Activities Gear Steward**: Shall be responsible for all the Junior Activities equipment, making sure such equipment is in good condition and repair and properly housed and co-ordinate beach set-up for training.
- 2.9 The **Junior Activities Water Safety Officer**: Shall be responsible for water safety at Junior Activities events. At competitor training sessions Water Safety is the responsibility of the Coach in Charge.
- 2.10 The **Junior Activities Education Officer**: Shall be responsible for organising specific educational programs and events to further the education of the Junior Activities membership.
- 2.11 The **Junior Activities Carnival Nomination Officer**: Shall be responsible for Carnival nominations in conjunction with the Junior Activities Age Managers and Junior Activities Team Manager.
- 2.12 The **Junior Activities Clothing Coordinator**: Shall be responsible for obtaining and marketing costumes and clothing following decisions by the JAC.
- 2.13 The **Junior Activities Publicity Officer**: Shall be responsible for the publicity of the Committee, to publish the results of the Junior Activities and Carnivals from time to time as well as points of interest from the JAC Meetings. They shall also work in conjunction with The Club's Publicity Officer.
- 2.14 The **Junior Activities Canteen Co-ordinator** (or Committee): Shall be responsible for provisioning the canteen and subsequent marketing activities.
- 2.15 The **Junior Activities Age Managers**: Shall prepare programs and work in conjunction with the JA Awards Officer in their duties and act as an assistant to the JA Team Manager during the performance of their duties.

### 3. MEMBERSHIP

- 3.1 To participate in Junior Activities at Southport SLSC all shall be members of the Southport SLSC.
- 3.2 All applicants for membership of Southport SLSC shall be required to complete the prescribed SLSA form and pay the required fee as determined by the Management Committee.
- 3.3 Any Junior Activities applicant for membership shall be accompanied by a Parent or Guardian applicant for membership of some type depending on their qualifications ie. Associate, Award, Active Reserve, etc., provided that one parent or guardian is acceptable for more than one Junior Activities member in the same family.

## **APPENDIX "C"**

### **Gear Rules**

#### **1. PATROL GEAR**

Refer By-Law 4/17

#### **2. IRB's**

Refer By-Law 4/14

#### **3. BOARD & SKI**

- 3.1 Boards & Skis owned by The Club or its members shall be stored under the control of the Craft Captain.
- 3.2 Members shall not use other members' Boards & Skis without prior approval of the owner.
- 3.3 Members shall not use Club gear without prior approval of the Craft Captain, Club Captain or Chief Training Officer.
- 3.4 The Skis and Boards shall never be launched or brought in near the marked surf bathing area or buffer area, nor where bathers are likely to be encountered.

#### **4. SURF BOAT**

- 4.1 The Surf Boat shall not be used for any other purpose than Surf Life Saving activities, except with the permission of the Management Committee.
  - 4.2 No members of The Club shall use the boat unless it is in charge of the Surf Boat Captain or a qualified Surf Boat Sweep approved by the Surf Boat Captain. Such member shall be responsible to the Management Committee for the conduct of the crew and the manner in which the boat is used while it is under their control.
  - 4.3 The Boat and gear shall be housed in the Boat shed provided for that purpose and securely locked up, or a designated storage place approved by the Management Committee. The Officer last in charge of the Boat each day shall be responsible for its return to the shed/storage place and shall report to the Surf Boat Captain in writing any damage to or loss of gear that may have occurred.
  - 4.4 Members, except those on patrol, may be called upon to assist in getting the Boat in and out of the water, and a refusal to do so will be a matter for report to the Management Committee for action thereon.
  - 4.5 No more than a boat crew of five (5) shall be taken in a Boat unless under special circumstances.
  - 4.6 The Boat shall never be launched or brought in near the marked surf bathing area or buffer area, nor where bathers are likely to be encountered.
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## **APPENDIX "D"**

### **Rules of Meetings**

#### **1. GENERAL**

- 1.1 The undermentioned Rules shall apply to the conduct of all meetings of the Council, Management Committee and Sub-Committees.
- 1.2 For the purpose of this Appendix, the word "member" shall refer to members of The Club.

#### **2. CHAIRPERSON'S AUTHORITY**

- 2.1 Whenever the Chairperson rises during debate, the member then speaking shall be silent and resume their seat.
- 2.2 In the case of any remark considered by the Chairperson to be offensive or imputing improper motives, the Chairperson may call upon a speaker to withdraw and apologise.
- 2.3 The Chairperson may call a member to order. If such member persists in being disorderly, they may call upon such member to withdraw from the meeting.
- 2.4 It shall not be permissible to dispute the Chairperson's rulings, or move a motion of dissent from their ruling, on matters of procedure and points of order.

#### **3. DEBATE**

- 3.1 Any member desiring to speak shall raise their hand and address the Chairperson.
- 3.2 If two or more members raise their hand at the one time, the Chairperson shall decide which is entitled to priority.
- 3.3 The meeting may decide that a particular person shall or shall not be heard, provided that a motion of this nature shall not be debated.
- 3.4 No member shall interrupt another while speaking except to raise to a point of order.
- 3.5 No speaker shall digress from the subject under discussion.
- 3.6 No member shall use offensive or unbecoming words.
- 3.7 During the debate, a member may raise a point of order whereupon the member then speaking shall resume their seat until the point of order has been decided.
- 3.8 It shall be permitted for any member to move a motion of dissent from the Chairperson's ruling other than on matters of procedure and points of order. The mover of a motion of dissent shall concisely state their point. The seconder and Chairperson only may then speak to the motion;
  - a) At any time during the debate, a member may move "that the question be now put" provided the Chairperson is satisfied that reasonable time for debate of the original motion has been allowed. The motion shall be put without debate - it need not be seconded. This motion may be applied to an amendment, in which case it is the amendment which is immediately put to the vote. It shall not be permitted for the mover, seconder or any person who has spoken to the original motion or amendment to move "that the question be now put".
  - b) If carried, the original motion shall be put to the vote without further debate except that the mover thereof shall have the right of reply; if lost, the debate may proceed.
  - c) A member may move the adjournment of the debate to a subsequent meeting. If the motion for adjournment is lost, the mover thereof shall not be allowed to speak again on the question under debate. If carried, the mover shall have the right of

resuming the debate at the ensuing meeting and the mover of the original motion shall have the right of reply.

#### **4. MOTIONS AND AMENDMENTS**

- 4.1 Any member proposing a motion or an amendment shall state its nature before addressing the meeting thereon.
- 4.2 The mover of a motion shall not occupy more than ten minutes nor any other speaker more than five minutes; provided that the meeting may, by resolution, without debate, grant an extension of time to any speaker.
- 4.3 No member may speak more than once to a motion except with the Chairperson's permission, in explanation or reply, or to ask a question provided that they may speak again on any amendment to the motion.
- 4.4 The mover of a motion's right of reply shall be exercisable at the end of the debate.
- 4.5 The mover of an original motion must get the consent of their seconder, and the approval of the meeting, before making any alteration to the wording of their motion.
- 4.6 Any member, other than as provided in Appendix "D", clause 4.7 herein may move an amendment to a motion, provided it is not a direct negative of the motion proposed.
- 4.7 The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment and vote in favour of it.
- 4.8 A particular member may move or second one amendment only to each motion, but may speak on amendments moved by others.
- 4.9 An amendment having been moved, it shall not be permitted to move any further amendment, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at the one time.
- 4.10 If there is an indication of more than one amendment to be brought forward, the mover of the original motion may elect to reply at the end of the debate on the first amendment.
- 4.11 The mover of an amendment has no right of reply.
- 4.12 A member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of the debate.
- 4.13 Amendments shall be put to the meeting before the motion is put, and shall be committed to the meeting in the order in which they are received.
- 4.14 When an amendment is carried the motion as amended becomes the motion before the meeting.
- 4.15 Motions and amendments can be withdrawn only when a majority of those present at the meeting consent. A motion for withdrawal is open to debate, which however must be confined to the matter of withdrawal.
- 4.16 If, after a motion has been determined, it is considered in the general interest that the matter should be re-opened for discussion before the termination of the same meeting, the meeting may, by unanimous vote, order its recommittal.

#### **5. VOTING**

- 5.1 Voting shall be by show of hands, or at the discretion of the Chairperson or at the request of any member, by show of hands or by secret ballot.
- 5.2 The Chairperson may appoint tellers to assist in the counting of a vote.

## **APPENDIX "E"**

### **Clubhouse Rules**

#### **1. GENERAL**

- 1.1 The benefits of Club privileges shall be permitted only to members of The Club and such Association visitors as are approved by The Club Captain or the Management Committee.
- 1.2 Unseemly conduct likely to interfere with the comfort of other members of The Club shall not be tolerated and members are requested to assist in preventing such conduct.
- 1.3 Damage occasioned to clubhouse facilities shall be subject to investigation and decision of liability by the Penalising Authority.
- 1.4 Members shall use their individual efforts in preserving the cleanliness of The Club's facilities.
- 1.5 Any refusal of clubhouse duties shall be dealt with by the Penalising Authority.
- 1.6 Bad language shall not be tolerated in The Clubhouse.
- 1.7 Pets shall not be allowed in The Clubhouse.
- 1.8 Clubhouse keys shall be in the control of the Secretary and Office Administration Staff.
- 1.9 Foodstuffs shall not be brought onto Club premises or stored or consumed therein except in the kitchen or such other areas as may be designated from time to time by the Management Committee.
- 1.10 All kitchen and cleaning duties shall be completed as soon as possible after completion of meals and shall be done to the satisfaction of The Clubhouse Officer.
- 1.11 Liquor may only be consumed in The Clubhouse at an organised function arranged by the Management Committee.
- 1.12 The First Aid Officer and members of the Patrol on duty, and patients are the only persons permitted in the First Aid Room. First Aid equipment shall be used for first aid purposes only.

#### **2. ACCOMMODATION (IF AVAILABLE)**

- 2.1 Preference in allocation of accommodation shall be determined on the following basis: - Active Members, Active Reserve Members, Cadet Members and visiting Association Members.
- 2.2 Junior Activity members shall be permitted to stay in The Clubhouse on weekends, providing there are two or more, and a Senior member, or a member of the JAC is present.
- 2.3 Any member who is desiring to stay at The Clubhouse other than weekends and Public Holidays shall make written application to the Secretary providing at least ten (10) days' notice is given and providing that any such privilege shall not be extended beyond three (3) consecutive weeks.
- 2.4 The use of clean sheets or sleeping bag and clean pillowcase shall be compulsory and members who do not provide themselves with a pillowcase, sheets or sleeping bag shall be denied the use of The Clubhouse premises.
- 2.5 Noise, likely to interfere with the sleeping members will not be tolerated.
- 2.6 Main lights in sleeping quarters must be extinguished by 12 midnight.
- 2.7 All members shall vacate their sleeping quarters by 7 am.
- 2.8 Quarters shall be swept, private clothing and belongings left in an orderly manner by 9 am.

- 2.9 All lockers shall be kept clean, Locker inspections shall be carried out by The Clubhouse Officer.
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**APPENDIX "F"**

**THE COMMON SEAL**



**CLUB BADGE**



**LIFE MEMBERSHIP BADGE**

