

SOUTHPORT

SURF LIFE SAVING CLUB Inc.

PART 2

BY-LAWS

These By-Laws are a part of the Club Constitution

New Document – Version 2.1

Approved 21st September 2023

Note: The references to Junior Activities within these By-Laws are currently under review (Club Management Meeting 15th February 2024), when approved, a new version of the By-Laws will be posted.

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SECTION 1

Management and Officers

1. MANAGEMENT

The Management of the Club shall be provided in the following manner:

1.1. The Club Council

- a) The overall responsibility for the affairs of the Club shall be vested in the Council which shall consist of the Club President (Chairperson), the Deputy President; elected Officers and voting members.
- b) The primary functions of the Council are to govern and provide leadership to the Club and its auxiliary organisations, except for the Southport Surf Club Supporters Club Inc., in accordance with the aims and objects of the Club, the law the Constitution and these By-Laws.
- c) The Council shall also set strategic direction through the endorsement of strategic and business plans, adopt an annual budget, set major policies, ensure that internal control systems are in place, monitor the performance, progress and results associated with these functions.

1.2. The Management Committee

- a) the Management Committee shall be as described in the Club Constitution.
- b) the business and operations of the Club shall be the responsibility of the Management Committee except for matters relating to Constitutional Change, Incorporation Responsibilities & Authority, major financial expenditure/borrowings, major strategic issues. Recommendations only shall be provided on such issues to the Council.

1.3. Committees and Sub Committees

- a) Committees and Sub-Committees may be established to assist in the management of the Club, as provided for in the By-Laws Section 6, and shall report and make recommendations to the Management Committee.

1.4. Order of Authority

1.5. Whilst it is accepted that the foregoing represents and act for and on behalf of the Club, the order of priority in relation to authority is:

- a) The Council
- b) The Management Committee
- c) The President
- d) The Club Captain

2. THE MANAGEMENT COMMITTEE

2.1. Refer to the Constitution.

3. OTHER OFFICERS

3.1. The following other officers shall be elected at the Annual General Meeting:

Building's Officer	Senior Training Officer – Bronze
Precinct Development Officer	Senior Training Officer – IRB
Club Member Liaison Officer	Senior Training Officer – Emergency Care
Youth Development Officer	Education Awards Coordinator
Club Welfare Officer	TAF Development Officer
Member Recognition Awards Officer	Community Education Officer
Social Events Officer	IRB Coach – Surf Sports
Club Vice Captain	Team Manager,
IRB Captain – Life Saving	IRB Racing – Team Manager
First-Aid Officer	Surf Boat Captain
Marine Stinger Officer	Beach Captain
Radio Officer	Pool Rescue Captain
Equipment Officer	Surf Rescue Captain.
Mechanical Officer	

3.2. The Club Management Committee shall appoint the following Club officers, following the call for expressions of interest and the review of suitable applications from interested members:

Club Safety Advisor	Senior Member Protection Information
Sponsorship / Marketing Officer	Officer (SMPIO)
Fundraising Officer	Member Protection Information
Grants Officer	Officer(s) (MPIOs)
Club Historian	Child Safety Coordinator and the
Club Photographer(s)	Blue Card Officer
Grievance Officer	

a) These members shall be non-voting and, subject to review by the Management Committee and re-endorsed annually.

3.3. The Club shall appoint (by invitation) at its Annual General Meeting the Club Patron(s), Club Auditor and the Club Solicitor(s).

4. CONDITIONS OF ELECTION AND APPOINTMENTS

4.1. Officers of the Club shall be elected from the members of the Club.

4.2. 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.

- 4.3. In the event of there being a ballot for any Management Committee 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.
- 4.4. Only current proficient Surf Bronze Medallion awardees shall be eligible for election to the following positions: Club Captain, IRB Captain, Chief Training Officer, Senior Training Officers Bronze/IRB, IRB Coach, Surf Boat Captain, and any deputies to these positions.
- 4.5. 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.
- 4.6. Officers shall comply with the following principle statutory and common law duties:
- 4.7. To act honestly and in good faith in the interests of the Club.
 - a) To exercise a degree of care, skill, and diligence that a reasonable person in a like position would exercise.
 - b) To exercise powers honestly and for the purposes for which they were conferred and not for personal/ business gain.
 - c) To avoid any actual or potential conflict between their obligations owed to the Club and their personal interests and other duties.
 - d) To keep confidential the Club information obtained.
- 4.8. 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.
- 4.9. 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.
- 4.10. 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.
- 4.11. It is the duty of the Secretary to record in the Minutes any declarations made.
- 4.12. 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.

5. JUNIOR ACTIVITIES CHAIRPERSON

- 5.1. The Nominee for the position of the Chairperson of Junior Activities Committee shall be nominated at the Junior Activities Annual Meeting attended by financial members of the Club and referred to the Club AGM for election. (Refer By-Laws, Appendix "A")
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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, as detailed in the Constitution.
- 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-Laws, 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-Laws, Section 8 – Clause 1.8.)
- 1.5. All members shall abide by the Constitution, By-Laws and Rules of the Club and the Association.

2. CATEGORIES OF MEMBERSHIP

- 2.1. In relation to membership categories, the Club shall provide for the following types of membership and the following minimum qualifications shall be adhered to –
- 2.2. Probationary Members –
 - a) Shall be the designation of any person for the period between applying for membership and the gaining of an award and/or the granting of a formal category of membership by the appropriate committee of the Club.
 - b) Are not Individual members for the purposes of the Articles of Association of SLSA.
- 2.3. Junior Activity Membership –
 - a) Shall be the designation of a member with the minimum age 5 years up to a maximum age of 13 years on a seasonal basis (age for a season is determined as at midnight on 30 September at commencement of that season), and such person shall be required to gain the relevant Junior Activity Award certificated for that person's age group.
- 2.4. Cadet Members –
 - a) Shall be subject to age qualification i.e., has attained the age of 14 years, provided that they have not attained the age of 15 years on or before 30 September; shall be Surf Rescue Certificate holders; shall qualify in an annual proficiency test each year unless the member has obtained their Surf Rescue Certificate in that year, and has not obtained their Bronze Medallion.

2.5. Active Members –

- a) Shall be Bronze Medallion holders, age 15 years and over, and shall fulfil all patrol and obligations of the Club, as provided by the Association and the Club Constitution and By-Laws, and shall qualify in an annual proficiency test each year, unless the member has obtained their Bronze Medallion in that year.

2.6. Reserve Active Membership –

- a) May be granted by the Club to Active Members who have satisfactorily completed (from the gaining of the Bronze Medallion) at least eight (8) years of active membership, as provided by the Association and Club Constitution and By-Laws. Reserve Active Membership shall not be automatic but may be granted by application to the Club Management Committee. (Refer By-Laws, Section 8 – Clause 1.2.)
- b) Members shall perform a minimum of patrols in each club where they hold Reserve Active Membership, as required by SLSA, and further patrol duties at the discretion of the Club Management.
- c) Members shall complete the Annual Proficiency Test.

2.7. Long Service Membership –

- a) May be granted by the Club to members who have satisfactorily completed [from the gaining of the Bronze Medallion] ten (10) years of active membership, or to members who have completed eight (8) years of active membership plus four (4) years of Reserve Active membership.
- b) For long service consideration, active membership requires a minimum of 25 Patrol hours per season during the qualifying period.
- c) Members shall be exempted from all patrol obligations and may be granted other special privileges of membership as provided in the Club Constitutions and By-Laws.
- d) Should such members join another affiliated club the receiving club shall determine if such member's Long Service shall be recognised by that club.

2.8. Award Membership –

- a) May be granted by the Club to persons who are proficient holders of an SLSA award including of one or more of the following qualifications: Surf Rescue Certificate (over 15 years of age), Radio Operators Certificate, Resuscitation Certificate, Advanced Resuscitation Techniques, First Aid, Surf Sports official (or equivalent).
- b) Members may be called upon to perform patrols and/or other Club obligations commensurate with their qualifications. They shall then be eligible for voting rights. (Refer By-Laws, Section 7 – Clause 12.4.)

2.9. Past Active –

- a) May be granted by the Club to persons who have held a SLSA Bronze Medallion and have been an active patrol member for a minimum of 5 years and shall carry a minimum age of 30 years of age.

- b) May have voting rights upon application to the Management Committee and will be required to apply each year. (Refer By-Laws, Section 7, – Clause 12.5.)

2.10. Associate Membership –

- a) May be granted by the Club upon application to the Management Committee to a person who may or may not be the holder of an Association award.
- b) Does not entitle such member to voting rights unless elected to office or a position which is provided with voting rights by the Club Constitution or By- Laws.
- c) Will be granted by the Club to non-Active persons who join the Club as part of a family membership package.
- d) Individual members shall have a joining and/or annual membership fee substantially greater than fees for other categories of Club membership.

2.11. Honorary Membership –

- a) May be granted by the Club or by nomination in writing by a member of the Club to the Management Committee. Such membership may be granted by the Club to distinguished visitors, or those persons who have rendered valuable service to the Club. Such persons granted Honorary Membership by the Club shall be afforded use of the Club premises and facilities at the discretion of the Club Captain or Management Committee.
- b) Persons granted Honorary Membership may or may not hold an SLSA award.
- c) Honorary Members shall have no voting rights and are not required to pay an annual membership fee.
- d) Honorary Membership shall be limited to a period of twelve (12) months, is not automatic and shall be reviewed annually.

2.12. Life Membership –

- a) May be granted by the Club to members who have rendered outstanding service as provided for in the Club Constitution and By-Laws and is relevant to this Club only.
- b) A Life Member shall receive a Life Membership Badge and appropriate recognition and shall be entitled to all the rights and privileges of the Club for life, without payment of any subscription or other obligation and be exempt from patrols and may be granted other special privileges.

3. LIFE MEMBERS (Refer to the Constitution)

- 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-Laws, Appendix "E"), a Life Members polo shirt and a pocket logo to be attached to a blazer and be afforded special privileges to acknowledge 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/SLSQ 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 to hold a current Working With Children Blue Card and remain current with the SLSQ CYRMS (or equivalent) requirements.
 - 4.5. All members shall immediately report any suspected breaches of the SLSA / SLSQ 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.
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SECTION 3

Meetings (Refer to Appendix “C”)

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 before the Branch Annual General Meeting.
- 1.2. The purpose of such a meeting shall be to conduct the business as listed below.
- 1.3. The order of business shall be:
 - a) Acknowledgement of Country
 - b) Vale
 - c) Recording of attendance and apologies
 - d) Confirmation of the previous Annual General Meeting Minutes and business arising from Minutes
 - e) Presentation and adoption of the Annual Report and Financial Statements
 - f) Appointment of Club Auditor
 - g) Election of Management Committee Members and Officers
 - h) Election of Junior Activities Chairman
 - i) Endorsement of the Junior Activities Committee
 - j) Endorsement of Branch Councillor (Club President)
 - k) Appointment of Club Patron(s) and Club Solicitor(s)
 - l) Notices of Motion
 - m) General Business
- 1.4. All members may attend and participate as determined by the Chairperson but voting rights are as provided for in the Constitution.

2. GENERAL MEETINGS

- 2.1. General Meetings of the Club 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 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.
- 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) Agenda Items - Notices of Motion
- f) Notice of Flying Minutes
- g) Management Reports
- h) Notice of Complaints and Grievances
- 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 as required.
-

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.
- 1.3. Officer duties will be reviewed periodically, discussed with elected Officer's as necessary and updated in accordance with changes to By-Laws.
- 1.4. 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, Section 3 – Clause 4.)
- 1.5. 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.
- 1.6. 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.
- 1.7. All Officers shall be subject to the direction of the Management Committee.
- 1.8. All Officers may be required to represent the Club at relevant Branch Meetings and provide a report for the next appropriate meeting of the Management Committee.
- 1.9. All Officers may be required to submit a report for inclusion in the Club's Annual Report.
- 1.10. All Officers shall be positive role models to all members.

THE MANAGEMENT COMMITTEE

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 AGM / General Meetings, and Management Committee meetings. (Refer By-Laws, Section 6 – Clause 2)
- 2.3. Exercise their authority by generally supervising the affairs of the Club in conjunction with the Management Committee.
- 2.4. Ensure that all Club Committees meet on a regular basis, as required.

- 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 and submit reports on beach 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. Chair the Building Committee and present to the Management Committee Building Reports, as required. (Refer By-Laws, Section 6 – Clause 6)
- 3.3. 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. (Refer By-Laws, Section 6 – Clause 5)
- 3.4. Prepare and present to the Treasurer by 01 April each year, a budget covering all financial matters associated with Club Maintenance and minor works and prepare cost estimates associated with future Club building development works.

4. THE TREASURER shall:

- 4.1. Perform all the duties as set out in the Constitution relating to the financial affairs of the Club.
- 4.2. Have financial qualifications or relevant experience in financial accounting.
- 4.3. Present at Meetings of the Management Committee a full financial report showing the current financial position of, and such report shall include:
 - a) A Profit & Loss statement.
 - b) A Budget comparison of Actual vs Budget and shall include Capital Items.
 - c) Details of latest Bank Balances for all accounts.
 - d) A list of all individual expenditure items above \$1,500.
 - e) Other matters relating to their duties.
- 4.4. 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.
- 4.5. 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.
- 4.6. Prepare and present to the Management Committee by the 30th of April each year, a budget covering all financial matters of the Club.
- 4.7. Be Chairperson of the Finance Committee, if same is formed, and ensure the Committee conforms to the requirements within the By-Laws (Refer By-Laws, Section 6 – Clause 7.)

5. THE SECRETARY shall:

- 5.1. Supervise the management of the Club office and its staff in completing work functions required for the successful operation of the Club.
- 5.2. Liaise with other officers and office staff to ensure Club records and Club History are kept up to date, archived and under secure storage.
- 5.3. Forward notices of all meetings to members.
- 5.4. Ensure accurate minutes of Management Committee Meetings, General Meetings and Annual General Meetings are recorded and kept.
- 5.5. Conduct the correspondence of the Club and be responsible for the custody of all documents and instruments of Incorporation belonging to the Club.
- 5.6. 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.
- 5.7. Ensure all meeting motions and actions are recorded and tracked from decisions at Annual General, General and / or Management Committee Meetings.
- 5.8. Oversee the Club Historian and maintain the records and history of the Club.
- 5.9. Oversee Club Photographer(s) and ensure SLSQ Permits are allocated and recorded accordingly.
- 5.10. Prepare and present to the Treasurer by 01 April each year, a budget covering all financial matters associated with the Club administration.

6. THE MEMBERSHIP OFFICER shall:

- 6.1. Chair meetings of the Membership Committee. (Refer By-Laws, Section 6 – Clause 9.)
- 6.2. 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 the By-Laws.
- 6.3. Oversee the general well-being of all members in all matters pertaining to Surf Life Saving.
- 6.4. Liaise with other Officers and office staff to ensure that an up-to-date record of all members details are kept.
- 6.5. Ensure all membership Application forms, hard copy and electronic copy are filed.
- 6.6. Liaise with and assist the Youth Development Officer, Junior Activities Chairman, Club Officers, and Member Liaison Officer in their duties.
- 6.7. Ensure members are familiar with Club By-Laws, Member Protection, and all Codes of Conduct.
- 6.8. Chair the Life Membership Reference Committee and present recommendations to the Management Committee.

- 6.9. Report in writing to the Management Committee as to all matters associated with their duties and the Membership Committee.
- 6.10. Prepare and present to the Treasurer by 01 April each year, a budget covering all financial matters associated with the Membership Committee.

7. THE CLUB CAPTAIN shall:

- 7.1. Be a proficient Bronze Medallion holder.
- 7.2. Chair meetings of the Life Saving Committee as required, and at least one during a patrolling season. (Refer By-Laws, Section 6 – Clause 15.)
- 7.3. Engage with members of the Life Saving Committee and encourage they attend the meetings.
- 7.4. Ensure that the Life Saving Committee carries out its various functions as set forth in the By-Laws. (Refer By-Laws, Section 6, Clause 15.)
- 7.5. Have the right to refuse the use of club gear or property to any person.
- 7.6. Call upon any member to perform such duties as deemed necessary in the interests of the Club.
- 7.7. Be an ex-officio member of the Sub-Committees associated with their duties.
- 7.8. 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.
- 7.9. Ensure that all patrolling members receive a copy of patrol rules and obligations prior to the commencement of the patrolling season.
- 7.10. Ensure that each patrol has sufficient patrolling members who hold the appropriate awards as per SLSQ Patrol Operations Manual and Patrol Service Agreement.
- 7.11. Ensure all new Bronze and SRC award members are allocated to the patrol roster.
- 7.12. Encourage patrolling members to continue their education and experiences in Surf Life Saving to ensure that each patrol has sufficient qualified members to fill the required positions.
- 7.13. Identify, encourage, educate, and generally prepare suitable members as Patrol Captains.
- 7.14. Support Patrol Captains in their duties and the efficient organisation and delivery of their patrols.
- 7.15. 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 (Patrol Operations Manual) and Surf Life Saving Australia. Ensure sufficient proficient and capable Patrol Captains and Vice Patrol Captains are allocated to respective Patrols and rotated/removed as necessary.

- 7.16. 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-Laws – Section 8.)
- 7.17. Liaise with the Secretary, Membership Officer, and office staff to ensure that all Patrol Logs and the attendance register is kept up to date.
- 7.18. Prepare and present to the Treasurer by 01 April each year, a budget covering all financial matters associated with the Surf Life Saving Committees.

8. THE CHIEF TRAINING OFFICER shall:

- 8.1. Chair the Education Committee (Refer By-Laws, Section 6 – Clause 16)
- 8.2. Be a proficient Bronze Medallion holder, hold a current Training Officer's Certificate and hold the proficient Bronze Training Officer award.
- 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 regarding 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, Assessors and Facilitators.
- 8.13. Prepare and present to the Treasurer by 01 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 SURF SPORTS OFFICER shall:

- 9.1. Chair meetings of the Surf Sports Committee and shall be responsible for promoting all Surf Sports activities within the Club. (Refer By-Laws, Section 6 – Clause 17.)
- 9.2. Develop and engage suitable Coaches to run Surf Sports Training Sessions
- 9.3. Ensure all Coaches hold or are working towards and remain current in the respective SS Development Coaches awards.
- 9.4. Ensure that the Surf Sports Committee carries out its various functions as set forth in the By- Laws.
- 9.5. Ensure that the Surf Sports Selection Committee carries out its various functions as set forth in the By-Laws.
- 9.6. Liaise with the Secretary and office staff to ensure up to date records are kept of all competition results.
- 9.7. Present to the Treasurer by 01 April each year, a budget covering all financial matters associated with the Surf Sports Committees.

10. THE CHAIRPERSON OF JUNIOR ACTIVITIES shall:

- 10.1. Chair meetings of the Junior Activities Committee and ensure regular participation of Junior Activities Committee members in its activities and meetings. (Refer By-Laws, Section 6 – Clause 20)
- 10.2. Represent the JAC on the Club Management Committee.
- 10.3. Prepare and present to the Treasurer by 01 April each year, a budget covering all financial matters associated with Junior Activities.

CLUB OFFICE BEARERS – (Voting Members, unless identified)

Club Office Bearers shall be voting members, unless identified. This does not impact a member's entitlement to vote due to their membership status, or holding another Office Bearer position which does entitle a member to vote.

MANAGEMENT

11. THE CLUB PATRON(S) (Non-Voting) shall:

- 11.1. Be a distinguished person who takes an honorary position within the Club to provide ongoing support in the continued improvement of the Club.
- 11.2. A person who has played or is playing a significant role in an area of relevance to the Club's aims and objectives.
- 11.3. Not be required to pay annual membership fees and shall serve a term determined by the Management Committee.
- 11.4. Be given the privileges of Club membership and may resign their position freely at any time.

12. THE CLUB SAFETY ADVISOR (Non-Voting) shall:

- 12.1. Report to the President
- 12.2. Be appointed by the Club Management Committee in accordance with the By-Laws. (Refer By-Laws, Section 1 – Clause 3.2.)
- 12.3. Performing annual Club Health and Safety Inspections.
- 12.4. Preferably hold a formal qualification in Workplace Health and Safety (WHS).
- 12.5. Providing details/reports on health and safety issues associated with Club buildings, facilities, equipment, and water safety activities across the Club, to the Management Committee through the Deputy President.
- 12.6. Monitor the Chemical Register and Safety Data Sheets.
- 12.7. Monitor the Hazard, Injury Reporting, and Incident Investigation systems.
- 12.8. Provide information sessions and assistance to Committee members on their responsibilities towards WHS as well as general members.
- 12.9. Complete the Club Safety Advisor Training every two (2) years.
- 12.10. May enlist other members of the Club to assist with their duties, provided they are endorsed by the Management Committee.
- 12.11. Attend as necessary, in a non-voting capacity, any of the Club Committees to help with the coordination of their safety advisor duties.

BUILDINGS

13. THE BUILDING'S OFFICER shall:

- 13.1. Be a member of the Building Committee. (Refer By-Laws, Section 6 – Clause 6.)
- 13.2. Ideally hold a trade qualification with a good understanding of the building trades.
- 13.3. Organise building maintenance works and arrange minor projects as determined by the Building Committee and in accordance with State Heritage requirements, where needed.
- 13.4. Reinforce the need that trades people comply with the club policies and procedures while on site and performing tasks.
- 13.5. Support the preparation of annual budgets and cost estimates for maintenance as required for minor projects.
- 13.6. 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.

14. THE PRECINCT DEVELOPMENT OFFICER shall:

- 14.1. Be a member of the Building Committee. (Refer By-Laws, Section 6 – Clause 6.)

- 14.2. Ideally hold a Project Management and / or Town Planning / Architectural qualification, or relevant experience in construction project management relating to building / development works.
- 14.3. Liaise with local and state planning authorities and facilitate State Heritage Exemption Certificate approvals.
- 14.4. Identify any necessary external development consultants for consideration and/ or approval by the Building Committee / Club Management Committee.
- 14.5. Oversee the development of feasibility studies, concept plans and planning works associated with new precinct developments, as directed by the Building Committee.
- 14.6. Establish project delivery plans and estimates for new major projects and new precinct developments, as directed by the Building Committee.
- 14.7. Report to the Deputy President and provide development reports and recommendations as necessary for the Deputy President to present the same to the Management Committee.

FINANCE

15. THE SPONSORSHIP / MARKETING OFFICER (Non-Voting) shall:

- 15.1. Be appointed by the Club Management Committee in accordance with the By-Laws. (Refer By-Laws, Section 1 – Clause 3.2.)
- 15.2. Chair the Sponsorship / Marketing Committee if formed. (Refer By-Laws, Section 6 – Clause 8.)
- 15.3. Be responsible for and co-ordinate all sponsorship and marketing activities of The Club, including Grant Applications.
- 15.4. May enlist other members of the Club to assist with their duties, provided they are endorsed by the Management Committee.
- 15.5. 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.
- 15.6. Report to the Treasurer and provide sponsorship / marketing reports and recommendations as necessary for the Treasurer to present the same to the Management Committee.
- 15.7. Attend as necessary, in a non-voting capacity, any of the Club Committees to help with the coordination of their sponsorship marketing opportunities.

16. THE FUNDRAISING OFFICER (Non-Voting) shall:

- 16.1. Be appointed by the Club Management Committee in accordance with the By-Laws. (Refer By-Laws, Section 1 – Clause 3.2.)
- 16.2. Be responsible for and co-ordinate all Fundraising activities of the Club, including tin shakes, house to house collections, raffles, etc.

- 16.3. May enlist other members of the Club to assist with their duties, provided they are endorsed by the Management Committee.
- 16.4. 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 Fundraising activities.
- 16.5. Report to the Treasurer and be a member of the Finance Committee.
- 16.6. Attend as necessary, in a non-voting capacity, any of the Club Committees to help with the coordination of their fundraising activities.

17. THE GRANTS OFFICER (Non-Voting) shall:

- 17.1. Be appointed by the Club Management Committee in accordance with the By-Laws. (Refer By-Laws, Section 1 – Clause 3.2.)
- 17.2. Report to the Treasurer on all financial matters and be a member of the Finance Committee.
- 17.3. Working with the Club administration staff to track, prepare and submit Grant applications on behalf of all areas of the Club.
- 17.4. Liaise with all Management Committee members and Club Officer Bearers, and with the support of the Club administration staff, prepare Grant wish lists across all areas of the Club.

ADMINISTRATION

18. THE CLUB HISTORIAN (Non-Voting) shall:

- 18.1. Be appointed by the Club Management Committee in accordance with the By-Laws. (Refer By-Laws, Section 1 – Clause 3.2.)
- 18.2. Report to the Club Secretary on all matters relating to Club historical memorabilia.
- 18.3. Have an interest in the history of Southport Surf Life Saving Club.
- 18.4. Have skills in either the investigation of historical incidents, the preservation of and/or cataloguing of records and artefacts.
- 18.5. Provide advice on archiving of historical documentation and storage and/or display of significant artefacts.
- 18.6. Gather from various sources the historical records of the Club.
- 18.7. Engage other members to assist with documenting, recording and storage of all Club memorabilia.

19. THE CLUB PHOTOGRAPHER(S) (Non-Voting) shall:

- 19.1. Be appointed by the Club Management Committee following a recommendation by:
 - a) The Surf Sports Officer, who may nominate from applications received, up to two official Club Photographers, who will attend senior carnivals and provide action photographs for Club use and archives. These nominated

Club Photographers will be endorsed with an SLSA / SLSQ Permit for authorised access to carnival arenas.

- b) The JAC Chair, who may nominate from applications received, up to two official Club Photographers, who will attend JA Activities, including JA surf carnivals and provide action photographs for Club use and archives. These nominated Club Photographers will be endorsed with an SLSA / SLSQ Permit for authorised access to carnival arenas.
 - c) The Secretary, who may nominate from applications received further Club Photographers for Club activities only, including AGM / General Meetings, Awards Presentation and special events and Southport Club events only, and provide photographs for Club use and archives. These nominated Club Photographers will not be endorsed with an SLSA / SLSQ Permit for authorised access to non-Club carnival arenas.
- 19.2. Attend to all the Club's photographic needs and provide edited and categorised digital copies of all relevant images and videos within 14 days following an event to the Club digital storage.
- 19.3. Be aware and comply with all relevant member privacy matters and state and national policies.
- 19.4. Where required, be authorised by State Centre, as arranged by the Secretary.
- 19.5. Report to the Secretary, who will maintain all records of permission and ensure State Permits are issued and controlled.

MEMBERSHIP

20. THE CLUB MEMBER LIAISON OFFICER shall:

- 20.1. Liaise with members on general membership matters and how Club buildings and facilities meet the needs of the members.
- 20.2. Engage 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.
- 20.3. Consult with members regarding volunteer satisfaction and provide appropriate recommendations to the Membership Committee.
- 20.4. Evaluate current usage of Club facilities and make recommendations to the Membership Committee.
- 20.5. Be a member of the Membership Committee
- 20.6. Be a member of the Building Committee and refer matters from the Membership Committee to the Building Committee.
- 20.7. Be a member of the Awards Committee.

21. THE YOUTH DEVELOPMENT OFFICER shall:

- 21.1. Be responsible for promoting and delivering development programs, mentoring programs, and other activities for Youth members (generally 14 years to 25 years).

- 21.2. Oversee youth recruitment and retention programs and pursue any issues of benefit to the safety and enjoyment of youth members.
- 21.3. Be a member of the Membership Committee and liaise with the Membership Officer regarding their duties.
- 21.4. Represent the Club on the Branch Board of Youth and Membership Development and provide reports on Branch meetings to the Membership Committee.

22. THE CLUB WELFARE OFFICER shall:

- 22.1. To support the Membership Officer and look after the welfare of our members.
- 22.2. Be a member of the Membership Committee and if formed, the Welfare Committee.
- 22.3. Provide member support and have the skills to recognise changes in others, and to intervene in an unobtrusive way and guide an individual to appropriate support.
- 22.4. Help foster member engagement to develop an increased resilience across the Club and contribute to developing a mentally healthy environment for our members.
- 22.5. Encourage members to be proactive in developing help-seeking behaviour.

23. THE MEMBER RECOGNITION AWARDS OFFICER shall:

- 23.1. Be a member of the Member Recognition Awards Committee.
- 23.2. Report to the Membership Officer and be a member of Membership Committee.
- 23.3. Be responsible for and co-ordinate all member recognition awards within the Club and present awards to the Membership Committee.
- 23.4. Liaise with Membership Officer to ensure that all members receive appropriate Club, Branch, State and SLSA awards.
- 23.5. Coordinate member's nominations for Local, State and National community awards if required.
- 23.6. Review all club awards, nomination procedures, identification of new awards eligibility requirements and alignment with Branch/State awards.
- 23.7. Gather and prepare award nominations for Club, Branch, State and National awards.
- 23.8. Enlist other members of the Club to assist with these duties, provided they are endorsed by the Membership Committee.

24. THE SOCIAL EVENTS OFFICER shall:

- 24.1. Chair the Social Committee if formed. (Refer By-Laws, Section 6 – Clause 10.)
- 24.2. Be responsible for and co-ordinate all social events and activities of the Club, including coordination of nominated Surf Girl entrants.
- 24.3. May enlist other members of the Club to assist with their duties, provided they are endorsed by the Membership Committee.

- 24.4. 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.
- 24.5. 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.
- 24.6. Report to the Membership Officer and be a member of the Membership Committee.

25. THE GRIEVANCE OFFICER (Non-Voting) shall:

- 25.1. Be appointed by the Club Management Committee in accordance with the By-Laws. (Refer By-Laws, Section 1 – Clause 3.2.)
- 25.2. Be a member of the Membership Committee and if formed, the Member Welfare Panel.
- 25.3. Attend to all matters referred to them by the Club President, in accordance with the SLSA Complaints Resolution Policy.
- 25.4. Help members resolve issues of concern, act as an impartial body and can act when there is a grievance lodged that relates to process or procedure.
- 25.5. 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.
- 25.6. If unable to resolve a grievance, they shall report their findings to the Club President for the necessary action to be taken.
- 25.7. 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.

26. THE SENIOR MEMBER PROTECTION INFORMATION OFFICER (SMPIO) (Non-Voting) shall:

- 26.1. Be appointed by the Club Management Committee in accordance with the By-Laws. (Refer By-Laws, Section 1 – Clause 3.2.)
- 26.2. Be a member of the Membership Committee and if formed, the Member Welfare Panel.
- 26.3. Provides information to the club Membership Committee about member protection requirements and other definitions and information, identifies any non-compliance.
- 26.4. Assist in the appointment, lead, development, and support of new MPIOs and oversee the duties of the Club MPIOs.
- 26.5. Provide members with information relating to the options available to resolve complaints, grievances and concerns relating to member welfare issues including child protection, harassment, bullying, welfare, and conduct matters.

- 26.6. Not make decisions or suggest any course of action for members, this must be decided by the member.
- 26.7. Provide information about relevant laws and the right to complain externally.
- 26.8. Discuss possible strategies the individual can use to deal directly with the other person.

27. THE MEMBER PROTECTION INFORMATION OFFICER(s) (MPIOs) (Non-Voting) shall:

- 27.1. Be appointed by the Club Management Committee in accordance with the By-Laws. (Refer By-Laws, Section 1 – Clause 3.2.)
- 27.2. Be a member of the Member Welfare Panel, formed as required.
- 27.3. Provide members with information relating to the options available to resolve complaints, grievances and concerns relating member welfare issues including child protection, harassment, bullying, welfare, and conduct matters.
- 27.4. Not make decisions or suggest any course of action for members, this must be decided by the member.
- 27.5. Provide information about relevant laws and the right to complain externally.
- 27.6. Discuss possible strategies the individual can use to deal directly with the other person.

28. THE CHILD SAFETY COORDINATOR (Non-Voting) shall:

- 28.1. Be appointed by the Club Management Committee in accordance with the By-Laws. (Refer By-Laws, Section 1 – Clause 3.2.)
- 28.2. Be a member of the Membership Committee and if formed, the Member Welfare Panel.
- 28.3. Understand the SLSA Child Safe Policy.
- 28.4. Be a point of contact for Child Safe Communication.
- 28.5. Ensure Child Safe Practices are complied with at the Club.
- 28.6. Have a thorough understanding of the requirements of when Working with Children (Blue Card).

29. THE BLUE CARD OFFICER (Non-Voting) shall:

- 29.1. Be appointed by the Club Management Committee in accordance with the By-Laws. (Refer By-Laws, Section 1 – Clause 3.2.)
- 29.2. Be a member of the Membership Committee and if formed, the Member Welfare Panel.
- 29.3. To be developed following guidance from SLSQ

LIFESAVING

30. THE CLUB VICE CAPTAIN shall:

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

31. THE IRB CAPTAIN – LIFESAVING shall:

- 31.1. Be a proficient Bronze Medallion holder and proficient IRB driver.
- 31.2. Be subject to the direction of the Club Captain.
- 31.3. Be responsible for the care, maintenance and housing of the Club IRBs and relevant equipment.
- 31.4. Be responsible for the allocation IRBs for the use in Lifesaving, Surf Sports, and Education.
- 31.5. Be responsible for the supervision of all IRB Drivers and Crew in consultation with the Club Captain.
- 31.6. At all times ensure that the IRB is ready for patrols and other Club duties and adequate fuel is on hand.
- 31.7. Be a member of the Life Saving Committee.

32. THE FIRST AID OFFICER shall:

- 32.1. Hold a current First Aid Statement of Attainment and be responsible for fostering high standards for first aid treatment.
- 32.2. Ensure the First Aid Room is maintained in a clean and orderly condition and ensure all emergency care equipment is maintained and serviced as required in the Patrol Operations manual, and an adequate supply is kept of first aid supplies.
- 32.3. Shall be a member of the Life Saving Committee.
- 32.4. Prepare and present a budget to the Club Captain by mid-March each year for all required supplies and equipment.

33. THE MARINE STINGER OFFICER shall:

- 33.1. Have a wide experience and knowledge of the dangers of Marine Stingers and treatment procedures as set out in SLSA manuals and publications.
- 33.2. Be responsible for the Club in providing reports to the Branch and State Officers.
- 33.3. Be a member of the Life Saving Committee and Education Committee.

34. THE RADIO OFFICER shall:

- 34.1. Hold the Radio Operators Certificate or equivalent Units of Competency and be proficient.

- 34.2. Be responsible for the care, maintenance, and availability of serviceable radio equipment.
- 34.3. Be responsible for the radio communications requirements of the Club.
- 34.4. Be a member of the Life Saving Committee.

35. THE EQUIPMENT OFFICER shall:

- 35.1. Be responsible for all the Club's patrol gear and equipment. (Refer By-Laws, Appendix "B")
- 35.2. Keep all such gear in good repair and condition, and report to the Club Captain or Treasurer any required repairs.
- 35.3. Liaise with the Club Captain and other Officers regarding Club equipment.

36. THE MECHANICAL OFFICER shall:

- 36.1. Be responsible for all the Club's mechanical equipment, including, Tractor, 4WD, SSV, and Trailers. (Refer By-Laws, Appendix "B")
- 36.2. Keep all such gear in good repair and condition, and report to the Club Captain on any required repairs.
- 36.3. Liaise with the Club Captain and other Officers regarding Club equipment.
- 36.4. Prepare a budget for maintenance and repairs as required by mid-March each year and estimates for new equipment and repairs as required.
- 36.5. Report to the Club Captain and be a member of the Lifesaving Committee.

EDUCATION

37. THE SENIOR TRAINING OFFICER – BRONZE shall:

- 37.1. Be a proficient Bronze Medallion holder, hold a current Training Officer's Certificate and be a Bronze Trainer.
- 37.2. Assist with the running of Bronze, SRC and associated courses.
- 37.3. Progress and develop lesson plans and training resources, conduct course post activity reports (evaluation and validation) to improve course conduct and outcomes.
- 37.4. Monitor and comply with all Club RTO Quality Assurance responsibilities.
- 37.5. Cultivate and grow trainer skill development / assist and mentor trainers.
- 37.6. Identify, encourage, and mentor suitable members to become Training Officers, Assessors and Facilitators.
- 37.7. Liaise with and assist the Chief Training Officer with all their duties and deputize for the Chief Training Officer in their absence.
- 37.8. Be a member of the Education Committee.

38. THE SENIOR TRAINING OFFICER – IRB shall:

- 38.1. Be a proficient Bronze Medallion holder, IRB Driver, hold a current Training Officer's Certificate and be an IRB Trainer.
- 38.2. Assist with the running of IRB Crew, IRB Driver, ATV, Tractor, 4WD and SSV courses.
- 38.3. Liaise with the IRB Captain – Lifesaving for allocation of IRBs for Education.
- 38.4. Progress and develop lesson plans and training resources, conduct course post activity reports (evaluation and validation) to improve course conduct and outcomes.
- 38.5. Monitor and comply with all Club RTO Quality Assurance responsibilities.
- 38.6. Cultivate and grow trainer skill development / assist and mentor trainers.
- 38.7. Identify, encourage, and mentor suitable members to become IRB Training Officers, Assessors and Facilitators.
- 38.8. Liaise with and assist the Chief Training Officer with all their duties.
- 38.9. Be a member of the Education Committee.

39. THE SENIOR TRAINING OFFICER – EMERGENCY CARE shall:

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

40. THE EDUCATION AWARDS COORDINATOR shall:

- 40.1. Assist with bringing courses together, ensuring paperwork is completed and members have enrolled correctly.
- 40.2. Monitoring award compliance, tracking expiry dates and facilitating updates for awards.
- 40.3. Works within the Education team to oversee all areas of member development.

- 40.4. Assist in the delivery of Junior Activity awards, including, Age Manager awards and the development of Nipper Adult Assistants.
- 40.5. Assist in the delivery of Surf Sports Coaches awards.

41. THE TAF DEVELOPMENT OFFICER shall:

- 41.1. Be a member of the Education Committee.
- 41.2. Support the CTO in the development of new Trainers, Assessors and Facilitators (TAFs).
- 41.3. Ideally hold a current SLSA Assessor/Facilitator award, Certificate IV in Training and Assessing or a Diploma in Training and Assessing.
- 41.4. Liaise with Club Probationary TAFs, South Coast Branch, SLSQ and the SLSQ Registered Training Organisation (RTO) staff on the running of TAF Courses.
- 41.5. Assist, coordinate or deliver Trainer Courses and mentor members through the TAF awards, working in conjunction with the CTO.

42. THE COMMUNITY EDUCATION OFFICER shall:

- 42.1. Be a proficient Bronze Medallion holder, hold a current Training Officer's Certificate and be a Bronze Trainer.
- 42.2. Assist with the development of a Community Education Program.
- 42.3. Engage with other Trainers to consider options for promoting a commercial / grant funded Community Education Program.
- 42.4. Liaise with Commercial, Community and Education establishments for the delivery of surf lifesaving related training.
- 42.5. Coordinate Trainers to assist with the delivery of surf lifesaving related training for the Community.
- 42.6. Progress and develop lesson plans and training resources, conduct course post activity reports (evaluation and validation) to improve course conduct and outcomes.
- 42.7. Monitor and comply with all Club RTO Quality Assurance responsibilities.
- 42.8. Cultivate and grow trainer skill development / assist and mentor trainers.
- 42.9. Identify, encourage, and mentor suitable members to become Training Officers and Assessors.
- 42.10. Liaise with and assist the Chief Training Officer with all their duties.
- 42.11. Be a member of the Education Committee.

SURF SPORTS

43. THE CLUB HEAD COACH shall:

- 43.1. Be a paid appointment, appointed under the By-Laws and appointment details covered in the appointment contract. (Refer By-Laws, Section 5.)

- 43.2. Be a current Bronze member.
- 43.3. Hold appropriate Surf Sports Coaching awards, for activities being coached.
- 43.4. Engage and supervise other assistant coaches, as required, subject to approval with the Surf Sports Officer and Club Management Committee.
- 43.5. Be responsible for the maintenance and orderly storage of all The Club's racing boards and skis.
- 43.6. Allocate the storage of boards and skis belonging to all members.
- 43.7. Be a member of the Surf Sports Committee.

44. THE CLUB JUNIOR COACH shall:

- 44.1. Be a paid appointment, appointed under the By-Laws and appointment details covered in the appointment contract. (Refer By-Laws, Section 5.)
- 44.2. Be a current Bronze member.
- 44.3. Hold appropriate Surf Sports Coaching awards, for activities being coached.
- 44.4. Report to and support the Head Coach with Junior coaching activities.
- 44.5. Be a member of the Surf Sports Committee.

45. THE IRB COACH – SURF SPORTS shall:

- 45.1. Be a proficient Bronze Medallion holder and proficient IRB driver,
- 45.2. Hold current SS Development Coach IRB.
- 45.3. Liaise with the IRB Captain – Lifesaving for allocation of IRBs for Surf Sports.
- 45.4. Be subject to the direction of The Surf Sports Officer.
- 45.5. In liaison with the Surf Sports Officer, be responsible for forming an IRB Competition Team.
- 45.6. Be responsible for the supervision of all IRB Drivers and Crew when undertaking IRB Race training or competition, in consultation with The Surf Sports Officer.
- 45.7. Be responsible for the rostering of IRB drivers and crew to support club members attending Surf Sports carnivals.
- 45.8. Be a member of the Surf Sports Committee.

46. THE TEAM MANAGER shall:

- 46.1. 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.
- 46.2. Be a member of the Surf Sports Committee.
- 46.3. Be responsible for the transport for competitors' equipment and coordination of working parties for beach set-up and pack-up requirements.

- 46.4. Be responsible for the proper conduct of the members under their control when attending Surf Sport competition.
- 46.5. 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.
- 46.6. 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.

47. IRB RACING – TEAM MANAGER shall

- 47.1. Assist the IRB Coach in the management and coordination of activities associated with IRB Racing. (In the case of mixed gender teams including minors, a chaperone or chaperones may also be appointed).
- 47.2. Be a member of the Surf Sports Committee.
- 47.3. Be responsible for the coordination of transport for equipment and coordination of working parties for beach set-up and pack-up requirements.
- 47.4. Be responsible for the proper conduct of the members under their control when attending IRB Racing Carnivals.
- 47.5. 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.

48. THE SURF BOAT CAPTAIN shall:

- 48.1. Be a proficient Bronze Medallion holder.
- 48.2. If required to coach, must hold current SS Development Coach Surf Boat
- 48.3. Be responsible for the care, maintenance and housing of the surf boat(s) and all gear appertaining thereto. (Refer By-Laws, Appendix “C”, Clause 4.)
- 48.4. Be responsible for the training and supervision of all surf boat crews in consultation with the Surf Sports Officer.
- 48.5. Shall be a member of the Surf Sports Committee.

49. THE BEACH CAPTAIN shall:

- 49.1. Be responsible for organising beach training activities, including Beach Sprints, Beach Flags and Beach Relays.
- 49.2. If required to coach, must hold current SS Development Coach Beach
- 49.3. Encourage members to participate in beach activities.
- 49.4. Liaise with Surf Sports Officer and the JAC Coach regarding training activities.
- 49.5. Assist the Team Manager with team selections.

49.6. Be a member of the Surf Sports Committee.

50. THE POOL RESCUE CAPTAIN shall:

50.1. Preferably be a proficient Bronze Medallion holder.

50.2. Be responsible for organising and running Pool Rescue Training.

50.3. If required to coach, must hold current SS Development Coach Pool Rescue

50.4. Encourage members to participate in Pool Rescue Competitions.

50.5. Liaise with Surf Sports Officer regarding training activities.

50.6. Assist the Team Manager with team selections.

50.7. Be a member of the Surf Sports Committee.

51. THE SURF RESCUE CAPTAIN shall:

51.1. Preferably be a proficient Bronze Medallion holder.

51.2. Be responsible for organising and running Surf Rescue Training.

51.3. If required to coach, must hold current SS Development Coach Lifesaving

51.4. Encourage members to participate in Surf Rescue events.

51.5. Surf Rescue to include the following discipline: Rescue & Resuscitation, Champion Lifesaver, Patrol Competition and First Aid Competition.

51.6. Liaise with the Surf Sports Officer, Club Captain, and Chief Training Officer regarding training activities.

51.7. Assist the Team Manager with team selections.

51.8. Be a member of the Surf Sports Committee.

SECTION 5

Staff and Employees

1. STAFF APPOINTMENTS

- 1.1. The Management Committee, pursuant to the Constitution, may appoint paid employees for specific assignments.
 - 1.2. Selection of the candidates to be made by the Employment Committee. (Refer By-Laws, Section 6 – Clause 4.)
 - 1.3. Paid staff of the Club are not permitted to hold a position on the Management Committee of the Club, provided that such paid staff may seek election as a Management Committee member with the proviso that if elected they shall forthwith forfeit their paid position unless approved by Council.
 - 1.4. The Management Committee shall endorse or reject the employment of other paid assistance as may be considered from time to time.
 - 1.5. Pay structures and employment conditions of employees shall be determined by the Management Committee, following a recommendation submitted by the Employment Committee.
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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.
- 1.2. Composition and membership shall be as prescribed in the respective By-Laws.
- 1.3. Committee membership shall be restricted to one member only holding one position on an individual committee.
- 1.4. Unless otherwise stated in these By-Laws membership shall be drawn from members of the Club.
- 1.5. 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.
- 1.6. Unless otherwise stated in these By-Laws, a member appointed to a Committee may nominate a representative to attend a Committee in their absence.
- 1.7. 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.
- 1.8. 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.
- 1.9. 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.
- 1.10. 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.
- 1.11. Meeting quorum for all committees shall be as defined within the Constitution.

2. PRESIDENTS COMMITTEE shall:

- 2.1. Be chaired by the President.
- 2.2. Be convened at the discretion of the Management Committee for the purpose of:
 - a) Supporting the President in relation to any issues, including the direction and management of the Club.
 - b) Assisting in the development and implementation of the Club Strategic Plan.

- 2.3. Not have any formal role nor shall it have any powers other than set out in this clause.
- 2.4. Automatically terminate on the date of each Annual General Meeting or a date prior upon decision of the Management Committee.

3. EMPLOYMENT COMMITTEE shall:

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

- 4.1. Comprise a Chairperson from the Management Committee, (Appointed by the Management Committee) and any other Club members as approved by the Management Committee.
- 4.2. Draft any amendments to the Club's Constitution and By-Laws which may become necessary due to any directions of a higher Association Authority.
- 4.3. Draft any amendments to the Club Constitution and By-Laws as required by the Management Committee or Council.
- 4.4. Recommend and report on all matters affecting the Club Constitution.
- 4.5. In conjunction with the Secretary and office staff, maintain a record of all alterations and/or additions to the Club's Constitution and By- Laws.
- 4.6. Always have regard to the legal requirements of the relevant Government Legislation, authority associated with SLSA / SLSQ / SCB and the Club Constitution, Regulations / By-Laws and subordinate policies and procedures.
- 4.7. Refer any proposed changes to the Constitution to SLSQ for their review and consideration.
- 4.8. Not be required to obtain the approval of any other body or committee for proposed changes to the Constitution or By-Laws; however, those proposed changes may be presented to any other body or committee for comment.
- 4.9. Present recommended changes to the Constitution to the Management Committee for endorsement prior to their presentation to the Council for approval.

5. BUILDING COMMITTEE shall:

- 5.1. Be chaired by Deputy President and comprised of the Building's Officer, Precinct Development Officer, Club Member Liaison Officer, nominated Committee Member from the Supporters Club and other members, nominated by Deputy President and approved by the Management Committee.
- 5.2. The Building Committee shall act on and investigate matters relative to the Club's buildings and surrounds, in the areas of maintenance and minor projects.
- 5.3. All non-budgeted expenditure beyond the estimated value of \$5,000 to be first approved by the Treasurer.
- 5.4. Provide input on potential future development of the Club Precinct and if required provide this information to the Club Management Committee.
- 5.5. In the event of any major Precinct development initiatives, the Management Committee will form a Precinct Development sub-committee, Chaired by the Precinct Development Officer.
- 5.6. The Precinct Development Committee will comprise of the Chairperson, the Deputy President, the nominated committee member from the Supporters Club and other specialist advisors nominated by the Deputy President and approved by the Management Committee.
- 5.7. The Precinct Development Committee, shall:
 - a) Evaluate future requirements for the Club Precinct, develop planning solutions and implement actions to meet these needs.
 - b) Provide development reports and recommendations as necessary for the Deputy President to present the same to the Surf Club and Supporters Club Management Committees.

6. FINANCE COMMITTEE shall:

- 6.1. 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.
- 6.2. Advise the Management Committee and where necessary make recommendations about the operation of the Club's accounting procedures.
- 6.3. 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.
- 6.4. Offer advice to the Management Committee about any Club investments, which may occur from time to time, always having regard to the fact that it is "community" money which must not, at any stage, be invested "at risk".
- 6.5. Give advice to the Management Committee as to any Club borrowings.
- 6.6. Supervise the compilation of the Club Budget in each year, for presentation to the Management Committee.

- 6.7. Maintain liaison with the Southport Surf Club Supporters Club Inc.
- 6.8. Arrange when considered necessary any Meetings with the Club's official Auditors.

7. SPONSORSHIP / MARKETING COMMITTEE shall:

- 7.1. Be chaired by the Treasurer.
- 7.2. Be formed as required and be responsible for and co-ordinate all sponsorship and marketing activities of the Club, including Grant Applications.
- 7.3. Enlist as required other members of the Club to assist and be members of this committee, provided they are endorsed by the Management Committee.
- 7.4. 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.
- 7.5. Report to the Treasurer and provide sponsorship / marketing reports and recommendations as necessary for the Treasurer to present the same to the Management Committee.

8. CLUB MEMBERSHIP COMMITTEE shall:

- 8.1. Comprise Membership Officer (Chairperson), Club Member Liaison Officer, Youth Development Officer, Club Welfare Officer, Member Recognition Awards Officer, Social Events Officer, and the following non-voting members Grievance Officer, Senior MPIO, MPIOs Child Safety Coordinator and Blue Card Officer, and any other members nominated by the Membership Officer and approved by the Management Committee.
- 8.2. Investigate member's applications to change their membership categories as defined in the Club Constitution and submit recommendations to the Management Committee.
- 8.3. Periodically review the Club's performance in recruitment, retention, and wellbeing of members, and make recommendations to the Management Committee to address changes.
- 8.4. Periodically review, with the Club Member Liaison Officer, member's facilities and equipment and make recommendations to the Management Committee.
- 8.5. Make recommendations about any Club membership category.
- 8.6. Review recommendations from the Awards Committee and present agreed recommendations to the Management Committee for approval
- 8.7. Review recommendations from the Social Committee and present agreed recommendations to the Management Committee for approval

9. SOCIAL COMMITTEE shall:

- 9.1. Be a sub-committee of the Membership Committee.

- 9.2. Be chaired by the Social Events Officer and comprise other members, as required and appointed by the Management Committee.
- 9.3. Initiate any social/fundraising functions in the name of the Club.
- 9.4. Assist with the organisation of any social functions of the Club as required by the Management Committee.
- 9.5. When elected, provide support to the selected Summer Surf Girl entrant.
- 9.6. In terms of any Life Saving Foundation direction, may initiate and then supervise any Surf Women of the Year (or equivalent) bank account. That account shall be controlled by the Treasurer.

10. MEMBER RECOGNITION AWARDS COMMITTEE shall:

- 10.1. Be a sub-committee of the Membership Committee.
- 10.2. Be chaired by the Membership Officer and comprise the Member Recognition Awards Officer, Club Member Liaison Officer and a Life Member and other members, as required and appointed by the Membership Committee.
- 10.3. Be responsible for and co-ordinate all awards within the Club.
- 10.4. Review all club awards, nomination procedures, identification of new awards, eligibility requirements and alignment with State and National awards criteria.
- 10.5. Gather, prepare, and determine award nominations for Club, Branch, State and National awards.
- 10.6. Refer all award nominations to the Management Committee for final approval.
- 10.7. In the event the Committee cannot determine the most appropriate recipient of an award, Patrol Hours can be considered as a deciding factor.

11. LIFE MEMBERSHIP REFERENCE COMMITTEE shall:

- 11.1. Be chaired by the Membership Officer.
- 11.2. Be open to all current Life Members and any members of the Club Management Committee to attend and speak on all matters before the committee.
- 11.3. The nominator may attend to speak on behalf of the candidate but shall not take part in any other aspect of the meeting.
- 11.4. Require a quorum of any five current Life Members and any two members of the Management Committee.
- 11.5. Review all nominations for Life Membership of the Club and the Garth Andrews Fellowship Award.
- 11.6. Only current Life Members shall be eligible to vote for Life Membership and Garth Andrews Fellowship Award.

12. MEMBER WELFARE COMMITTEE shall:

- 12.1. Be a sub-committee of the Membership Committee and formed as required.

- 12.2. Be chaired by the Membership Officer and comprise the Member Welfare Officer, Complaints Manager(s), Grievance Officer, Senior MPIO Officer, MPIOs, Child Safety Coordinator, and Blue Card Officer.
- 12.3. Oversee all member welfare matters and ensure a consistent approach to compliance and member welfare matters.

13. LIFE SAVING COMMITTEE shall:

- 13.1. Comprise Club Captain (Chairperson), Chief Training Officer, Vice Club Captain, IRB Captain – Lifesaving, First Aid Officer, Radio Officer, Equipment Officer, Mechanical Officer, and Marine Stinger Officer.
- 13.2. Organise 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.
- 13.3. Generally, administer the matters set out in the Patrol Rules (Refer By-Laws, Section 8) and Gear Rules (Refer By-Laws, Appendix "D" 1.) and report thereon to the Management Committee.
- 13.4. 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.

14. EDUCATION COMMITTEE shall:

- 14.1. Comprise of Chief Training Officer (Chairperson), Senior Training Officer – Bronze, Senior Training Officer – IRB, Senior Training Officer – Emergency Care, Education Awards Coordinator, TAF Development Officer, Community Education Officer, Youth Development Officer, and Trainers, and Assessors as approved by the Chief Training Officer.
- 14.2. Arrange dates of Annual Proficiencies for all members.
- 14.3. Provide SLSA and SLSQ awards and resources for all patrolling members.
- 14.4. Ensure all members including Junior Activity members comply with current award qualifications.
- 14.5. Ensure minutes are recorded and a report is presented to the next Management Committee Meeting.

15. SURF SPORTS COMMITTEE shall:

- 15.1. 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.
- 15.2. Co-ordinate all competition activities of the Club.
- 15.3. Supervise the acquisition, maintenance, storage, and disposal of competition equipment used by competitors and / or competitive teams.

- 15.4. Supervise the activities of the Selection Committee in relation to the competitive team. (Refer By-Laws, Section 6 – Clause 18.)
- 15.5. Supervise the recruitment and retention of competitors, including talent identification and identification of weakness or skills gaps in the competitive teams.
- 15.6. Supervise competitive activity in Master's Competition, including ensuring that there is adequate liaison with Masters members.
- 15.7. Supervise competitive Tours intrastate, interstate and internationally.
- 15.8. Ensure there is adequate liaison with Junior Activity 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.
- 15.9. Support the Team Manager.
- 15.10. In conjunction with the Lifesaving Panel, generally administer the Gear Rules. (Refer By-Laws, Appendix "B".)

16. SURF SPORTS SELECTION – APPEALS COMMITTEE shall:

- 16.1. Be a sub-Committee of the Surf Sports Committee and shall comprise of the Surf Sports Officer (Chairman), the Head Coach, and one (1) other neutral club member who shall be appointed by Surf Sports Officer & President.
- 16.2. Be formed, in the event of any disagreement with individual or team selections for any events and shall review the selection accordingly.
- 16.3. Not require any further approval of its review, as the selection decision determined shall be final and binding, except for teams for which the Club has provided subsidy, which will require the endorsement of the Management Committee.

17. CARNIVAL COMMITTEE shall:

- 17.1. Formed and comprise members as required and nominated by the Surf Sports Committee and approved by the Management Committee.
- 17.2. Assist with the organisation of all matters in relation to any carnivals the Club is hosting.
- 17.3. Present a Budget to the Management Committee if allocated a carnival in this respect.
- 17.4. Arrange Club Liaison with the South Coast Branch Board of Surf Sports if allocated a carnival.
- 17.5. Ensure all Association and Government Laws are respected in the arrangements of any functions associated with the carnival.

18. JUNIOR ACTIVITIES COMMITTEE shall:

- 18.1. Comprise JAC Chairperson, JAC Deputy Chairperson, JAC Treasurer, JAC Secretary, JAC Registrar, JAC Education Officer, JAC Team Manager, JAC Water Safety Officer and JAC Awards Officer.
- 18.2. Maintain accurate records of meeting minutes and ensure all JAC decisions are ratified by the Club Management Committee before being enacted.
- 18.3. Have responsibility for the conduct and co-ordination of all matters relating to Junior Activities.
- 18.4. 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.
- 18.5. Prepare Junior members for their transition to patrols and the senior Club.
- 18.6. Be represented on the Club Management Committee by the Chairperson of Junior Activities or in their absence, the JAC Deputy Chairperson.
- 18.7. Operate as provided for in the By-Laws, (Refer By-Laws, Appendix "B")

19. OTHER COMMITTEES

- 19.1. The Club Management Committee may appoint other Committees, or Groups to deal with items or projects from time to time.
 - 19.2. In such circumstances, the Management Committee shall clearly define the composition, responsibilities, and terms of reference of such Committees, Groups etc.
 - 19.3. A Chairperson of newly formed Committees, or Groups will be appointed by the Management Committee, until formally accepted within the Club.
 - 19.4. 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.
 - 19.5. The Chairperson of newly formed Committees, or Groups will report to a member of the Management Committee
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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) Patrol Operations Manual
- b) Patrol Service Agreement
- c) Training Operations Manual
- d) Competition Manual
- e) Capital Expenditure
- f) Business Development/Venture
- g) Member Protection
- h) Competitive Rights, Obligations and Qualifications
- i) Trophies, Prizes and Eligibility
- j) Team Management
- k) Membership Categories and Restrictions
- l) Membership Clearances
- m) Competitive Rights and Transfers
- n) Intellectual Property
- o) Sponsorship
- p) Visits and Tours

2. AUXILIARY ORGANISATIONS (Refer to the Constitution)

- 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) Club 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,

- a) The Auditor must:
 - i) Be formally qualified.
 - ii) Be a member of a recognised professional accounting body.
 - iii) Not be a past or present employee of the entity being audited.
 - iv) Not be related to the Treasurer or President of the entity being audited.
 - v) Not be related to any person employed as Paid Employees or Accountant of the entity being audited.
 - vi) 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 Legislation 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 affected 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 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. In accordance with the Club Constitution, the maximum expenditure (including capital) that the Management Committee shall be permitted to authorise, that is not included in Budget on anyone (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.
 - 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.
- g) Where future anticipated income from the Southport Surf Club Supporters Club Inc 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 Finance, Audit, and Risk Management Sub-committee, 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.

12. VOTING

- 12.1. Only financial Active, Reserve Active, Long Service, Life Members, and Elected Officers shall be eligible to vote at the AGM, General / Special General Meetings and shall be entitled to one vote each and in the case of an equality of votes the Chairperson shall have a second or casting vote.
- 12.2. No member shall be entitled to vote at any General Meeting if their annual subscription is in arrears at the date of the meeting.
- 12.3. All other members are allowed to attend but have no voting rights.
- 12.4. An Award Member may become eligible to vote at the AGM, General/Special General meeting provided that:

- a) They are deemed active within their award and club duties by the Management Committee; and
 - i) They apply in writing giving their details of their award duties conducted within the Club to the Management Committee twenty- eight (28) days prior to any Meeting at which they propose to vote.
 - ii) The Management Committee shall give written notice to an Award Member of its decision within 14 days of such decision.
 - iii) In the event that the Management Committee approves voting eligibility to the Award Member, subject to clause 12.2, that eligibility shall lapse at the end of the season during which the eligibility is granted.
 - iv) The Management Committee shall, at its absolute discretion, have the right to revoke the voting eligibility, with the voting revocation to be effective immediately on the Management Committee resolving to do so, and shall give written notice to the Award Member of its decision within fourteen (14) days of such decision.

12.5. Past Active Members may become eligible to vote at the AGM, General / Special General meeting provided that:

- a) They are deemed active with club duties by the Management Committee; and
 - i) They apply in writing giving details of their previous service conducted within the Club to the Management Committee twenty-eight (28) days prior to any Meeting at which they propose to vote.
 - ii) The Management Committee shall give written notice to a Past Active Member of its decision within 14 days of such decision.
 - iii) If the Management Committee approves voting eligibility to the Past Active Member, subject to clause 12.2, that eligibility shall lapse at the end of the season during which the eligibility is granted.
 - iv) The Management Committee shall, at its absolute discretion, have the right to revoke the voting eligibility, with the voting revocation to be effective immediately on the Management Committee resolving to do so, and shall give written notice to the Past Active Member of its decision within fourteen (14) days of such decision.

12.6. Members elected to Committee are the only persons eligible to vote at meetings of their respective Committee.

12.7. The Committee Chairperson shall have both a deliberative and casting vote.

12.8. There shall be no allowance for proxies at Club meetings, proxies may be allowed at other Branch or State meetings, as determined by their rules.

12.9. Postal / Email Voting: There shall be no allowance for Postal / Email Voting at any Club Meetings

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 By-Laws.
- 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, with pro-rata consideration depending on when the award was obtained during their first season.
- 1.6. The patrol roster is to be developed by the Club Captain prior to commencement of the current season and made available to all Cadet and Active members by a range of communication methods.
- 1.7. Any Cadet or Active member who re-joins or obtains their Bronze Medallion or Surf Rescue Certificate after the first patrolling day, will be provided with the details of their patrol requirements from the Club by a range of communication methods.
- 1.8. Any member who does not carry out a full season of patrols (Minimum of 25 Hours) shall not be credited with a years' service to the Club.
- 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.
- 1.10. The Management Committee at the commencement of each season will table a list of other club volunteer contributions whereby the hours performed by members can contribute towards a member's patrol obligation. These hours can contribute up to 50% of the required rostered patrol hours for the season.

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 must apply and be granted permission by the Club Captain for the transfer to take effect.
- 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 be 'excused' from the relevant rostered patrol and will not be in default of their Patrol Obligations.
- d) Substitutes will be required to hold the equivalent awards to the patrolling member unless alternative awards are agreed with the Patrol Captain.
- e) 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 for.
- f) A member who misses a patrol without notifying their Patrol Captain will be deemed in default and will need to complete a Makeup Patrol.
- g) 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.
- h) Make-up and Penalty Patrols, where possible, are to be completed within two patrol cycles. Penalty Patrols must be completed before Make-up Patrols.
- i) 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, water safety at recognised Senior or Junior Carnivals and those voluntary contributions identified by the Management Committee as per Clause 1.10 above.
- j) 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 either be excused or required to arrange a substitution.
- k) 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 allow one hour for setup and ensure that all lifesaving gear is set up on the beach with all equipment signed off as operational and allow thirty (30) minutes for changeover.
- 2.3. The last Patrol of the day shall allow thirty (30) minutes for changeover allow 30 – 60 minutes for set down, involving the cleaning and return of all equipment to the Club, IRB shed and First Aid Room.
- 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 100% of their rostered patrols during the season will receive recognition for this achievement in the form of an SLSQ Certificate.
- 2.14. Patrol commitment will also be recognised through the Club's Patrol Rewards Program effective at the end of the season, for those members who have:
 - a) The Patrol Rewards Program will be comprised of two (2) components.
 - b) General Reward - the number of patrols attended by members to their rostered patrol for the season will earn a reward per patrol attended.
 - c) Top Up Bonus - members who achieve 75% or greater attendance to their rostered patrols for the season will be eligible for a bonus to recognise their significant achievement.

2.15. Patrol Rewards Program- Rules

- a) For each completed rostered patrol a member attends they will receive credit on their lifesaving membership card in the following season. The transactions will be finalised, and the credit transferred to eligible patrol members cards by the 31st of January of the following season, which must be spent by the 30th of June of this same year.
- b) Members assigned to Roving Patrol status are excluded from the rewards program.
- c) Should a member be in default of their patrol obligations at any time during the season, they will automatically be excluded from the rewards program.
- d) Only attendance to a member's rostered patrols is eligible for consideration to the rewards program.
- e) Voluntary, Substitute, Make Up, Roving or Penalty patrols completed by members throughout the season are not included in the rewards program.
- f) The total funding available for the Rewards Program is set by the Club Captain and endorsed by the Lifesaving Management Committee.
- g) The maximum individual value for eligible members is set by the Club Captain and endorsed by the Lifesaving Management Committee.
- h) Distribution of the Rewards Program funds is defined by the calculations detailed below:

i) General Reward Calculation Steps:

- $B \times 75\% = BGR$
- $BGR / PT = Pi$
- $Pi \times M = GR$

Where:

- B = Total Reward Program Budget
- BGW = General Reward Budget
- PT = Total Number of Rostered Patrols attended by eligible members for the season
- Pi = Reward value per patrol
- M = No of Rostered Patrols attended by each eligible member
- GR = Individual General Reward value for each eligible member

ii) Top Up Bonus Calculation steps

- $B \times 25\% = BTU$
- $BTU / MTU = TU1$
- $TU1 \times M\% = TU2$

Where:

- B = Total Reward Program Budget
- BTU = Top Up Bonus Reward Budget
- MTU = Total Number of eligible members that have achieved 75% or greater rostered patrol attendance

- TU1 = Maximum Top Up Bonus available for members that achieved 100% attendance
- M% = Percentage attendance of members that have achieved 75% or greater rostered patrol attendance
- TU2 = Individual Top Up Bonus value for each eligible member that achieved 75% or greater rostered patrol attendance

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) 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 Clubs, 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 SLSA.
- 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 (e.g., 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 SLSA 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.

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- 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.
 - 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) Under 18 Junior Lifesaver of the Year Trophy – this award is presented to a person who:
 - i) Is an U15 – U18 member, as stipulated within the Club Constitution
 - ii) Is Under 18 at the start of that season.
 - iii) Portrays a positive approach to Southport SLSC and the Life Saving image.
 - iv) Is enthusiastic to patrol duties and has achieved a high number of patrol hours.
 - v) Has achieved an SLSA award during the season.
 - 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.
- 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.

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- 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 a 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 clean and tidy, reporting of used stock and signing off logbooks.
 - 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) 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. This trophy is awarded to a young member who:
- i) Is keen to succeed.
 - ii) Always tries to achieve their goals.
 - iii) May not necessarily win an event but keeps trying and doesn't give up.
 - iv) 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.
- n) Richard Morgan Education/Trainer of the Year
 - i) Holds current training and/or assessing qualifications.
 - ii) Displays outstanding knowledge and skills.
 - iii) Always willing to put in extra effort and service to Education and Southport SLSC
 - iv) Is enthusiastic with excellent communication and interpersonal skills.
- o) IRB Driver of the Year
 - i) Meets patrol and carnival obligations.
 - ii) Goes over and above with patrol duties.
 - iii) Well-liked by their peers
 - iv) Attends fundraising activities.
 - v) Promotes excellent WH&S standards.

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.

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

- 1.1. 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.
- 1.2. 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.

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 lifesaving 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 directly 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.
4. 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.
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SECTION 11

Complaints and Grievance Management

1. REFERENCE

- 1.1. A "Reference" includes any complaint or grievance against a member of the Club or Association brought by any member, and any dispute under the Club's Constitution and / or rules.
 - 1.2. Any member may submit a reference to the Club upon any matter regarding the affairs of the Club, the Association, and its members.
 - 1.3. Every reference shall be managed in accordance with the Constitution, submitted either electronically, through the SLSA Complaints Portal, or in hard copy on the SLSA Complaints Form.
 - 1.4. The President will review all references submitted and in conjunction with the Complaints Committee, allocate a Complaints Manager.
 - 1.5. All complainants will be encouraged to contact a Member Protection Information Officer, who will help guide complainants through the Complaints Resolution Process.
 - 1.6. Complainants, respondents, and any members involved, will be provided access, via the Membership Officer, to support through the Member Welfare Officer and SLSQ Peer Support.
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APPENDIX "A"

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 the By-Laws. (Refer By-Laws, Section 6 – Clause 20.)
- b) The JAC decisions shall be subject to ratification by the Club Management Committee and the general rules of Committee as provided for in the By-Laws. (Refer By-Laws, Section 6 – Clause 1.8.)

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 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 towards gaining of the Surf Rescue Certificate.
- f) To provide rules and regulations for the conduct of Junior Activity, refer to the Constitution.
- g) To endeavour to raise finances 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, Treasurer, Secretary, Registrar, Awards Officer, Education Officer, Team Manager, Water Safety Officer, Age Group Managers, , Gear Steward, Fundraising Coordinator, Canteen Coordinator, Bar Coordinator, Beach Set-up Coordinator Assistant Age Group Managers, Assistant Team Manager and Assistant Water Safety Officer.

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) Special Meetings with a specific agenda may be held at the discretion of the Chairperson or the JAC.
- d) 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).
- e) For other meetings a quorum shall be as provided for in the Club Constitution.
- f) 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 Club 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 affected 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 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 a 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.

- 2.4. 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.
- 2.5. 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 Education Officer**: Shall be responsible for organising specific educational programs and events to further the education of the Junior Activities membership.
- 2.8. The **Junior Activities Team Manager**: (Assistant) 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 Club 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.
- 2.9. The **Junior Activities Water Safety Officer**: (Assistants) Shall be a proficient Bronze Medallion holder, with at least three years' experience. Working towards obtaining the Silver Medalion Patrol Captain award and will be responsible for water safety at the Junior Activities Nipper program. Liaise with the Patrol Captain and coordinate with the JAC Chair to ascertain where Nipper Activities are to be establish.
 - a) At competitor training sessions under Surf Sports, Water Safety is the responsibility of the Coach in Charge.
- 2.10. The **Junior Activities Age Group Managers**: (Assistants) 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.
- 2.11. 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.
- 2.12. The **Junior Activities Fundraising Coordinator**: Shall prepare and arrange fundraising activities for the JAC, provide reports to the JAC Chair for subsequent referral to the Club Management Committee for approval.
- 2.13. The **Junior Activities Canteen Coordinator (or Committee)**: Shall be responsible for provisioning the canteen and subsequent marketing activities.

The **Junior Activities Bar Coordinator:** Shall be responsible for arranging suitably qualified members to cover Bar duties when required and look after all bar stock inventory. Ensure all activities are in accordance with the liquor licencing Act.

The **Junior Activities Beach Set-up Coordinator:** Shall be responsible to liaise with the Water Safety Officer and the JAC Chair for setting up and taking down the beach for Junior Activities. Coordinate sufficient members to assist with this activity.

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 i.e., Associate, Award, Active Reserve, etc., provided that one parent or guardian is acceptable for more than one Junior Activities member in the same family.
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APPENDIX "B"

Gear Rules

1. PATROL GEAR

- 1.1. (Refer By-Laws, Section 4 – Clause 36.)

2. IRB's

- 2.1. (Refer By-Laws, Section 4 – Clause 32.)

3. BOARD & SKI

- 3.1. Boards & Skis owned by the Club, or its members shall be stored under the control of the Club Head Coach.
- 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 Club Head Coach, 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 skippered by the Surf Boat Captain, or a qualified Surf Boat Sweep approved by the Surf Boat Captain. Such member shall be responsible to the Surf Sports Officer for the conduct of the crew and the way the boat is used.
 - 4.3. The Boat and gear shall be housed in a location, provided for that purpose, and securely locked up, or a designated storage place approved by the Management Committee. The person 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. No more than a boat crew of five (5) shall be taken in a Boat unless under special circumstances.
 - 4.5. 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 "C"

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 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. 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 "C", 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. Only one amendment can be considered at one time. An amendment, having been moved shall be determined before any further amendments can be made.
- 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.
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APPENDIX "D"

Club 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 Club 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 Club duties shall be dealt with by the Penalising Authority.
- 1.6. Bad language shall not be tolerated in the Club.
- 1.7. Pets shall not be allowed in the Club.
- 1.8. Club 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 Club Member Liaison Officer.
- 1.11. Liquor may only be consumed in the Club 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 Club 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 Club 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 Club 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 9am.
 - 2.9. All lockers shall be kept clean, Locker inspections shall be carried out by the Club Member Liaison Officer.
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APPENDIX "E"

The Common Seal and Club Badges

1. THE COMMON SEAL



2. CLUB BADGE



3. LIFE MEMBERSHIP BADGE

