

**Regulations**  
**South Maroubra Surf Life Saving Club**  
**Incorporated**  
**Registration No. Y 10455-00**



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# The Regulations of South Maroubra Surf Life Saving Club Inc.

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## **Regulation Version Control**

<i>Regulations : July 2020</i>	<i>Regulations Adopted: Special General Meeting 26/7/2020</i>
<i>Regulations : July 2022</i>	<i>Regulation 4.2.4 Amended : BOM June 2022 Meeting</i>
<i>Regulations : March 2023</i>	<i>Regulation 4.2.10 Included Child Safe Coordinator : BOM March 2023 Meeting</i>

## **Background**

- a. These Regulations are made under rule 25 of the South Maroubra Surf Life Saving Club (SMSLSC) Constitution. They contain various directions and requirements of the Club which are binding on the Club and Members of the Club, but are not of a nature, which justifies inclusion in the SMSLSC Constitution. These Regulations are to be interpreted in accordance with and are subject to the SMSLSC Constitution.
  - b. These Regulations are made for the dominant purpose of ensuring a safe and fair system or framework within which surf lifesaving at the Club may be regulated and conducted. These Regulations are not made for any anti-competitive purpose and in particular are not for the purpose of deterring or preventing a person from participating or competing in any competition or activity conducted or organised by the Club.
  - c. Defined terms used in these Regulations have the same meaning as they would have if used in the Constitution.
  - d. Any ruling by the Board of Management on the interpretation of these Regulations is final and conclusive for the purposes of the matter in respect of which the ruling is made.
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# 1. MEMBERSHIP

## 1.1 Membership Categories

There are 5 general categories of membership as follows:

- a. Junior membership;<sup>1</sup>
- b. Active membership;<sup>2</sup>
- c. Community membership (non-patrolling and non-voting);
- d. Associate membership;<sup>3</sup>
- e. Honorary and Service membership(s) including Life Membership<sup>4</sup>.

## 1.2 Junior Membership

### 1.2.1 Cadet (13-15 years)

- a. Shall be a member of the age qualification as determined by SLSA requirements. (ie. U15 years). Shall obtain the required age-appropriate award, the Surf Rescue Certificate, within the season of joining.
- b. Shall be required each season to pass the annual proficiency test in accordance with SLSA.
- c. Shall be required to fulfil patrol and club obligations.
- d. Shall be required to pay a membership fee as set annually by the Board.
- e. Shall not be eligible to vote or debate at General Meetings of the Club.

### 1.2.2 Junior Activity Member (5-13 years)

- a. Shall be a minimum of five (5) years of age and up to maximum age of thirteen (13) years as determined by SLSA requirements.
- b. Shall be required to gain the relevant aged awards as required by SLSA.
- c. Shall be required to pay a membership fee as set annually by the Board.
- d. Shall not be eligible to vote or debate at General Meetings of the Club.

## 1.3 Active Membership

### 1.3.1 Active 15 – 18 years

- a. Shall be a minimum of fifteen (15) years of age and up to maximum age of eighteen (18) years as defined by SLSA.
- b. Shall hold the Bronze Medallion award or gain within the season of joining.
- c. Shall be required each season to pass the annual proficiency test in accordance with SLSA.
- d. Shall be required to fulfil patrol and club obligations.
- e. Shall be required to pay a membership fee as set annually by the Board.
- f. Shall be eligible to vote and debate at General Meetings of the Club.

### 1.3.2 Active Seniors 18 years and over

- a. Shall be a minimum of eighteen (18) years of age as defined by SLSA.
- b. Shall hold a Bronze Medallion or gain within the season of joining.
- c. Shall be required each season to pass the annual proficiency test in accordance with SLSA.
- d. Shall be required to fulfil patrol and club obligations.
- e. Shall be required to pay a membership fee as set annually by the Board.
- f. Shall be eligible to vote and debate at General Meetings of the Club.

### 1.3.3 Reserve Active

- a. A member may apply in writing to the Board for transfer to Reserve Active membership providing they have had at least ten (10) years' service as an active member. Any Club Training Officer who instructs three (3) or more BM, SRC, IRB or ARTC squads in one season (maximum of two (2) seasons) will be entitled to one (1) year credited towards their 10 years on the beach. A member's patrol service record shall be checked when making and application to ensure they meet the criteria. Ten (10) years active membership with another Club may entitle a member to apply for Reserve Active membership, providing they complete

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<sup>1</sup> Could include former categories of Junior Activities Membership, Cadet Membership.

<sup>2</sup> Could include former categories of Active Membership, Reserve Active Membership, Award Membership

<sup>3</sup> Could include categories of Associate Membership, Probationary Membership, General Membership, or Leave/Restricted Membership.

<sup>4</sup> Could include former categories of Long Service Membership, Honorary Membership, Past Active Membership.

- at least one (1) year active membership service with this Club.
- b. All reserve active members as a concession and a privilege for their ten (10) years' service, will be exempt from patrol duty unless called upon by the Club. All reserve active members who are called upon to do patrols must pass the annual proficiency test in accordance with SLSA.
- c. The ten (10) years qualifying period commences from the time the member gains the SLSA Bronze Medallion award.
- d. Shall be required to pay a membership fee as set annually by the Board.
- e. Shall be eligible to vote and debate at General Meetings of the Club.

### **1.3.4 Award Membership**

- a. Award Members shall hold an SLSA award of one or more of the following qualifications: Surf Rescue Certificate, Radio Award, Resuscitation Certificate, Advance Resuscitation Certificate or First Aid Certificate. Award Members may be granted voting rights by the Club if they are undertaking lifesaving patrol duties.
- b. Such members may be called upon to perform patrol and/or other Club obligations within the scope of their qualifications providing they have passed the annual proficiency pertaining to their award in accordance with SLSA.
- c. Award members shall be required to pay a membership fee as set annually by the Board and are entitled to full use of the Club's facilities.
- d. Shall not be eligible to vote and debate at General Meetings of the club unless the member is fulfilling patrol and club obligations of the previous season.

## **1.4 Community Membership (non-patrolling and non-voting)**

Currently our Club is not offering this membership category.

## **1.5 Associate Membership**

### **1.5.1 Associate Member**

- a. Shall have reached the age of thirty (30), however the Board may elect any disadvantaged applicant to Associate membership.
- b. Shall not be entitled to perform the duties of an active member.
- c. Shall not be eligible to vote at any meeting of the club.
- d. All applications for Associate membership must be approved by the Board.
- e. Shall not exceed twenty (20%) percent of the total membership of senior active, U/18, active reserve, long service, and life membership of the Club.
- f. Shall be eligible for election to office, after twelve (12) months membership except for the positions that constitute the requirement of holding a Bronze Medallion.
- g. Shall be entitled to compete in Club events if member is the holder of the Surf Life Saving Australia Bronze Medallion award and has passed the annual proficiency test in accordance with SLSA.
- h. Shall be required to pay a membership fee as set annually by the Board.

### **1.5.2 Probationary Member**

- a. Shall be the designation of any person for the time period between making application for membership and gaining of an award and/or the granting of a formal category of membership of the Club.
- b. Probationary members are not entitled to vote or debate at General Meetings of the Club.

### **1.5.3 General Membership**

- a. General Membership may be granted to persons who may or may not hold an SLSA award and all applications must be approved by the Board.
- b. General Membership is available for Nipper Parents and South Maroubra Dolphins Winter Swimming Club members over the age of 18 years.
- c. Shall have limited privileges and access of the clubhouse to the time of Junior Activity events or, South Maroubra Dolphins Winter Swimming Club events and/or social functions. (General Members who gain or hold a Bronze Medallion or Surf Rescue Certificate award during the season will be required to fulfil patrol and club obligations and will be granted the appropriate membership category of the Club other than General Membership.
- d. Shall be required to pay a membership fee as set annually by the Board.
- e. Shall not be eligible to vote or stand for an elected position at the Annual General Meeting of



the Club.

#### **1.5.4 Leave/Restricted Membership**

- a. Members may apply in writing to the Board for Leave/Restricted membership if they reside outside the State. No credit for active or long service membership of the Club will be credited for the period missed.
- b. A leave/restricted member shall be required to pay a membership fee as set annually by the Board.
- c. In time of conflict or if a member is called upon by the Australian Armed Forces, a member may be eligible to be credited with active membership providing the application in writing is made to the Board with supporting documents for the period missed.

### **1.6 Honorary and Service Membership**

#### **1.6.1 Long Service Member**

- a. A member may after fifteen (15) years membership as a senior active and/or active reserve member, apply for long service membership.
- b. Shall not be required to pass the annual proficiency test or be rostered for patrol duty.
- c. Shall be eligible to participate in Club events, however, in this case, must have passed the annual proficiency test in accordance with SLSA.
- d. Shall be required to pay a membership fee as set annually by the Board.

#### **1.6.2 Life Member**

- a. Shall be members who have done exceptional service and rewarded by the members of the Club with Life Membership.
- b. Life Members are entitled to vote and debate at General Meetings of the Club.
- c. Life Members are not required to pay an annual membership fee.

#### **1.6.3 Life Patrons/Patron**

The Club may elect Life Patron/s and Patron at the Annual General Meeting. Such officers shall have no voting rights and need not be members of the Club. These officers shall have the right to attend Annual and Special General Meetings of the Club and to speak or express opinions on business conducted at those meetings.

#### **1.6.4 Honorary Membership/Vice Patrons**

Honorary membership/Vice Patrons may be granted annually upon any person by two thirds (2/3) majority vote of the Board, if it is considered that such action is in the interest of the Club. Honorary members shall not be required to perform any active or official duties and shall not be entitled to vote at any meetings of the Club and shall not pay any membership fees.

### **1.7 Dual Membership**

- a. Any individual member of a Club may be admitted as an individual member of another Club or Clubs, providing such member has 'clearance' as provided for in SLSA's Clearances/Transfer Policy.
- b. Any competing individual member shall not participate in any inter club competition as a representative of more than any one competition season unless and until their "competitive rights" have been transferred as provided for in SLSA's Competitive Rights Transfer Policy.
- c. Any competing individual member who is an individual member of more than one Club shall be entitled to compete in intra-Club events of all such Clubs.

### **1.8 Voting Rights**

Membership voting rights shall be limited to Active, Long Service and Life Members who are financial members of the Club. And Award Members who is fulfilling patrol and club obligations of the previous season.

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## **2. DIRECTORS/BOARD OF MANAGEMENT**

## **2.1 President**

The President shall: -

- a. Be the nominal head of South Maroubra Surf Life Saving Club Incorporated and will act as President of any Board meeting or Annual General Meeting or Special General Meeting during their elected period in this position and is present.
- b. Be the holder of the Bronze Medallion award of Surf Life Saving Australia.
- c. Have the right to attend all committees and sub committees and shall be ex-officio of all with full voting rights, or their representative.
- d. Administer and be responsible for all affairs of the Club and uphold the rules.
- e. In consultation with the Board and incorporating all other committees' strategic plans draw up a Club strategic plan and continually overview and update same.
- f. Be the media spokesperson for the Club.
- g. Attend Branch and District Meetings as required.

## **2.2 Vice President**

The Vice President shall: -

- a. Assist the President in carrying out their duties and in their absence shall deputise and assume the responsibility for the President.
- b. Be the holder of the Bronze Medallion award of Surf Life Saving Australia.
- c. Convene and chair the meetings of the Disciplinary Committee of the Club.
- d. Initiate, organise, and otherwise control such special projects that are referred by the Board.

## **2.3 Secretary/Public Officer**

The Secretary/Public Officer shall: -

- a. Be the Public Officer of the Club and perform the functions of a public officer as part of the duties of the Secretary.
- b. Provide notice of, compile an agenda for and maintain the minutes of all Board, Annual General Meetings and Special General Meetings.
- c. Be responsible to ensure that a register of all members is kept up to date.
- d. Conduct all correspondence, receive incoming mail and minutes, and distribute to appropriate committee members. Keep appropriate record of all correspondence, minutes and similar in files readily available to the Club.
- e. Shall have available at the request of a member (and at all meetings) a copy of the Club Constitution and Regulations.
- f. Ensure correct membership categories are allocated to members.
- g. Assist the Youth Development Committee with Junior Activity registration days.
- h. Be responsible for the production and distribution of the Club's newsletter.
- i. Compile the Club's annual report.
- j. Initiate, organise, and otherwise control such special projects that are referred by the Board.
- k. Ensure the distribution of all committee minutes to Board members prior to Board meetings.
- l. Coordinate all social media, and electronic communications to members.

## **2.4 Director of Finance**

The Director of Finance shall: -

- a. Be the Chairman of the Finance Committee.
- b. In consultation with their committee develop a financial plan including budgets, which shall be presented to the Board for endorsement and this plan should be continually reviewed and updated.
- c. Initiate, organise, and otherwise control such special projects that are referred by the Board.
- d. Oversee and be responsible for all activities and duties of the officers of the Finance Committee.
- e. Supervise the hiring of the Club premises to members and outside organisations which must first have the approval of the Board and shall control booking dates, hours, and collection of fees.
- f. Oversee and be responsible for bar staff, and cleaners in relation to Club functions and hiring with the Club Licensee.

## **2.5 Director of Life Saving Services**

The Director of Life Saving Services shall: -

- a. Be the holder of the Bronze Medallion award of Surf Life Saving Australia and have been an active surf lifesaver for a minimum of 5 years.
- b. Be the Chairman of the Lifesaving Services Committee.
- c. In consultation with their committee develop a Lifesaving Development Plan which shall be presented to the Board for endorsement and this plan should be continually reviewed and updated.
- d. Before the commencement of each season, shall draw up a roster of patrols and patrol captains and a calendar of events for approval by the Board.
- e. Generally, supervise and police all lifesaving patrols throughout the season.
- f. Responsible for the annual proficiency test as laid down by SLISA.
- g. Have jurisdiction over members in all Club lifesaving activities and control the discipline of members in relation to patrols.
- h. Initiate, organise, and otherwise control such special projects that are referred by the Board.
- i. Oversee and be responsible for all activities and duties of the officers of the Lifesaving Services Committee.

## **2.6 Director of Competition**

The Director of Competition shall: -

- a. Be the holder of the Bronze Medallion award of Surf Life Saving Australia.
- b. Be Chairman of the Competition Committee.
- c. In consultation with their committee develop a Competition Development Plan, which shall be presented to the Board for endorsement and this plan should be continually reviewed and updated.
- d. Responsible for members entries for inter Club and Championship carnivals.
- e. Initiate, organise, and otherwise control such special projects that are referred by the Board.
- f. Oversee and be responsible for the activities and duties carried out by the Competition committee.

## **2.7 Director of Youth Development**

The Director of Youth Development shall: -

- a. Be the holder of the Bronze Medallion award of Surf Life Saving Australia.
- b. Be the Chairman of the Youth Development Committee.
- c. In consultation with his committee develop a Youth Development Plan, which shall be presented to the Board for endorsement and this plan should be continually reviewed and updated.
- d. Be responsible for all activities relating to Junior Activity members.
- e. Initiate, organise, and otherwise control such special projects that are referred by the Board.
- f. Oversee and be responsible for the activities and duties of the officers of the Youth Development Committee.
- g. Attend Branch meetings as required.

## **2.8 Remuneration of Directors**

- a. No Director of the Board of Management shall receive remuneration for work carried out as a Director of the Club.
  - b. The Directors of the Board of Management are entitled to receive reimbursements and/or expenses for work carried out as a Director. Any such reimbursement will be shown in the Annual Report/Financial Statement.
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### **3. MEETINGS AND MANAGEMENT**

#### **3.1 General Meetings**

General meetings of SMSLSC are authorised under rules 14 to 17 of the SMSLSC Constitution and are conducted as an Annual General Meeting or a Special General Meeting at which all SMSLSC members may attend.

#### **3.2 Board Meetings**

Board meetings are authorised and conducted under rules 19 to 24 of the SMSLSC Constitution.

#### **3.3 Delegation of Authority**

- a. The Board may under rule 18 of the SMSLSC Constitution, create, establish, or appoint from amongst its own members, or otherwise, special committees, sub-committees, individual officers, and consultants to carry out such duties and functions, and with such powers as the Board determines.
  - b. The authority of committees and other advisors who may be delegated duties and functions from time to time will be determined by the Board with any specific terms of reference for that committee or advisor.
  - c. All appointed committees cannot bind the Club and shall report directly to a nominated member(s) as determined by the Board.
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### **4. COMMITTEES AND ADVISORS**

#### **4.1 Authorisation**

- a. By this Regulation, the Board has delegated authority to make appointments under Rule 22 of the SMSLSC Constitution committees to assist in the management of the Club including without limitation the following committees/advisors:
  - Honorary Professional Officers (appointed by Board)
  - Auditor (appointed by Board)
  - Assistant Secretary (elected at AGM)
  - Complaints Manager (appointed by Board)
  - Member Protection Information Officers/s (appointed by Board)
  - Disciplinary Committee (elected at AGM)
  - Constitution Committee (elected at AGM)
  - Life Membership Committee (elected at AGM)
  - Child Safe Coordinator (appointed by Board)
- b. Any appointments made under this Regulation have the appropriate terms of delegation and reference, and appointments may be reviewed and overturned by the Board.

## **4.2 Duties of Other Officers/Sub Committees**

### **4.2.1 Honorary Professional Officers**

The Club may appoint such officers from time to time in an honorary capacity, in that professional sphere that would assist the good management of the Club and the welfare of its members.

### **4.2.2 Auditor**

The Finance Director shall present the books of the Club to the Auditor for examination prior to the printing of the Annual Report and Financial Report. The Auditor shall provide a written statement of the Club's financial affairs which shall form a part of the annual report.

### **4.2.3 Assistant Secretary**

The Assistant Secretary shall:

- a. Be responsible to the Club Secretary.
- b. Assist the Secretary in carrying out duties and in their absence shall deputise for the Secretary.
- c. When deputising for the Secretary, the position does allow voting on any committees to which they may attend on behalf of the Secretary.

### **4.2.4 Complaints Manager**

- a. A Complaints Manager/s can be appointed by the Board as and when required.
- b. Complaints Manager/s shall act in accordance with SLSA Policies and Procedures as amended from time to time.

### **4.2.5 Member Protection Information Officer/s**

- a. A Member Protection Information Officer (MPIO) provides information about the rights, responsibilities, and options available to an individual making a complaint.
- b. The MPIO listens and acts as a sounding board but they do not investigate or get involved in the complaint.
- c. Direct responsibility of an MPIO is to the Club President.
- d. MPIO/s must have completed the training for role as provided by 'Play by the Rules' (online) and face to face training with the Department of Sport.

### **4.2.6 Disciplinary Committee**

- a. The Disciplinary Committee shall consist of the Vice President (Convenor) and four (4) Life Members as elected at the Annual General Meeting.
- b. The Disciplinary Committee shall deal with all actions referred to them by the Board.
- c. The Disciplinary Committee process will be as per the Club Constitution Rule 12.

### **4.2.7 Life Membership Committee**

- a. The Life Membership Committee shall consist of a minimum of two (2) Life Members and two (2) members eligible to stand/vote for office as elected at the Annual General Meeting.
- b. The Life Membership Committee shall appoint a convenor from this committee who shall act as the Chairman of this committee and shall be entitled to a casting vote.
- c. The Life Membership Committee shall deal with all nominations for Life Membership as provided to them by the Club Secretary.

### **4.2.8 Constitution Committee**

- a. The constitution committee shall consist of four (4) members elected at the Annual General Meeting, with a minimum of 2 Life Members.
- b. The committee shall deal with all matters referred to them by the Board and report to the Board its recommendation or any changes or alterations to the Regulations and/or Constitution of the Club.

### **4.2.9 Salaried/Casual Officers**

- a. The Board may employ salaried/casual officers to assist in the management of the Clubs affairs.
- b. The Board may from time to time determine the functions, terms, and conditions of employment and remuneration of officers employed under this Regulation and may direct that the officer be responsible to a specified officer or officers of the Club.

#### **4.2.10 Child Safe Coordinator**

- a. The Child Safe Coordinator will be the single point of contact at the club for all child safe information distributed by SLSNSW.
  - b. Review all child safe information distributed by SLSNSW and share with relevant members via the Board.
  - c. Respond to request for feedback made by SLSNSW in relation to child safety on behalf of the Club (eg. respond to surveys, consult with the Club Board and feedback to SLSNSW)
  - d. Board contact will be the Club Secretary.
- 

## **5. COMMITTEE OFFICERS AND THEIR FUNCTIONS**

### **5.1 Finance Committee**

#### **5.1.1 Composition**

- a. The Finance Committee shall comprise: -
  - Finance Director (who shall act as Chairman) (elected at AGM)
  - Treasurer (elected at AGM)
  - Fundraising Coordinator (elected at AGM)
  - Sponsorship Coordinator (elected at AGM)
  - Social Coordinator (elected at AGM)
  - Building Coordinator (elected at AGM)
  - Licensee (elected at AGM)
  - Safety Officer (elected at AGM)
- b. The Finance Committee shall have the authority to co-opt the services of other persons to provide advice and/or assistance on specific matters from time to time.
- c. Visitors and/or observers may attend meetings by prior arrangement of the meeting.
- d. In the event of the absence of the Finance Committee Chairman, the meeting shall appoint one of its members to act during such absence.

#### **5.1.2 Charter**

- a. The Finance Committee reports via the Finance Director to the Board
- b. The Finance Committee shall be responsible for the financial affairs of the Club.

#### **5.1.3 Responsibilities**

The Finance Committee shall: -

- a. Prepare, monitor, and control budgets and ensure correct accounts and records are kept of all financial affairs of the Club. A financial statement and account balances are to be submitted to each Board meeting. Final approval of accounts for payment will be given by the Board.
- b. Be responsible for fundraising activities of the Club.
- c. Organise Club social activities.
- d. Prepare and implement plans for improving social activities among members.
- e. Oversee all building matters.
- f. Be responsible for preparation of Club sponsorship proposals.
- g. Attend to matters referred by the Board and other committees.
- h. Prepare a budget at the commencement of each season for a 12-month period incorporating all budgets received from other committees.

#### **5.1.4 Meetings**

Finance Committee meetings shall be held regularly and as called by the Director of Finance prior to a Board meeting.

#### **5.1.5 Quorum**

The quorum for any Finance Committee meeting shall be 4 members.

#### **5.1.6 Voting**

All listed members including the Finance Committee Chairman shall be entitled to one vote only on any resolution at all meetings of the Finance Committee at which they are present in person. The Chairman shall be allowed a casting vote.

### **5.1.7 Minutes**

- a. The Finance Committee Chairman or their nominee shall take full and accurate minutes of the Finance Committee meetings.
- b. The minutes shall be promptly distributed to members of the committee and a copy given to the Club Secretary for further distribution to the Board for their endorsement/rejection of minutes and decisions of the meeting.

### **5.1.8 Duties of Office Bearers**

#### **5.1.8.1 Treasurer**

The Treasurer shall: -

- a. Be responsible to the Finance Director and shall be a member of the finance committee.
- b. Be responsible for the day-to-day financial matters of the Club.
- c. Be responsible for the receipting of all membership fees.
- d. Report in writing to each Finance Committee meeting.

#### **5.1.8.2 Fundraising Coordinator**

The Fundraising Coordinator shall: -

- a. Be responsible to the Finance Director and shall be a member of the finance committee.
- b. Organise and be responsible for fundraising activities undertaken by the Club.
- c. Report in writing to each Finance Committee meeting.

#### **5.1.8.3 Sponsorship Coordinator**

The Sponsorship Coordinator shall: -

- a. Be responsible to the Finance Director and shall be a member of the finance committee.
- b. Prepare sponsorship proposals for the Club with the Director of Finance.
- c. Report in writing to each Finance Committee meeting.

#### **5.1.8.4 Social Coordinator**

The Social Coordinator shall: -

- a. Be responsible to the Finance Director and shall be a member of the finance committee.
- b. Recommend, organise, and supervise the conduct of social functions held by the Club.
- c. Report in writing to each Finance Committee meeting.

#### **5.1.8.5 Building Coordinator**

The Building Coordinator shall: -

- a. Be responsible to the Finance Director and shall be a member of the finance committee.
- b. Be responsible for the supervision of the Club resident Caretaker and their duties.
- c. Supervise the care and maintenance of Club equipment and facilities, other than first aid, patrol, competition, or lifesaving equipment.
- d. Initiate a building and maintenance plan for the Club which should be continually updated.
- e. Report in writing to each Finance Committee meeting.

#### **5.1.8.6 Licensee**

The Licensee shall: -

- a. Be responsible to the Finance Director and shall be a member of the Finance Committee.
- b. Be responsible in ensuring all licensing laws, rules and information are upheld by the club.
- c. Hold relevant qualifications as required by a Licensee.
- d. Report in writing to each Finance Committee meeting.

#### **5.1.8.7 Safety Officer**

The Club Safety Officer shall:

- a. Be responsible to the Finance Director and shall be a member of the Finance Committee.
- b. Liaise with the Branch, SLSNSW, and SLSC where required.
- c. Perform Risk Management responsibility for the Club.
- d. Supervise Injury Reporting and Injury Management liaising with the Club Secretary.
- e. Report in writing to each Finance Committee meeting.

## **5.2 Lifesaving Services Committee (LSC)**

### **5.2.1 Composition**

- a. The Lifesaving Services Committee shall comprise: -
  - Director of Lifesaving Services (who shall act as Chairman) (elected at AGM)
  - Assistant Director of Lifesaving (elected at AGM)
  - Education & Training Coordinator (elected at AGM)
  - Gear & Equipment Coordinator (elected at AGM)
  - Patrol Captains (appointed by LSC)
  - Lifesaving Registrar (elected at AGM)
  - IRB Lifesaving Coordinator (elected at AGM)
  - U18 Coordinator (elected at AGM)
- b. The Lifesaving Services Committee shall have the authority to co-opt the services of other persons to provide advice and/or assistance specific matters from time to time.
- c. Visitors and/or observers may attend meetings by prior agreement of the meeting.
- d. In the event of the absence of the Life Saving Services Chairman, the meeting shall appoint one of its members to act during such absence.

### **5.2.2 Charter**

Duties and functions shall be as follows: -

- a. The Lifesaving Services Committee reports via the Director of Lifesaving Services to the Board.
- b. The Lifesaving Services Committee shall be responsible for the lifesaving and education business of the club.
- c. The Lifesaving Services Committee shall support and coordinate all matters in relation to members having access to appropriate SLSA awards and other qualifications.

### **5.2.3 Responsibilities**

The Lifesaving Services Committee shall: -

- a. Compile the patrol roster, calendar, and patrol obligations for the season, which are circulated to all members prior to the commencement of the season.
- b. Shall deal with all matters of discipline in respect to patrols.
- c. May exempt active members who carry out regular rostered patrol services with the Support Operations services within the Branch. Such exemptions must be requested in writing to the Lifesaving Services Committee from the member.
- d. May grant patrol exemption to the members of the Board.
- e. Keep the members informed of all lifesaving and education and training activities within the Club.
- f. Supervise and conduct the annual proficiency test as laid down by SLSA.
- g. Prepare a budget at the commencement of each season for a 12-month period to be presented to the Director of Finance.
- h. Encourage members to gain maximum qualifications to carry out their duties.
- i. Organise events that will educate the public in matters of water safety and the understanding of beach conditions.
- j. Prepare and implement plans to attract new members.

### **5.2.4 Meetings**

Lifesaving Services Committee shall be held monthly during September to April each season and then as required prior to a Board meeting.

### **5.2.5 Quorum**

The quorum for any Lifesaving Services Committee meeting shall be four (4) members.



### **5.2.6 Voting**

All listed members including the Lifesaving Services Director shall be entitled to one vote only on any resolution at all meetings of the Lifesaving Services Committee at which they are present in person. The Chairman shall be allowed a casting vote.

### **5.2.7 Minutes**

The Lifesaving Services Committee Chairman or their nominee shall take full and accurate minutes of the Lifesaving Services Committee meetings.

The minutes shall be promptly distributed to members of the committee and a copy given to the Club Secretary for further distribution to the Board for their endorsement/rejection of minutes and decisions of the meeting.

### **5.2.8 Duties of the Office Bearers**

#### **5.2.8.1 Assistant Director of Lifesaving**

The Assistant Director of Lifesaving shall: -

- a. Be the holder of, and proficient Bronze Medallion award of Surf Life Saving Australia.
- b. Be responsible to the Director of Lifesaving Services and shall be a member of the Lifesaving Services Committee.
- c. Assist the Director of Lifesaving in carrying out their duties and in their absence shall deputise and assume the responsibility for the Director of Lifesaving.
- d. Initiate, organise, and otherwise control such special projects that are referred by the Director of Lifesaving.
- e. Report in writing to each Lifesaving Services Committee meeting.

#### **5.2.8.2 Education & Training Coordinator**

The Education & Training Coordinator shall: -

- a. Be the holder of, and proficient Bronze Medallion award of Surf Life Saving Australia.
- b. Be responsible to the Director of Lifesaving Services and shall be a member of the Lifesaving Services Committee.
- c. Review, maintain and make recommendations for the purchase of appropriate training equipment.
- d. Be responsible for the appointment of qualified/trainee Training Officers annually in preparation for the allocation of squads of all awards as laid down in the manual of Surf Life Saving Australia.
- e. Coordinate and oversee all education training and assessments.
- f. Assist with the supervision and training of the annual proficiency test as laid down by SLSA.
- g. Keep informed of all award syllabus changes and advise members of same.
- h. Report in writing to each Lifesaving Services Committee meeting.

#### **5.2.8.3 Gear and Equipment Coordinator**

The Gear and Equipment Coordinator shall: -

- a. Be responsible to the Lifesaving Services Director and shall be a member of the Lifesaving Services committee.
- b. Be responsible for the maintenance and handling of all the Clubs lifesaving equipment.
- c. Be responsible for the first aid room and the Clubs first aid equipment and life preservation equipment and shall ensure the room is adequately stocked and maintained in good order for immediate use.
- d. Oversee all sections in relation to the annual gear inspection and be responsible for the distribution of paperwork in relation to same.
- e. Prepare plans for future gear requirements and submit these to the Director of Lifesaving Services for consideration by the Board as required.
- f. Report in writing to each Lifesaving Services Committee meeting.

#### **5.2.8.4 Patrol Captains**

The Patrol Captains shall: -

- a. Be the holder of, and proficient Bronze Medallion award of Surf Life Saving Australia.
- b. Be responsible to the Director of Lifesaving Services and shall be a member of the Lifesaving Services Committee.
- c. Be appointed by the Director of Lifesaving Services prior to the first meeting of the lifesaving services committee after the Annual General Meeting.
- d. Uphold the Club/SLS requirements/rules in relation to patrols and lifesaving activities.
- e. Liaise between the patrolling members and the lifesaving services committee.
- f. Manage designated patrol and ensure effective and efficient patrols are maintained at all times. Notify alterations as and when necessary.
- g. Report in writing to each Lifesaving Services Committee meeting. Should the Patrol Captain be unable to attend any lifesaving services meeting, they may appoint their vice-captain to attend in their absence.

#### **5.2.8.5 Lifesaving Registrar**

The Lifesaving Registrar shall: -

- a. Be responsible to the Director of Lifesaving Services and shall be a member of the lifesaving services committee.
- b. Shall report and be responsible for administration tasks of the Lifesaving Services Committee including patrol attendances and records, minutes and any other duties as directed by the Director of Lifesaving Services.
- c. Report in writing to each Lifesaving Services Committee meeting.

#### **5.2.8.6 IRB Lifesaving Coordinator**

IRB Lifesaving Coordinator shall: -

- a. Be the holder of, and proficient Bronze Medallion of Surf Life Saving Australia and IRB Drivers awards.
- b. Be responsible to the Director of Lifesaving Services and shall be a member of the Lifesaving Services Committee.
- c. Have the jurisdiction over the control of the clubs IRB's, motors, trailers and associated equipment for lifesaving and patrol purpose and shall be responsible for the care, maintenance and storage of same.
- d. Liaise with the Water Safety Coordinator on matters concerning IRB's.
- e. Liaise with the Lifesaving Services Director with the rostering allocation of IRB Drivers and Crew to patrol teams.
- f. Liaise with Lifesaving Services Director and IRB Competition Coordinator for allocation and maintenance of IRB equipment.
- g. Report in writing to each Lifesaving Services Committee meeting.

#### **5.2.8.7 U/18 Coordinator**

The U/18 Coordinator shall: -

- a. Be responsible to the Director of Lifesaving Services and shall be a member of the Lifesaving Services Committee.
- b. Assist in supervision and activities and present suggestions and requests on behalf of U/18 members (members aged 15 -18yrs).
- c. Liaise with appropriate competition section coordinators, to ensure that U/18 competitors are entered in carnivals.
- d. Report in writing to each Lifesaving Services Committee meeting.

### **5.3 Competition Committee (CC)**

#### **5.3.1 Composition**

The Competition Committee shall comprise: -

- Director of Competition (who shall act as Chairman) (elected at AGM)
- Assistant Director of Competition (elected at AGM)
- Swim Coordinator (elected at AGM)
- Board Coordinator (elected at AGM)
- Boat Coordinator (elected at AGM)
- Beach Coordinator (elected at AGM)

- R&R/March Past Coordinator (elected at AGM)
- Ski Coordinator (elected at AGM)
- Coaching Coordinator (elected at AGM)
- Board Riding Coordinator (elected at AGM)
- IRB Competition Coordinator (elected at AGM)
- Competition Registrar (elected at AGM)
- Touring Team Manager – Summer (elected at AGM)
- Touring Team Manager – Winter (elected at AGM)
- a. The Competition Committee shall have the authority to co-opt the services of other persons to provide advice and/or assistance specific matters from time to time.
- b. Visitors and/or observers may attend meetings by prior agreement of the meeting.
- c. In the event of the absence of the Director of Competition Chairman, the meeting shall appoint one of its members to act during such absence.

### **5.3.2 Charter**

- a. The Competition Committee reports via the Director of Competition to the Board.
- b. The Competition Committee shall be responsible for the management of all competition and coaching matters within the club.

### **5.3.3 Responsibilities**

- a. Encourage members to realise their potential and athletic abilities.
- b. Shall select members and/or teams to represent the club at Branch, State, Australian and other approved events within SLSC, based on the selection criteria laid down by the Club.
- c. To produce a selection criterion at the start of each season for Board endorsement and distribution to all members.
- d. Shall keep attendance records of all Club organised training.
- e. Shall be responsible for all carnival entries.
- f. Shall liaise with Club Coaches.
- g. Keep informed of all technical rule changes to competitions and advise coaches and members of same.
- h. Organise and run the Club Championships and weekly Club events for members holding and proficient in Surf Rescue Certificate and/or Bronze Medallion awards.
- i. Prepare a budget at the commencement of each season for a 12-month period to be presented to the Director of Finance.
- j. Consider and if agreeable endorse recommendations for the allocation and use of equipment and the composition of teams as submitted by Competition Committee coordinators.

### **5.3.4 Meetings**

The Competition Committee shall be held monthly during September to April each season and then as required prior to a Board meeting.

### **5.3.5 Quorum**

The quorum for any Competition Committee meeting shall be four (4) members.

### **5.3.6 Voting**

All listed members including the Director of Competition shall be entitled to one vote only on any resolution at all meetings of the Competition meetings at which they are present in person. The Chairman shall be allowed a casting vote.

### **5.3.7 Minutes**

- a. The Competition Committee Chairman or their nominee shall take full and accurate minutes of the Competition Committee meetings.
- b. The minutes shall be promptly distributed to members of the Committee and a copy given to the Club Secretary for further distribution to the Board for their endorsement/rejection of minutes and decisions of the meeting.

### **5.3.8 Duties of Office Bearers**

#### **5.3.8.1 Assistant Director of Competition**

The Assistant Director of Competition shall: -

- a. Be the holder of, and proficient Bronze Medallion of Surf Life Saving Australia.
- b. Be responsible to the Director of Competition and shall be a member of the Competition Committee.
- c. Assist the Director of Competition in carrying out their duties and in their absence shall deputise and assume the responsibility for the Director of Competition.
- d. Initiate, organise, and otherwise control such special projects that are referred by the Director of Competition.
- e. Report in writing to each Competition Committee meeting.

#### **5.3.8.2 Swim Coordinator**

The Swim Coordinator shall: -

- a. Be the holder, and proficient Bronze Medallion award of Surf life Saving Australia.
- b. Be responsible to the Director of Competition and shall be a member of the Competition Committee.
- c. Keep diaries of training schedules, carnival attendance, and results and make recommendations where necessary to the Competition Committee on the formation of teams.
- d. Responsible for the collation of all carnival entries for all swim team competitions in conjunction with the Director of Competition.
- e. Report in writing to each Competition Committee meeting.

#### **5.3.8.3 Board Coordinator**

The Board Coordinator shall: -

- a. Be the holder, and proficient Bronze Medallion award of Surf life Saving Australia.
- b. Be responsible to the Director of Competition and shall be a member of the Competition Committee.
- c. Have the jurisdiction over the control of the Club's boards wherever situated and shall be responsible for the care, maintenance, and storage of same.
- d. Allocate the use of boards to members each season and this must be endorsed by the Competition Committee.
- e. Keep diaries of training schedules, carnival attendance and results and make recommendations where necessary to the Competition Committee on the formation of teams.
- f. Responsible for the collation of all carnival entries for all board competitions in conjunction with the Director of Competition.
- g. Report in writing to each Competition Committee meeting.

#### **5.3.8.4 Boat Coordinator**

The Boat Coordinator shall: -

- a. Be the holder, and proficient Bronze Medallion award of Surf life Saving Australia.
- b. Be responsible to the Director of Competition and shall be a member of the Competition Committee.
- c. Have the jurisdiction over the control of the Club's surf boats, trailers and associated equipment wherever situated and shall be responsible for the care, maintenance, and storage of same.
- d. Allocate the use of surf boats and training times to members each season and this must be endorsed by the Competition Committee.
- e. Keep diaries of training schedules, carnival attendance, and results and make recommendations where necessary to the Competition Committee on the formation of teams.
- f. Responsible for the collation of all carnival entries for all surf boat competitions in conjunction with the Director of Competition.
- g. Report in writing to each Competition Committee meeting.

#### **5.3.8.5 Beach Coordinator**

The Beach Coordinator shall: -

- a. Be the holder, and proficient Bronze Medallion award of Surf life Saving Australia.
- b. Be responsible to the Director of Competition and shall be a member of the Competition Committee.

- c. Keep diaries of training schedules, carnival attendance, and results and make recommendations where necessary to the Competition Committee on the formation of teams.
- d. Responsible for the collation of all carnival entries for all beach competitions in conjunction with the Director of Competition.
- e. Report in writing to each Competition Committee meeting.

#### **5.3.8.6 R & R / March Past Coordinator**

The R & R / March Past Coordinator shall: -

- a. Be the holder, Bronze Medallion award of Surf life Saving Australia.
- b. Be responsible to the Director of Competition and shall be a member of the Competition Committee.
- c. Have the jurisdiction over the control and allocation of the Club's associated equipment wherever situated and shall be responsible for the care, maintenance, and storage of same.
- d. Allocate the use of surf reels each season and this must be endorsed by the Competition Committee.
- e. Keep diaries of training schedules, carnival attendance, and results and make recommendations where necessary to the Competition Committee on the formation of teams.
- f. Responsible for the collation of all carnival entries for all R & R and March Past competitions in conjunction with the Director of Competition.
- g. Report in writing to each Competition Committee meeting.

#### **5.3.8.7 Ski Coordinator**

The Ski coordinator shall: -

- a. Be the holder of, and proficient Bronze Medallion of Surf Life Saving Australia.
- b. Be responsible to the Director of Competition and shall be a member of the Competition Committee.
- c. Have the jurisdiction over the control of the Club's skis and associated equipment wherever situated and shall be responsible for the care, maintenance, and storage of same.
- d. Allocate the use of skis to members each season and this must be endorsed by the Competition Committee.
- e. Keep diaries of training schedules, carnival attendance, and results and make recommendations where necessary to the Competition Committee on the formation of teams.
- f. Responsible for the collation of all carnival entries for all ski competitions in conjunction with the Director of Competition.
- g. Report in writing to each Competition Committee meeting.

#### **5.3.8.8 Coaching Coordinator**

The Coaching Coordinator shall: -

- a. Be the holder of, and proficient Bronze Medallion of Surf Life Saving Australia.
- b. Be responsible to the Director of Competition and shall be a member of the Competition Committee.
- c. Source and make recommendations of all club coaches, professional and otherwise.
- d. Formulate agreements with coaches for approval by the Competition Committee and final approval by Board of Management.
- e. Report on the performance of all club coaches.
- f. Liaise with all club coaches and prepare Club Training Calendar/Programs.
- g. Keep diaries of all training schedules, carnival attendance and results and make recommendations where necessary for changes.
- h. Liaise with the Nipper Touring Manager and/or their representative on coaching programs for this age group of children.
- i. Attend Youth Development Committee meetings as the need arises, in a non-voting capacity.
- j. Report in writing to each Competition Committee meeting.

#### **5.3.8.9 Board Riding Coordinator**

The Board Riding Coordinator shall: -

- a. Be the holder of, and proficient Bronze Medallion of Surf Life Saving Australia.
- b. Be responsible to the Director of Competition and shall be a member of the Competition Committee.
- c. Keep diaries of training schedules, carnival attendance and results and make recommendations where necessary to the Competition Committee on the formation of teams.
- d. Be responsible for the collation of all carnival entries for all Board Riding competitions in conjunction with the Director of Competition.
- e. Report in writing to each Competition Committee meeting.

#### **5.3.8.10 IRB Competition Coordinator**

The IRB Competition Coordinator shall:

- a. Be responsible to the Competition Director and shall be a member of the Competition Committee, be the holder of the Bronze Medallion and IRB Drivers award and proficient.
- b. Have the jurisdiction over the control of all allocated IRB competition equipment used for training and competition as allocated refer rule 5.2.8.6 f wherever situated and shall be responsible for the care, maintenance, and storage of same.
- c. Allocate the use of equipment to members each season and this must be endorsed by the Competition Committee.
- d. Keep diaries of training schedules, carnival attendance and results liaising with the touring Team Manager - Winter and make recommendations where necessary to the Competition Committee on the formation of teams.
- e. Attend all IRB competitions to assist the IRB members.
- f. Responsible for the collation of all carnival entries of all IRB competitors in conjunction with the Director of Competition.
- g. Report in writing to each Competition Committee meeting.

#### **5.3.8.11 Competition Registrar**

The Competition Registrar shall: -

- a. Be responsible to the Director of Competition and shall be a member of the Competition Committee.
- b. Shall report and be responsible for administration tasks of the Competition Committee including taking of minutes and any other duties as directed by the Director of Competition.
- c. Report in writing to each Competition Committee meeting.

#### **5.3.8.12 Touring Team Manager – Summer/Touring Team Manager - Winter**

The Touring Team Manager/s shall: -

- a. Be responsible to the Director of Competition and shall be a member of the Competition Committee.
- b. Be responsible for the Touring Teams.
- c. Assist/organise activities to raise funds for touring team and liaise with the Finance Committee on such matters including touring budgets.
- d. Be responsible for accommodation and travel arrangements for touring team and transporting of gear.
- e. Be responsible for the outfitting of touring team.
- f. Set team meeting dates.
- g. Prepare Touring budget and present to Director of Competition who will report to the Board of Management for endorsement.
- h. Advise the Director Competition of any misconduct by touring team members immediately.
- i. Report in writing to each Competition Committee meeting.

### **5.4 Youth Development Committee (YDC)**

#### **5.4.1 Composition**

The Youth Development Committee shall comprise: -

- Director of Youth Development (who shall act as Chairman) (elected at AGM)
- Assistant Director of Youth Development (elected at AGM)
- Youth Registrar (elected at AGM)

- Age Managers (appointed by YDC)
- Nipper Gear Coordinator (appointed by YDC)
- Nipper Water Safety Coordinator (appointed by YDC)
- Nipper Touring Team Manager (elected at AGM)
- a. The Youth Development Committee shall have the authority to co-opt the services of other persons to provide advice and/or assistance on specific matters from time to time.
- b. Visitors and/or observers may attend meetings by prior agreement of the meeting.
- c. In the event of the absence of the Youth Development Chairman, the meeting shall appoint one of its members to act during such absence.

#### **5.4.2 Charter**

- a. The Youth Development Committee reports via the Director of Youth Development to the Board.
- b. The Youth Development Committee shall be responsible for the programming of all Junior Activity activities of the Club.

#### **5.4.3 Responsibilities**

The Youth Development Committee shall: -

- a. Be responsible for the conduct and co-ordination of all matters relating to Junior Activity members.
- b. Provide Junior Activity members with an education and teaching experience in a wide range of subjects and skills within the aquatic/marine environment as set by SLISA.
- c. Prepare Junior Activity members for their eventual transition into patrol involvement of the Club.
- d. Organise and run all weekly Club activities for Junior Activity members.
- e. Encourage members to realise their potential.
- f. Attend to matters referred by the Board and other committees.
- g. Prepare and implement plans to attract new members.
- h. Prepare a budget at the commencement of each season for a 12-month period to be presented to the Director of Finance.

#### **5.4.4 Meetings**

Youth Development Committee meetings shall be held monthly during September and April each season then as required prior to a Board meeting.

#### **5.4.5 Quorum**

The quorum for any Youth Development Committee meeting shall be four (4) members.

#### **5.4.6 Voting**

All listed members including the Youth Development Committee Chairman shall be entitled to one vote only on any resolution at all meetings of the Youth Development Committee at which they are present in person. The Chairman shall be allowed a casting vote.

#### **5.4.7 Minutes**

The Youth Development Committee Chairman or their nominee shall take full and accurate minutes of the Youth Development Committee meetings.

The minutes shall be promptly distributed to members of the Committee and a copy given to the Club Secretary for further distribution to the Board for their endorsement/rejection of minutes and decisions of the meeting.

#### **5.4.8 Duties of Office Bearers**

##### **5.4.8.1 Assistant Director of Youth Development**

The Assistant Director of Youth Development shall: -

- a. Be the holder of, and proficient Bronze Medallion of Surf Life Saving Australia.
- b. Be responsible to the Director of Youth Development and shall be a member of the Youth Development Committee.
- c. Be responsible for the overall running of Nipper activities and events for Junior Activity members.

- d. Assist the Director of Youth Development in carrying out his duties and in his absence shall deputise and assume the responsibility of the Director of Youth Development.
- e. Initiate, organise, and otherwise control such special projects that are referred to him by the Director of Youth Development.
- f. Report in writing to each Youth Development Committee meeting.

#### **5.4.8.2 Youth Registrar**

The Youth Registrar shall:

- a. Be responsible to the Director of Youth Development and shall be a member of the Youth Development Committee.
- b. Be responsible for Junior Activity registration days with assistance from the Club Secretary.
- c. Compile lists of members for appropriate Age Managers and keep them updated.
- d. Compile results/attendances from Age Managers.
- e. Report in writing to each Youth Development Committee meeting.

#### **5.4.8.3 Age Managers**

The Age Managers shall:

- a. Be responsible to the Director of Youth Development and shall be members of the Youth Development Committee.
- b. Be appointed and notified of appointment by the Director of Youth Development prior to the first meeting of the Youth Development Committee and after the Annual General Meeting.
- c. Be responsible for the activities and organisation of members in respective ages and compiling results of same for the Youth Registrar.
- d. Ensure that all Junior Activity members are trained and examined for their respective age-appropriate awards as laid down by SLSA.
- e. Report in writing to each Youth Development Committee meeting.

#### **5.4.8.4 Nipper Gear Coordinator**

The Nipper Gear Coordinator shall:

- a. Be responsible to the Director of Youth Development and shall be a member of the Youth Development Committee.
- b. Be responsible for and recording of any youth equipment allocations.
- c. Be responsible for the housing, use and maintaining of all youth equipment.
- d. Report in writing to each Youth Development Committee meeting.

#### **5.4.8.5 Nipper Water Safety Coordinator**

The Nipper Water Safety Coordinator shall: -

- a. Be the holder of, and proficient Bronze Medallion of Surf Life Saving Australia.
- b. Be responsible to the Director of Youth Development and shall be a member of the Youth Development Committee.
- c. Be responsible for ensuring SLSA Water Safety policies are adhered to for all activities relating to Nipper activities.
- d. Liaise with the Director of Lifesaving/Director of Competition as and when required around any water safety requests.
- e. Liaise with the Patrol Captain of the day during all Nipper Activities conducted at the Club during patrol hours.
- f. Report in writing to each Youth Development Committee meeting.

#### **5.4.8.6 Nipper Touring Manager**

The Nipper Touring Manager shall: -

- a. Be responsible to the Director of Youth Development and shall be a member of the Youth Development Committee.
- b. Be responsible for Nipper Competition Touring Team.
- c. Liaise with Director of Youth Development and Director of Competition with recommendations of team formations.
- d. Be responsible for accommodation and travel arrangements for touring team and transporting of gear.
- e. Be responsible for the outfitting of touring team.



- f. Set team meeting dates.
  - g. Keep diaries of training and carnival results.
  - h. Prepare Touring budget and present to Director of Youth for presentation to the Director of Finance.
  - i. Advise the Director of Youth of any misconduct by touring team members immediately.
  - j. Report in writing to each Youth Development Committee meeting.
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## **6. RULES AND PROCEDURES**

### **6.1 Authority of Rules and Procedures**

The formulation of Regulations relative to the rules and procedures of SMSLSC are authorised under rule 25 of SMSLSC Constitution.

### **6.2 Membership Fees**

Membership fees payable by each category of members shall be determined annually by the Board at their April meeting.

### **6.3 Financial Year**

The financial year of the Club shall commence on May 1 through to April 30.

### **6.4 Annual Report and Financial Report**

The Annual Report and Financial Statements shall be prepared by the Secretary with the assistance of the other officers and presented at each Annual General Meeting.

The Annual Report shall contain a detailed and accurate account of the Club's activities during the previous season, together with a copy of the Financial Statements, which are required to be submitted to the members pursuant to the Associations Incorporation Act, 1984, accompanied by an Auditor Report and signed by the Club President and Director of Finance.

A copy of the Annual Report and Financial Statements shall be forwarded to Randwick City Council, SLSS, SLSNSW and any other statutory bodies or individuals as deemed necessary.

### **6.5 Executive Committee**

The following officers shall constitute the Executive: President, Vice President, Secretary and Director of Finance. The Executive shall be empowered to deal with any matters of urgency or emergency. Any matters so dealt with shall be reported to the first Board meeting occurring thereafter for confirmation and endorsement. Three (3) members shall form a quorum.

### **6.6 Members Property**

The Club and its Officers shall not be responsible for any loss or theft of, or damage to, any Member's private property lodged or left on the Club premises.

### **6.7 Patrols**

#### **6.7.1 Rosters**

Members shall be allotted to patrols and patrols shall be rostered by the Club as per Regulation 5.2.3(a)

#### **6.7.2 Patrol Members**

- a. A member of a patrol shall carry out such lifesaving duties and other duties as may from time to time be allotted to the member by the Patrol Captain.
- b. A member of a patrol shall at all times during their period of duty ensure that they are fit to carry out patrol duties in a satisfactory manner.
- c. A member of a patrol shall not absent themselves from the patrol during their period of duty without the permission of the Patrol Captain.
- d. A member of a patrol shall wear the SLSS approved Patrol Uniform during their period of duty.
- e. A member who fails to carry out their patrol duties shall be guilty of a breach of the Regulations and will be dealt with by Lifesaving Services Committee as per Regulation 5.2.3(b).

## **6.8 Clubhouse**

The clubhouse shall be open to members for the purposes of the Club for the hours of operation as advised from time to time and shall not be open outside those hours without the approval of the Board.

### **6.8.1 Lockers**

- a. Any lockers belonging to the Club shall be available to be hired by the members on payment of an annual hiring fee fixed from time to time by the Board.
- b. Lockers will be allocated for hire by the Building Coordinator.
- c. A member who hires a locker shall be responsible for keeping it in good order and repair, and if the member fails to so keep it, they shall be liable to the club for the costs of any repairs to the locker necessarily carried out by or on behalf of the club.

### **6.8.2 Cleanliness**

- a. All members shall take all reasonable action to preserve the cleanliness of the Club.
- b. Members entering Horizons function room shall ensure they are wearing footwear.
- c. Members shall not wear wet costumes into any function room of the clubhouse.
- d. Members are required to wash all sand off their feet before entering any function room of the Clubhouse.

### **6.8.3 Children**

- a. Children under the age of 13 years, other than a member shall not be permitted to enter the Clubhouse unless accompanied by a Member.
- b. A member who accompanies a child, so as to have the child permitted to enter the Clubhouse shall adequately supervise the child at all times whilst in the Clubhouse.
- c. A child under the age of 15 years whether a member or not, shall not be permitted to enter the Club Gymnasium.

### **6.8.4 Animals**

No animals shall be permitted in the Clubhouse.

#### **6.8.5 Liquor and prohibited drugs**

- a. A member shall not come onto the club premises under the influence of intoxicating liquor.
- b. No prohibited drug shall be brought onto the club premises.
- c. A member shall not come onto the club premises under the influence of a prohibited drug.

#### **6.8.6 Visitors**

A member who brings a visitor onto the club premises shall be responsible to ensure that the visitor, while they remain on the club premises, conforms to these House Regulations as if they were a member.

#### **6.8.7 Conduct**

A member shall not in the Clubhouse engage in bad language, other unseemly conduct, or other conduct likely to interfere with the comfort of other members. Members shall comply with the SLSC Code of Conduct.

#### **6.8.8 Function Rooms**

Access and use of the Club's function rooms shall be under the direction of use by the Club.

#### **6.8.9 Keys/Electronic Access**

- a. Members may be supplied a club key/electronic access tag for Clubhouse access for a nominal fee as set by the Board.
- b. Lost or misplaced key/electronic access tag shall be replaced at a fee set by the Board.
- c. Keys/electronic access tags are for the sole use of the Member to which they are issued and are not transferable.

#### **6.8.10 Club Caretaker**

- a. The Board may from time to time appoint a person, who may or may not be a member of the Club to be the Club Resident Caretaker and reside within the designated area of the Club.
- b. The Club Caretaker shall carry out such duties with regards to security and cleanliness of the Clubhouse as allocated by the Board.
- c. The Club Caretaker shall act with the authority of the Board in respect to these Clubs Regulations and may call upon any member who is in breach of such regulations to cease or remedy the breach.
- d. The Club Caretaker reports to the Board via Building Coordinator.

#### **6.8.11 Gymnasium**

- a. Only Members holding a current Gym Membership are permitted to access and use the Gym area of the Clubhouse and the equipment contained within it.
- b. Gym Members are not permitted to invite or provide access to the gymnasium to persons who are not financial members of the club and the gym.
- c. Gym Members shall comply with the Club's Gym Guideline and Procedures Manual.

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## **7. COMPETITIONS**

### **7.1 Carnivals and Competitions**

Subject to the SMSLSC Constitution, the following rules apply in relation to SLSC carnivals and competitions: -

- a. Rules for the conduct, control and management of carnivals and competitions are documents in the SLSC Surf Sports manual and relevant carnival bulletins and information.
- b. Rules for the adjudication of protests and disputes relating to carnivals and competitions are documented in SLSC Surf Sports Manual and relevant carnival bulletins and information.

### **7.2 Competitive Rights, Obligations and Qualifications**

- a. Members including 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 to enter and participate in events, contests, carnivals, and competitions conducted by SLSA.

- b. Inherent in membership of SMSLSC, but subject always to gaining the appropriate qualification as prescribed by SLSA and complying with the competition rules issued by SLSA, is the right to enter and participate in events, contests, carnivals, and competitions conducted by SLSA.
- c. Members are obliged to ensure they obtain and maintain the appropriate qualifications, including but not limited to awards, age limits, patrols, proficiency tests, equipment and limiting disabilities, to enable them to enter and participate in events, contests, carnivals, and competitions conducted by SLSA.
- d. Members acknowledge and agree that if they participate in, and/or use any SLSA equipment in any event, contest, carnival and competition, which has not been licensed, sanctioned or otherwise authorised by SMSLSC they may attract disciplinary action under the Regulations which may result in forfeiture of their competitive rights set out in Regulation 7.2 (a) above.

### **7.3 Trophies, Prizes and Eligibility**

In relation to trophies, prizes whether cash or kind and the eligibility of individual members/s representing a section of SMSLSC to compete for or accept such trophies or prizes the following shall apply: -

- a. SMSLSC reserves itself the authority to determine from time-to-time conditions relative to the acceptability of trophies or prizes, reimbursement of accommodation, travel and other expenses, and eligibility to compete for trophies or prizes.

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## **8. MISCELLANEOUS**

### **8.1 Premises and Property**

- a. The security of the Clubhouse shall be vested in the Board.
- b. The Board shall at all times ensure that the Club property is adequately insured.
- c. All equipment purchased by the Club or donated to the Club shall always remain the property of the Club.
- d. No member shall remove from the Club or use any of the Club's property for any purpose other than that for which it is intended without the sanction of the Club President and/or the Building Coordinator.
- e. All property wilfully damaged or destroyed shall be paid for or replaced by those found to be responsible.
- f. The Clubhouse is for the use of Club members or as directed by the Board.

### **8.2 Loan or Hiring of Clubhouse**

- a. The Club premises cannot be loaned or hired to individuals or outside organisations for the staging of functions without the permission of the Board and then only if the "hiring rules" are carried out fully and supervised by the Director of Finance.
- b. All applications for hire must be in writing and directed to the Secretary.
- c. A formal Club Hire form must be signed by the hirer and the Club prior to the function and all monies received.
- d. No unseemly conduct likely to interfere with the comfort of the Club members will be permitted.

### 8.3 Club Colours/Emblem

- a. Club colours and design of Club competition cap shall be Sky Blue/Royal Blue/White.
- b. Club emblem shall be a design as approved by the Board and its use is to be approved by the Board.
- c. The emblem for the Club Honour Blazer shall be of the following design.



### 8.4 Honour Blazer

- a. The honour blazer colour shall be dark navy, embroidered with emblem as per regulation 8.3 (c) with the addition of the word HONOUR in block letters underneath.
- b. The honour blazer is awarded for outstanding service and can only be awarded to a member on one occasion. However, it is not necessary that an Honour Blazer be awarded each year.
- c. All nominations for the honour blazer must be first made to the Board in writing stating the reason for the nomination and the nominees service to the Club. The nomination must be in the hands of the Secretary prior to the final April meeting. The Board shall consider the nominations at the final April meeting and for that nomination to obtain their recommendation for approval by the members of the Annual General Meeting.
- d. The honour blazer may be awarded for bravery regardless of membership category and the minimum of 10 years membership may be waived. Otherwise, the honour blazer can only be awarded to Active (18 years & over), Reserve Active, Long Service, Life Member, Active (15-18 years), Cadet (13-15 years) and only to other membership classifications who have had at least ten (10) years membership of the Club.
- e. Only one (1) nomination each year for honour blazer may be recommended by the Board of Management to the Annual General Meeting, except where the nomination is with regard to bravery in which case more than one nomination can be recommended.

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End Document