

# **PORT BOUVARD SURF LIFESAVING CLUB INC**

## **BY LAWS - VOLUME 1**

### **ADMINISTRATION**



**Adopted: 27<sup>th</sup> July 2008**

Amended: 26<sup>th</sup> July 2009

Amended: 25<sup>th</sup> July 2010

Amended: 29<sup>th</sup> July 2012

**Amended: 12<sup>th</sup> December 2016**

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## **1.0 MEMBERSHIP**

### **1.1 Probationary Membership**

- (a) Any new member shall be classed as Probationary from the time of application for membership until such time as the Executive Committee grants a formal category or rejects the application, provided that a new member who is required to gain an award shall remain classed as Probationary until that award is gained.
- (b) Probationary members shall have the same rights and privileges with regard to the use of the clubrooms and facilities as the membership category for which they have applied.
- (c) The Executive Committee may at any time cancel the membership of a Probationary member.

### **1.2 Junior (Nipper) Membership**

- (a) Junior (Nipper) members shall be a minimum of five (5) and up to a maximum of thirteen (13) years of age on a seasonal basis.
- (b) Junior (Nipper) members are encouraged to gain the relevant Junior Award in lifesaving for that member's age group each season.

### **1.3 Cadet Membership**

- (a) Cadet members shall be a minimum of thirteen (13) and a maximum of fifteen (15) years of age on a seasonal basis.
- (b) Cadet members are required to gain the Surf Rescue Certificate within the season, or if this has been gained in a previous season to pass the Annual Proficiency Test. Fifteen (15) year-old Cadet Members are encouraged to gain the Bronze Medallion within the season, or if this has been gained in a previous season to pass the Annual Proficiency Test.

### **1.4 Active Membership**

- (a) Active members shall hold the Bronze Medallion.
- (b) Active members shall fulfil Patrol and Club requirements as required by Surf Life Saving Western Australia, and in accordance with these By-Laws.
- (c) Active members shall complete the Annual Proficiency Test each season, unless the Bronze Medallion has been gained in that season.
- (d) Active members will have access to all club facilities.

### **1.5 Reserve Active Membership**

- (a) A member, after at least eight years of Active membership, may apply for Reserve Active membership. Applications shall be received by the Beach Operations Committee. The Beach Operations Committee shall consider the service record of the applicant and recommend acceptance or rejection of the application, to be ratified at the next meeting of the Executive Committee.
- (b) The following shall not be counted as Active Service toward Reserve Active Membership;
  - (i) Periods of absence or leave from Patrol and other club duties
  - (ii) Seasons in which the member ended the season down hours on Patrol, unless those hours were made up at the commencement of the next season
  - (iii) Periods of suspension from the Club
- (c) Reserve active members shall complete patrol hours as may be required by Surf Life Saving Western Australia, but in any case shall complete at least one (1) full patrol each season.
- (d) Reserve Active members shall complete the Annual Proficiency Test.
- (e) Reserve Active members transferring from an affiliated club of Surf Life Saving Australia shall be entitled to Reserve Active membership of this club, subject to verification from their previous club, branch or State.
- (f) Active members transferring from an affiliated club of Surf Life Saving Australia shall have their period of Active Service in their previous club, or clubs, accepted as years of service toward Reserve Active membership of this club, subject to verification from their previous club(s), branch or State.
- (g) Members transferring from Surf Life Saving Associations of other nations shall have their period(s) of Active Service and/or Reserve Active Service with such Association(s) considered by the Executive Committee. The Executive Committee shall decide whether such service shall be accepted as years of service toward Reserve Active membership of this club.
- (h) A former Reserve Active member may apply for readmission as a Reserve Active member, and may be readmitted by the Executive Committee.
- (i) Reserve Active members will have access to all club facilities.

### **1.6 Long Service Membership**

- (a) A member, after at least ten years of Active membership or four years of Reserve Active membership, may apply for Long Service membership. Applications shall be received by the Beach Operations Committee. The Beach Operations Committee shall consider the service record of the applicant and recommend acceptance or rejection of the application, to be ratified at the next meeting of the Executive Committee.
- (b) Periods of active service shall be considered in the same manner as for Reserve Active membership.

- (c) Long Service members are exempt from performance of any Patrol duties. In all other respects they have the same privileges and duties as Active members.
- (d) Long Service members transferring from an affiliated club of Surf Life Saving Australia shall be entitled to Long Service membership of this club, subject to verification from their previous club, branch or State.
- (e) Active members and Reserve Active members transferring from an affiliated club of Surf Life Saving Australia shall have their period of Active Service and/or Reserve Active service in their previous club or clubs accepted as years of service toward Long Service membership of this club, subject to verification from their previous club(s), branch or State.
- (f) Members transferring from Surf Life Saving Associations of other nations shall have their period(s) of Active Service and/or Reserve Active Service with such Association(s) considered by the Executive Committee. The Executive Committee shall decide whether such service shall be accepted as years of service toward Long Service membership of this club.
- (g) A former Long Service member may apply for readmission as a Long Service member, and may be readmitted by the Executive Committee.
- (h) Long service members will have access to all club facilities.

### **1.7 Award Membership**

- (a) Award members shall hold at least one of the following awards;
  - (i) Surf Rescue Certificate
  - (ii) Radio Award/s
  - (iii) Resuscitation Certificate
  - (iv) Advanced Resuscitation Certificate
  - (v) First Aid certificate (or equivalent)
- (b) Holders of the Bronze Medallion are not eligible to become award members.
- (c) Award members may be called upon to perform Patrol and/or other club duties to the extent of the ability of their qualifications.
- (d) Award members have the right to use all club facilities apart from competition, and patrol equipment, with the following exceptions:
- (e) An Award member with a Limiting and Permanent Disability who has satisfied the requirements of the Competitive Qualification Test as laid down by Surf Life Saving Australia may use competition equipment.

### **1.8 Associate Membership**

- (a) Associate members shall be a minimum of eighteen (18) years of age.
- (b) Associate members need not hold any awards.
- (c) Associate members have the right to use all club facilities with the exception of patrol and competition equipment, with the following exceptions:
- (d) An Associate member who holds the Bronze Medallion may use patrol equipment in the performance of patrol duties.
- (e) An Associate member who holds any award may use patrol equipment in performing patrol duties to the extent of the ability of their qualification.
- (f) An Associate member may use general competition equipment that has not been allocated to another member.
- (g) Associate members are eligible to take part in intra club competition but may not be eligible to win club trophies.
- (h) Associate members are not eligible to compete in inter club competition with the exception of events that are open to the general public.

### **1.9 Honorary Membership**

- (a) Honorary membership shall be awarded on a seasonal basis by the Executive Committee.
- (b) Honorary membership shall be awarded to people, who, in the opinion of the Executive Committee, perform fundamental service to the club. Any non-member who is elected or appointed to a position of Club Patron, Vice Patron, Medical Doctor, Solicitor or Auditor shall be automatically awarded Honorary membership.
- (c) Honorary members shall not be required to pay the annual membership fee.
- (d) Honorary members need not hold any awards.
- (e) Honorary members have the right to use all club facilities with the exception of patrol, competition, and gym equipment.
- (f) Honorary members are not eligible to compete in intra club or interclub competition.

### **1.10 General Parent Member**

- (a) General Parent Membership shall be available to one or both parents, or guardians with children registered in either or both, Junior (Nipper) and Cadet membership categories.

- (b) General Parent Members shall be actively involved in the running or support of Junior or Cadet activities.
- (c) General Parent Members are encouraged to gain the Surf Rescue Certificate or Bronze Medallion within the season, or if this has been gained in a previous season to pass the Annual Proficiency Test.
- (d) General Parent Members have the right to use all club facilities with the exception of patrol and competition equipment, with the following exceptions:
- (e) A General Parent Member who holds the Bronze Medallion may use patrol equipment in the performance of patrol duties.
- (f) A General Parent Member who holds the Surf Rescue Certificate may use patrol equipment in performing patrol duties to the extent of the ability of their qualification.
- (g) A General Parent Member may use general competition equipment that has not been allocated to another member.
- (h) General Parent Members are eligible to take part in intra club competition but may not be eligible to win club trophies.
- (i) General Parent Members are not eligible to compete in inter club competition with the exception of events that are open to the general public.

#### **1.11 Social Member 18+**

- (a) Social members shall be a minimum of eighteen (18) years of age.
- (b) Social members need not hold any awards but may upgrade their membership at any time to achieve an award by paying the difference of an Individual Adult Membership and the scheduled Award fee.
- (c) Social Members use of club facilities is limited to house functions and does **not** permit the use of the gymnasium, any club equipment or shower facilities.
- (d) Social members are not eligible to compete in intra club or interclub competition.

#### **1.12 Temporary Membership**

- (a) A person who is on any day visiting the club as a member or an official of another club – that is to engage in a pre-arranged event with the club conducted for the purposes of one of the club's principal objects; or that is to hold a pre-arranged function at the club involving the use of the club's sporting facilities, may, for the purposes of this Act, be taken to be a person who is accorded temporary membership of the club on that day in accordance with rules approved by the Director of Liquor Licensing.



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## **2.0 CLUB OFFICERS**

### **2.1 President**

- (a) The President shall exercise a general supervision over the affairs of the Club.
- (b) The key responsibilities of the President shall include;
  - (i) Represent the interests of the Club and its members at any external board, committee or group that may assist in the advancement and furthering of the Club.
  - (ii) Be chairperson and preside at all meetings, except where a special or established committee is appointed with the chairperson designated.
  - (iii) See that the duties of the other officers and position holders are properly performed.
  - (iv) Have a sound knowledge of the Association at different levels and the applicable Constitutions pertaining thereto.
  - (v) Ensure the Club is operating within the guidelines set out by SLSWA and SLSA.
  - (vi) Ensure the Club's strategic plan is reviewed, maintained and updated on a yearly basis.
  - (vii) Coordinate club policies and objectives between all sections of the club.
- (c) The President has the power to suspend from office or membership any Officer or Member of the Club, whose continuance in Office or Membership would, in the opinion of the Executive Committee, be detrimental to the club. Such suspension shall continue until the next meeting of the Executive Committee, when it shall cease unless the Executive Committee directs otherwise.

### **2.2 Vice President**

- (a) The Vice President shall assist the President in the discharge of his or her duties, and in the absence of the President shall have like powers and authority.
- (b) The key responsibilities of the Vice President shall include;
  - (i) Assist the President as required.
  - (ii) In the absence of the President, have all duties, powers and authority of the President.
  - (iii) Be responsible for management of the building and its maintenance
  - (iv) Oversee the operations of the Club Bar and Kiosk
- (c) The Vice President reports to the Executive Committee

### **2.3 Director of Finance**

- (a) The Director of Finance shall be responsible to the Executive Committee for the financial management of the Club.
- (b) The key responsibilities of the Director of Finance shall include;
  - (i) Present a Statement of Account monthly to the Executive Committee.
  - (ii) Arrange the preparation and presentation of an Annual Balance Sheet and Statement of Account to be presented, duly audited, to the Annual General Meeting of the club.
  - (iii) Ensure an appropriate budget for the ensuing season is presented to the Executive Committee by the 31st October annually.
  - (iv) Manage and maintain the financial records of the Club and report activities monthly to the Executive Committee.
  - (v) Arrange for the payment of all accounts that have been raised for payment by the Executive committee.
- (c) The Director of Administration reports to the Executive Committee

### **2.4 Director of Administration**

- (a) The Director of Administration shall oversee intra-club and external communications and manage Club document control.
- (b) The key responsibilities of the Director of Administration shall include;
  - (i) Be responsible to receiving, collating and processing all items of correspondence, and ensuring that the appropriate areas of the Club are informed of this correspondence.
  - (ii) Be responsible for recording and distributing agendas and minutes of Annual General Meetings, Special General Meetings and Executive Committee Meetings.
  - (iii) Be responsible to drafting the Club's Annual Report for presentation at the Annual General Meeting.
  - (iv) Act as the custodian of all Club documents.
  - (v) Ensure the club's newsletter is prepared and distributed to all Club members.
- (c) The Director of Administration reports to the Executive Committee.

## **2.5 Club Captain**

- (a) The Club Captain shall be responsible for the conduct of all members when associated with the Club's activities and their general education in Surf Life Saving.
- (b) The key responsibilities of the Club Captain shall include;
  - (i) Coordinate and liaise with other officers and position holders to provide for the improvement of the efficiency of Surf Life Saving.
  - (ii) May call meetings of club officers and position holders associated with activities conducted at the Club's beach, and shall generally ensure the well-being of the Club's beach operations.
  - (iii) In consultation with the Director of Lifesaving, coordinate the preparation of the Club's Annual patrol service agreement, prior to the required submission date to SLSWA.
  - (iv) Be responsible for the efficient servicing of the Club's Patrol Service Agreement.
  - (v) Oversee and assist Beach Committee members in their fulfilling their duties.
  - (vi) Ensure patrolling members understand their duties and responsibilities whilst on patrol
- (c) The Captain has the power to delegate any duty to any club member.
- (d) The Captain shall chair the Beach Operations Committee and reports to the Executive Committee.

## **2.6 Director of Education**

- (a) The Director of Education shall plan, organise and control all Surf Life Saving Award training within the club, reporting all such activities to the Beach Committee.
- (b) The key responsibilities of the Director of Education shall include;
  - (i) Coordinate and liaise with the members and arrange the formation of teams for award training and examination.
  - (ii) Coordinate, control and oversee the conducting of the annual Proficiency Test as laid down by Surf Life Saving Western Australia.
  - (iii) Be the Liaison with SLSWA regarding the provision of all training activities for club members.
  - (iv) Encourage members to undertake training and education that will advance their life saving skills
  - (v) Oversee and manage the activities of the Club's instructors.
  - (vi) Identify instructional equipment needs and provide the Executive Committee with a budget proposal for the upcoming season.

- (vii) Continually review training content and instruction techniques as set out by SLSA/SLSWA to ensure best practice.
- (viii) Encourage members to become award instructors and examiners.
- (c) The Director of Education shall hold at least the Bronze Medallion and Advanced Resuscitation Certificate.
- (d) The Director of Education shall chair the Education Committee.
- (e) The Director of Education reports to the Executive Committee via the Club Captain.

## **2.7 Director of Surf Sports**

- (a) The Director of Surf Sports shall be responsible for the development of all facets of Surf Life Saving interclub Surf Sports, reporting such activities to the Beach Committee.
- (b) The key responsibilities of the Director of Surf Sports shall include;
  - (i) Communicate and liaise between the various competitive sections of the club.
  - (ii) Liaise with area captains and area coaches in the development of training strategies.
  - (iii) Ensure all competition nominations and entries are submitted to the appropriate bodies.
  - (iv) Ensure that club competition equipment is maintained and in good working order.
  - (v) Identify competition area needs provide the Executive Committee with a budget proposal for the upcoming season.
  - (vi) Ensure that the Club's carnival obligations are met and ancillary club gear is available at carnivals.
- (c) The Director of Surf Sports shall chair the Competition Committee and reports to the Club Captain.

## **2.8 Director of Lifesaving**

- (a) The Director of Lifesaving shall ensure that the Club's commitments under its Patrol Contract are carried out by the Club's patrols.
- (b) The key responsibilities of the Director of Lifesaving shall include;
  - (i) In consultation with the Beach Operations and Executive Committees, shall coordinate the preparation of the Club's Annual patrol service agreement, prior to the required submission date to SLSWA.

- (ii) In consultation with the Beach Operations Committee, shall coordinate the preparation of the Club's seasonal patrol roster, prior to the beginning of the Club's first rostered patrol.
  - (iii) Coordinate the maintenance of an accurate and up-to-date record of members patrol hours performed, down hours, and rescue and first aid activity from patrols.
  - (iv) Ensure that Patrol Captains are briefed on their responsibilities and expectations whilst on patrol.
  - (v) Liaise with the Gear Officer to ensure that lifesaving and patrol equipment is in good working order.
  - (vi) Be responsible for the organisation of all Club patrol competitions.
- (c) The Director of Lifesaving shall chair the Life Saving Committee and reports to the Executive Committee via the Club Captain.

## **2.9 Director of Youth**

- (a) The Director of Youth Development shall plan and coordinate the movement of members between the membership categories of Junior (Nipper), Cadet, and Active member under the age of eighteen years.
- (b) The key responsibilities of the Director of Youth Development shall include;
  - (i) In liaison with the Junior Officer and Cadet Officer, coordinate youth activities as required.
  - (ii) In consultation with the Director of Education, ensure that the youth are allocated to award training groups.
  - (iii) In consultation with the Director of Surf Sports, ensure that the youth are allocated to competition training groups as desired by the individual.
  - (iv) In consultation with the Director of Lifesaving, ensure that the youth are allocated to Patrol duties, as their qualifications permit.
  - (v) Ensure that the youth understand their patrol responsibilities as required.
  - (vi) Coordinate social activities for the youth.
- (f) The Director of Youth Development shall chair the Youth Development Committee and reports to the Executive Committee via the Club Captain.

## **2.10 Director of Memberships**

- (a) The Director of Membership, House and Social shall oversee wellbeing of the Club's membership.
- (b) The key responsibilities of the Director of Membership, House and Social shall include;

- (i) Ensure that all club members are registered and financial.
  - (ii) Develop and maintain recruitment strategies in association with the Beach Committee in line with the Strategic Plan.
  - (iii) Maintain accurate membership records for all Club members and officers, together with details of all awards gained and like.
  - (iv) Ensure that new members are suitably inducted into the Club.
  - (v) Prepare listings of probationary members to the Executive Committee for approval into the Club.
  - (vi) Coordinate social activities for the membership.
- (c) The Director of Membership, House and Social shall chair the Membership Committee and reports to the Executive Committee.

### **2.11 Operations Manager**

- (a) The Operations Manager shall conduct the business and correspondence of the club under the direction of the Executive Committee.
- (b) The Operations Manager shall be responsible for the keeping of up to date and accurate records of the club and its members.
- (c) The Operations Manager shall ensure the maintenance of an accurate and up-to date address list.
- (d) The Operations Manager shall keep full and correct minutes of all proceedings, and shall be responsible for the custody of all documents relating to the club.
- (e) The Operations Manager shall receive all monies on behalf of the club, issue receipts thereof, and pay such monies into an account or accounts at a bank or financial institution nominated by the Executive Committee.
- (f) The Operations Manager shall pay all accounts that have been passed for payment by the Executive Committee.

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### 3.0 POSITION HOLDERS

#### 3.1 Club Safety Officer (CSO)

- (a) Purpose
  - (i) Provide leadership and direction in safety and risk management.
  - (ii) Advise on occupational safety and health issues.
  - (iii) Oversight of club activities to ensure interests of both members and the community are served.
- (b) Qualifications
  - (i) Financial member of Port Bouvard Surf Sports and Life Saving Club Inc.
  - (ii) Holder of a recognized Surf Life Saving Australia award.
  - (iii) Holder of a current and clear Police/Security clearance check.
- (c) Scope of Accountability
  - (i) Effective contribution to the club in relation to safety and health matters
  - (ii) Ex-officio member of all club subcommittees.
  - (iii) Representative of the club at Surf Life Saving state and national safety/risk management forums.
  - (iv) Provision of advice and guidance to the Executive Committee and club Officers to enhance the club's safety and health performance.
  - (v) Induction of new members to safety and health aspects of the Club operations and facility.
- (d) Reports To
  - (i) The Executive Committee. Reporting procedures concerning matters of health and safety shall be as per current SLSA policy and relevant governing legislation.
- (e) Key Performance Indicators
  - (i) Effective contribution to a safe and healthy environment for all aspects of surf club activities regardless of location
  - (ii) Matters concerned with safety, health and risk management are conducted in a professional and efficient fashion
  - (iii) Involvement of other club members in proactive strategies to advance safety and health
  - (iv) Attend Executive Committee meetings (ex-officio) to present regular reports
  - (v) Club achievements are recognized within and external to surf life saving

#### 3.2 Member Safety and Wellbeing Officer (MSWO)

- (a) Be the first point of contact for enquiries, concerns or complaints around harassment and abuse.
- (b) Be the first point of contact for a person reporting a complaint under, or in breach of the SLSA Member Safety and Wellbeing Policy 6.5.
- (c) Provide confidential information and moral support to the complainant.

- (d) Assist complainant deal with any emotions they have about what has happened and be a sounding board as the complainant decides what they want to do.
- (e) Accompany the complainant in anything they decide to do, if appropriate and happy to do so.
- (f) Attend and successfully complete Australian Sports Commissions' Member Protection Information Officer (MPIO) Course.
- (g) Reports to the Director of Membership. Reporting procedures concerning member complaints and reportable incidents shall be as per current SLSA policy.

### **3.3 Junior Officer (Nippers Coordinator)**

- (a) The Junior Officer shall be responsible for the coordination and operation of the clubs Junior Activities.
- (b) The key responsibilities of the Junior Officer shall include;
  - (i) Coordinate Sunday morning activities for junior members, in liaison with age managers.
  - (ii) Ensure that adequate water safety is provided for any junior water activities.
  - (iii) Liaise with the Director of Education to ensure that Surf Life Saving award training is provided to the levels required by the appropriate Award Manuals.
  - (iv) Liaise with the Director of Surf Sports to ensure that training is provided to allow junior members to compete at all available levels of competition.
  - (v) Attend the State Board of Junior Activities.
- (c) The Junior Officer shall chair the Junior Committee.
- (d) The Junior Officer shall report to the Director of Youth Development

### **3.4 First Aid Officer**

- (a) The First Aid Officer shall ensure that the First Aid room is adequately stocked and that first aid equipment is fully operational.
- (b) The First Aid Officer shall report to the Club Captain.

### **3.5 Gear Shed Officer**

- (a) The Gear Shed Officer is responsible for the storage and maintenance of all club operational equipment.



- (b) The key responsibilities of the Gear Shed officer shall include:
  - (i) Ensure that all lifesaving equipment is fully operational and serviceable.
  - (ii) Ensure the ongoing operation, maintenance and servicing of the Club's motorised equipment (IRB/s, IRB Motors, Jet ski, ATV/s and Club Vehicle (ute).
  - (iii) Ensure that the appropriate logs and records are kept up-to-date, and that the equipment is kept in a serviceable condition ready for each weekend's patrols.
  - (iv) Liaise with the Director of Lifesaving, Patrol Captains and Junior Officer to ensure required equipment is available.
- (c) The Gear Officer shall report to the Club Captain.

### **3.6 Patrol Captains**

- (a) Patrol Captains shall ensure that the Club's commitments under its Patrol Contract are carried out efficiently and effectively.
- (b) The Patrol Captain is in charge of all operations in the event of a rescue or other emergency situation whilst on patrol.
- (c) The Patrol Captain shall select and mark the safe swimming area(s) on the beach, and shall ensure that such areas are kept free from potentially dangerous surf craft and equipment.
- (d) Patrol Captains shall endeavour to improve the proficiency of patrol members by carrying out simulated rescues and other activities during patrols.
- (e) Patrol Captains shall assist the Director of Lifesaving in the control of members down hours by taking responsibility for their own Patrol members.
- (f) Patrol Captains shall report to the Director of Lifesaving.

### **3.7 Board Captain**

- (a) The Board Captain shall oversee the use of and training on the Club's competition boards.
- (b) The key responsibilities of the Board Captain shall include;
  - (i) Be responsible for the use and maintenance of the Club's competition boards.
  - (ii) Maintain a register of all club competition boards and carry out seasonal audits.
  - (iii) Be responsible for the allocation of club competition boards to members under the appropriate club policy.

- (iv) In consultation with the board coach(es) coordinate competition board training groups for various skill levels.
- (c) The Board Captain may also hold the position of Board Coach.
- (d) The Board Captain shall report to the Director of Surf Sports.
- (e) In the event no person fulfils the role of Board Captain, the responsibility for this equipment will fall to the Gear Shed Officer.

### **3.8 Ski Captain**

- (a) The Ski Captain shall oversee the use of and training on the Club's competition skis.
- (b) The key responsibilities of the Ski Captain shall include;
  - (i) Be responsible for the use and maintenance of the Club's competition skis.
  - (ii) Maintain a register of all club competition skis and carry out seasonal audits.
  - (iii) Be responsible for the allocation of club competition skis to members under the appropriate club policy.
  - (iv) In consultation with the ski coach(es) coordinate competition ski training groups for various skill levels.
- (c) The Ski Captain may also hold the position of Ski Coach.
- (d) The Ski Captain shall report to the Director of Surf Sports.
- (e) In the event no person fulfils the role of Ski Captain, the responsibility for this equipment will fall to the Gear Shed Officer.

### **3.9 Boat Captain**

- (a) The Boat Captain shall oversee the use of the club's surf boats and ancillary equipment.
- (b) The key responsibilities of the Boat Captain shall include;
  - (i) Be responsible for the use and maintenance of the Club's surf boats.
  - (ii) Coordinate the use of club surf boats by the members, and the formation of boat crews.
  - (iii) In liaison with boat sweeps, coordinate a training timetable, showing availability of surf boats.

- (iv) Endeavour to provide for the instruction of members in their use.
- (c) The Boat Captain shall report to the Director of Surf Sports.
- (d) In the event no person fulfils the role of Boat Captain, the responsibility for this equipment will fall to the Gear Shed Officer.

### **3.10 Coaching Coordinator**

- (a) The Coaching Coordinator shall be responsible for the fostering of surf coaches and coaching programs aimed at improving the standard of competition within each competition area.
- (b) The Coaching Coordinator shall hold at least a Level One Coaching Accreditation.
- (c) The Coaching Coordinator shall report to the Director of Surf Sports.

### **3.11 Area Coaches**

- (a) Area coaches shall be appointed by the Beach Operations Committee at their first meeting.
- (b) Area coaches shall be responsible for the implementation of coaching programs, and shall assist the applicable area captains in preparing training timetables, available to members.
- (c) Area Coaches shall report to the Coaching Coordinator.

### **3.12 Handicapper**

- (a) The Handicapper shall conduct all intra club competitions, allot members handicaps for club events, and maintain an accurate and up-to-date record of member's times, placings and points for each event.
- (b) The Handicapper shall periodically display on the club notice board results of events and an updated table listing the progressive points for each club member.
- (c) The Handicapper shall liaise with, and report to, the Director of Surf Sports.

### **3.13 Cadet Officer**

- (a) The Cadet Officer shall be responsible for the induction of Cadet Members.
- (b) The Cadet Officer shall liaise between cadets and relevant club officers in the areas of instruction, competition and training, patrols and other club duties.
- (c) The Cadet Officer shall liaise with, and report to, the Director of Youth Development.

### **3.14 Gym Coordinator**

- (a) The Gym Coordinator shall ensure that the club gymnasium is kept in a tidy state, and that the equipment is in a serviceable condition.
- (b) The Gym Coordinator shall report to the Director of Memberships.

### **3.15 Newsletter Editor**

- (a) The Newsletter Editor shall be responsible for the publication of the Club Newsletter.
- (b) The Newsletter Editor shall liaise with Social, Registrar, Beach Committee and all other relevant positions in order to produce the newsletter.
- (c) The Newsletter Editor shall liaise with the Director of Administration on such matters as advertising and sponsorship space within the Newsletter

### **3.16 Publicity Officer**

- (a) The Publicity Officer shall be responsible for the promoting of the club's image to the public.
- (b) The Publicity Officer shall liaise with and prepare material for the media and other avenues of publicity, including the clubs webpage.
- (c) The Publicity Officer shall report to the Director of Memberships.

### **3.17 Website Administrator**

- (a) The Website Administrator shall assist the Operations Manager with the design, presentation and maintenance of the clubs webpage.
- (b) The Website Administrator shall report to the Director of Administration.

### **3.18 Social Officer**

- (a) The Social Officer shall promote and provide social activities for the members.
- (b) The Social Officer shall liaise with the Bar Manager, Kiosk Manager, Kitchen Manager, and other relevant positions in order to co-ordinate Club Social events.
- (c) The Social Officer shall report to the Director of Membership, House and Social.

### **3.19 Merchandise Officer**

- (a) The Merchandise Officer shall, in liaison with the Operations Manager, be responsible for the running of the Club Shop.
- (b) The Merchandise Officer shall report to the Director of Administration.

### **3.20 Approved Bar Manager**

- (a) The Approved Bar Manager shall, in liaison with the Operations Manager, be responsible for the running of the Club Bar.
- (b) The Approved Bar Manager may appoint members to serve behind the bar, in accordance with the applicable Liquor Licensing Laws.
- (c) The Approved Bar Manager shall report to the Executive Committee.

### **3.21 Historian**

- (a) The Historian will manage club history, ensure trophies, awards, history assets are maintained and keep records for future club members.
- (b) The Historian shall report to the Executive Committee.

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## **4.0 STANDING COMMITTEES**

### **4.1 Beach Operations Committee**

- (a) The Beach Operations Committee shall consist of the Club Captain, Director of Surf Sports, Director of Lifesaving, Director of Youth Development, Director of Education and Director of Membership, House and Social. Three shall form a quorum.
- (b) Beach Operation Committee meetings may also be attended by any other position holder or officer of the club whose area of responsibility is dealt with by the Beach Operations Committee and are eligible to vote.
- (c) Any other club member may attend Beach Operations Committee meetings as a visitor. Such visitors may not enter into the discussion or debate except through the Chairperson.
- (d) The Beach Operations Committee shall be responsible for the work appertaining to Surf Life Saving as practised at the Club's beach.
- (e) The Beach Operations Committee shall have the right to introduce any new or improved method(s) in an effort to improve the efficiency of Surf Life Saving.
- (f) The Chairperson of the Beach Operations Committee shall be the Club Captain. In his or her absence, the Chairperson shall be the Director of Lifesaving.
- (g) The Chairperson shall have a deliberate vote as well as a casting vote.
- (h) The Beach Operations Committee shall meet at least once a month and as required.
- (i) All applications for leave, Reserve Active or Long Service membership shall be dealt with by the Beach Operations Committee, in accordance with, respectively, Clauses 1.5 and 1.6 above.
- (j) The Club Captain shall report on the Beach Operations Committee at the subsequent Executive Committee meeting.

### **4.2 Education Committee**

- (a) The Education Committee shall consist of the Director of Education, and Award Instructors/Examiners.
- (b) The chairperson of the Education Committee shall be the Director of Education.
- (c) The Education Committee shall coordinate the education, training and examination of members in life saving awards and activities.
- (d) The Education Committee shall meet at least once a month.
- (e) The Director of Education shall report on the Education Committee at the subsequent Beach Operations Committee meeting.

#### **4.3 Life Saving Committee**

- (a) The Life Saving Committee shall consist of the Director of Lifesaving, First Aid Officer, Gear Officer, Mobile Services Officer, and Patrol Captains.
- (b) The chairperson of the Life Saving Committee shall be the Director of Lifesaving.
- (c) The Life Saving Committee shall coordinate the efficient serving of the Club's Patrol Contract.
- (d) The Life Saving Committee shall meet at least once a month.
- (e) The Director of Lifesaving shall report on the Life Saving Committee at the subsequent Beach Operations Committee meeting.

#### **4.4 Youth Development Committee**

- (a) The Youth Development Committee shall consist of the Director of Youth Development, Cadet Officer and Junior Officer.
- (b) The chairperson of the Youth Development Committee shall be the Director of Youth Development.
- (c) The Youth Development Committee shall be responsible for the planning and coordination of all youth activities for members in the categories of Junior (Nipper), Cadet, and the under eighteen section of Active membership.
- (d) The Youth Development Committee shall meet at least once a month.
- (e) The Director of Youth Development shall report on the Youth Development Committee at the subsequent Beach Operations Committee meeting.
- (f) The Youth Development Committee shall be responsible for selecting all awards and trophies for Junior (Nipper) members.

#### **4.5 Competition Committee**

- (a) The Competition Committee shall consist of the Director of Surf Sports, Area Captains / Coordinators, Coaching Coordinator and Carnival Official's Representative.
- (b) The chairperson of the Competition Committee shall be the Director of Surf Sports.
- (c) The Competition Committee shall coordinate the activities of all competitive areas of the club.
- (d) The Competition Committee shall meet at least once a month.
- (e) The Director of Surf Sports shall report on the Competition Committee at the subsequent Beach Operations Committee meeting.

#### **4.6 Membership Committee**

- (a) The Membership Committee shall consist of the Director of Memberships, Registrar, Publicity Officer, Induction Officer, and Social Officer.
- (b) The chairperson of the Membership Committee shall be the Director of Membership, House and Social.
- (c) The Membership Committee shall coordinate the club's membership activities. This may include member registration, social activities, and promoting the club to the wider community.
- (d) The Membership Committee shall meet at least once a month.
- (e) The Director of Membership, House and Social shall report on the Membership Committee at the subsequent Beach Operation Committee meeting.

#### **4.7 Judiciary Committee**

- (a) The Judiciary Committee shall be elected in accordance with the Constitution.
- (b) Any member who infringes the Constitution or By-laws of the club or in any way misconducts themselves either on the club premises or during the course of any activities of the club at any place, or whilst acting as a member of the club at any place, or performing duties on behalf of the club or in any way by his or her actions discredits the club, may be called upon by the Judiciary Committee to show cause why he or she should not be punished.
- (c) The Judiciary Committee, if satisfied that the member has been guilty of such infringement or misconduct as aforesaid, may punish or suspend such member from the club.
- (d) A member dealt with by the Judiciary Committee shall have the right to appeal in writing within fourteen (14) days to the Executive Committee, whose decision shall be final.

#### **4.8 Selection Committee**

- (a) The Selection Committee shall consist of the Club Captain, Director of Surf Sports, and relevant area coach/ area captain.
- (b) The chairperson of the Selection Committee shall be the Club Captain.
- (i) The Selection Committee shall select club members into the club team, for teams travelling outside the metropolitan area.



## 5.0 CLUB STRUCTURE

The Club shall be structured according to the committees as shown in Figure 1.

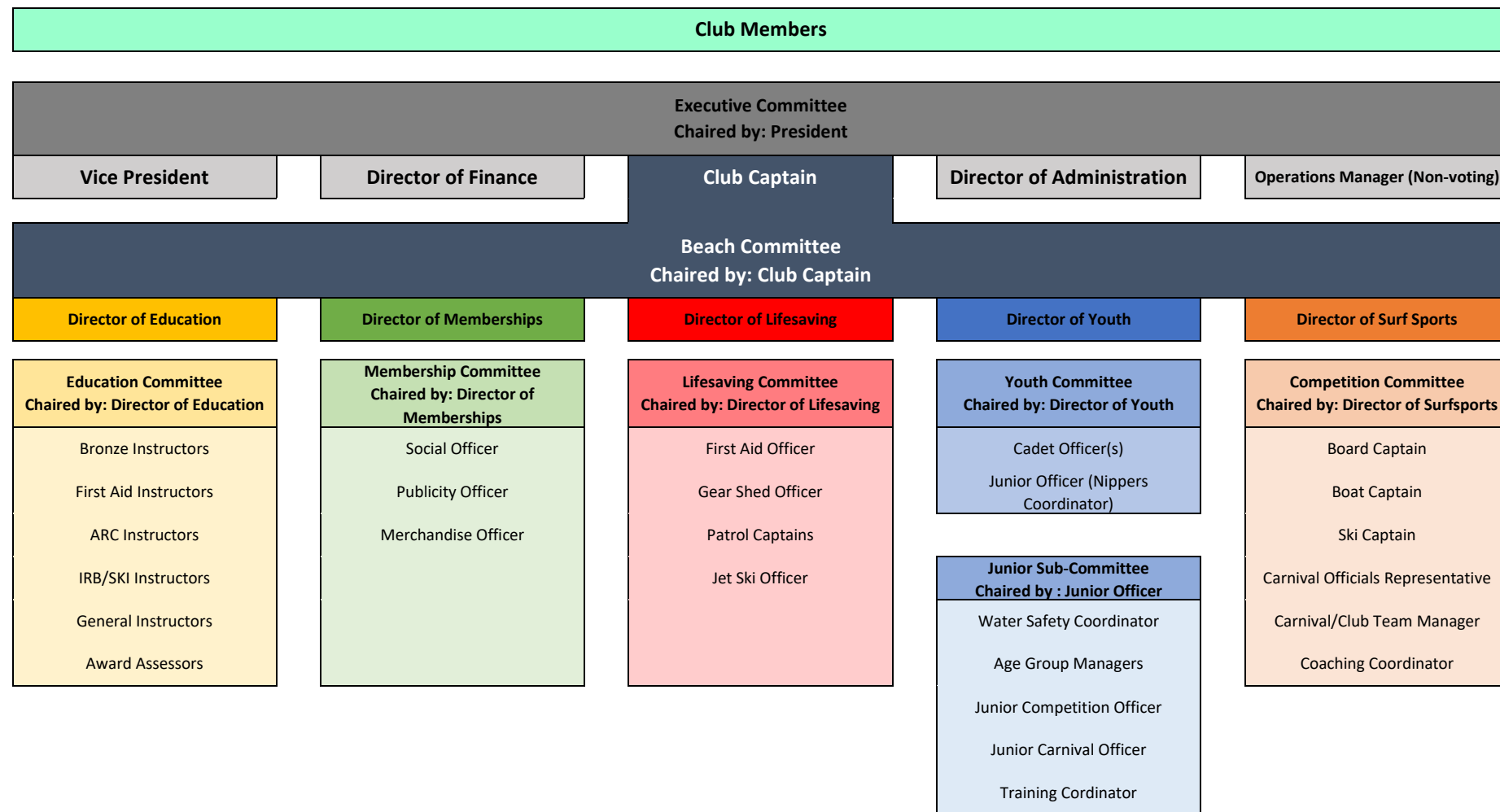


Figure 1. Club Structure

## 6.0 STANDING ORDERS AT MEETINGS

- (a) Any member wishing to speak shall address the Chairperson respectfully.
- (b) No member shall speak more than once to a question except in explanation or reply.
- (c) A member who formally seconds a motion or amendment without making a speech may speak in support at a subsequent state of the debate.
- (d) A reply shall be allowed only to a member who has moved a substantive motion.
- (e) No member shall use offensive or unbecoming words.
- (f) No member shall digress from the subject under discussion, and imputations of improper motives and all personal reflections on members shall be deemed disorderly.
- (g) Whenever the Chairperson rises during debate the member then speaking shall cease and sit down.
- (h) No member shall interrupt another whilst speaking except on a point of order.
- (i) Any member during the debate may raise a point of order, when the member then speaking shall sit down until the point of order has been decided. The member rising to order shall state concisely the point of order, and the Chairperson, without further discussion, shall give a ruling.
- (j) It shall be competent for any member to move a motion of dissent from the Chairperson's ruling. The mover of the motion of dissent shall concisely state his or her point. The seconder and the Chairperson only may speak to the motion.
- (k) A member may move the adjournment of the debate. If the motion be resolved in the negative the mover shall not be allowed to again speak on the question under debate. If the motion be resolved in the affirmative the mover shall have the right of resuming the debate then or at the ensuing meeting. No member shall move the adjournment at the end of his or her speech.
- (l) At any time during the debate a member may without notice move "that the question now be put", and such motion, being duly seconded, shall then be put without debate; if carried, the question shall be put to the vote; if lost, the debate shall proceed.
- (m) An amendment may be moved on any original motion. The Chairperson shall put the amendment to the meeting first; if carried, the original motion as amended shall be put to the meeting; if lost, the original motion shall be put to the meeting. When an amendment has been decided, a further amendment may be moved before the original motion is put to the meeting.
- (n) The Chairperson shall refuse to receive any amendment which is a direct negative or which does not preserve the substance of the original motion.
- (o) It shall be lawful for the meeting to suspend standing orders, provided that the object of such suspension shall not be the rescinding of any resolution previously adopted.
- (p) The Chairperson shall have a deliberate as well as a casting vote on any resolution before the meeting.

(q) Order of business for meetings:

- 1.0 Apologies
- 2.0 Reading and confirmation of minutes
- 3.0 Business arising out of such minutes
- 4.0 Correspondence
- 5.0 Finance
- 6.0 Reports
- 7.0 Operations
- 8.0 Motion of which due notice has been given
- 9.0 General business

(r) Order of business for Annual General Meeting:

- 1.0 Apologies
- 2.0 Reading and confirmation of minutes of previous Annual General Meeting
- 3.0 Business arising out of such minutes
- 4.0 Presentation of Annual Report and Balance Sheet
- 5.0 Appointment of Auditor
- 6.0 Notices of motion to amend Constitution and By-Laws
- 7.0 Endorsement of fees
- 8.0 Election of officers
- 9.0 General business

## **7.0 ANNUAL REPORT**

- (a) An Annual Report shall be prepared by the Operations Manager for adoption by members at the Annual General Meeting.
- (b) The Annual Report shall be endorsed by the Executive Committee prior to presentation at the Annual General Meeting.

### **7.1 Structure**

- (a) The Annual Report should contain at a minimum the following information;
  - (i) The Objects of the Club
  - (ii) The Officers of the Club
  - (iii) Reports by selected members of the Executive Committee
  - (iv) Reports by area captains and/or coaches if required
  - (v) The Financial Statements of the Club for that year
  - (vi) A report by the Honorary Auditor on the Financial Statements
  - (vii) A list of life members
  - (viii) A list of members of the Club in various membership categories.
  - (ix) The number of members in each category of membership for that year
  - (x) A record of the patrol hours logged by each member for that year
  - (xi) A summary of patrol statistics in terms of rescues, preventative actions and first aid cases for that year
  - (xii) A summary of surf lifesaving awards gained by members during that year
  - (xiii) Winners of major club events and awards
  - (xiv) Performance results at State and Australian Championships

### **7.2 Circulation**

- (a) Printed copies of the Annual Report shall be available to members attending the Annual General Meeting.