



# **BY-LAWS**

## **Clovelly Surf Life Saving Club Incorporated**

Incorporation No.: Y2114406

Date of Incorporation: 2 February 1995

### **Amendment Dates:**

Management Committee Meeting on 26th June 2016  
Management Committee Meeting on 14th June 2019  
Management Committee Meeting on 10th June 2020  
Management Committee Meeting on 10th February 2021  
Management Committee Meeting on 09th February 2022  
Management Committee Meeting on 09th March 2022  
Management Committee Meeting on 15th June 2022  
Management Committee Meeting on 10th August 2022  
Management Committee Meeting on 14th September 2022  
Management Committee Meeting on 21<sup>st</sup> November 2022  
Management Committee Meeting on 9th August 2023  
Management Committee Meeting on 10th July 2024



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# 1. PRELIMINARY

1. These By-Laws are made by the Management Committee of the Club pursuant to the power conferred upon the Management Committee by Rule 25.1 of the Constitution of the Club.
2. The Management Committee may alter or repeal a By-Law as it may deem necessary or expedient for the proper conduct and management of the Club.
3. These By-Laws come into force and are duly operative upon posting on the notice boards of the Club.
4. These By-Laws are to be read subject to the Constitution of the Club and, in the event of any inconsistency, the Constitution shall prevail.
5. These By-Laws are binding on each member of the Club in the same manner as if each member had subscribed his or her name thereto.
6. Definitions used in the Constitution apply to these By-Laws.

# 2. PATROLS

## 2.1 Patrol Rules

A copy of the patrol rules must be provided by the Club Captain to each patrolling member prior to the commencement of the season, along with the patrol roster. Each new patrolling member during the season must be supplied with the patrol rules and roster.

### 1. Lifesaving Agreement

Patrols are to be conducted at all times in accordance with standard operating procedures contained within the patrol service agreement entered into by the Club with SLSNSW and Sydney Branch prior to the commencement of each season.

### 2. Patrol Uniform

A member whilst on patrol must wear the following SLSA approved patrol uniform as required by SLSNSW:

- (a) red costume (or club costume).
- (b) red shorts.
- (c) yellow long-sleeved shirt.
- (d) red and yellow four-quartered cap securely tied; and
- (e) protective hat and sunscreen.

The patrol uniform must not be worn in the Club bar area or at any time whilst not on patrol.



### 3. Patrols

- a. All active members must perform patrol duties in accordance with the SLSA lifesaving agreement, Club by-laws, directives of the lifesaving committee and Club Captain.
- b. A member of a patrol shall always during the rostered patrol period ensure that the member is fit to carry out patrol duties.
- c. The Club Captain is to roster members to commence patrol 15 minutes before the times for patrol commencement set out in the patrol service agreement so that the patrol is operational from the time required under the patrol service agreement. Members arriving up to 30 minutes after the rostered patrol commencement, may have a make-up or penalty patrol imposed by the Club Captain. Members more than 30 minutes late, without the permission of the Club Captain or patrol captain, will be marked as being a "no show" in the patrol log book.
- d. The first patrol on duty each day must, after the lifesaving equipment has been checked as being suitable to be on patrol, place all necessary surf lifesaving equipment, including the IRB, on the beach and patrol area prior to the commencement time of the patrol, in accordance with SLSNSW patrol agreement.
- e. The last patrol on duty each day shall return all equipment to the Club first aid room and/or storage/boat shed.
- f. Any patrol equipment damaged during patrol must be immediately taken off patrol, labelled appropriately and the Director of Life Saving and gear steward informed. A record shall be made in the patrol logbook.
- g. Members of the patrol are not allowed to leave the patrol area without the consent of the patrol captain.
- h. Members wanting to transfer from one patrol to another may do so with the consent of the Club Captain.

### 4. Substitutes

- a. A member, who is unable to attend a patrol for which the member is rostered, shall fill the member's place by arrangement with another member with same or superior awards to ensure that minimum qualifications are retained on the patrol and must notify the patrol captain of the substitution. If the member is unable to obtain a substitute, the member must notify the Club Captain who will attempt to assist the member in finding a substitute.
- b. The members' area of surf guard provides a means to request a substitute. It is the patrolling member's responsibility to arrange the substitute.
- c. If a member arranges a substitute for a patrol under this By-Law and the substitute does not carry out the patrol, the substitute will be deemed to have failed to carry out the patrol and the member is not in default.
- d. A member who is required to attend an award instruction class at Clovelly Beach during the period of a patrol for which the member is rostered will, on notifying the



patrol captain and obtaining permission, be excused from the patrol for the period of the class. However, the member must remain in patrol uniform and may be recalled to patrol duties at any time by the patrol captain.

## 5. Make-up and Penalty Patrols

- a. A member who fails to carry out a rostered patrol for which no substitute has been arranged, or fails to arrive within 30 minutes of the rostered patrol commencement (without prior permission from the patrol captain), must make-up the patrol:
  - i. The Club Captain, at their discretion, may direct the member to carry out an additional penalty patrol.
  - ii. The Club Captain, after confirming the member's availability, will decide the date and time the make-up or penalty patrol(s) will be carried out; and
  - iii. The make-up or penalty patrol must be undertaken before the end of the patrol season.
- b. A member who fails to undertake a make-up or penalty patrol as required under this By-Law or who fails to perform or arrange a substitution for a second patrol during the season, is guilty of a breach of the rules relating to lifesaving and must be so reported by the Club Captain to the Management Committee, who may refer the matter to the Club's Judiciary Committee.

## 6. Patrol Efficiency Awards - 100% Patrol

Patrol efficiency awards will only be granted to members who have 100% attendance on their rostered patrols. The only exception to this rule is where a member has obtained a suitable substitute and undertaken a substitute patrol for the relevant fill in.

## 7. Minimum Patrol Awards

SLSNSW Standard Operating Procedures (SOPs) permit three different types of patrol:

- Base Patrol (Normal Patrol),
- Foul Weather Patrol, and
- Closed Beach Patrol.

SLSNSW SOPs require the following minimum awards for each of the patrol types

- 1 x Silver Medallion Basic Beach Management,
- 3 x proficient Bronze Medallion (Cert II) qualified members,
- 1 x proficient Advanced Resuscitation Techniques award holder,
- 1 x proficient Silver Medallion IRB Driver award, and
- 1 x proficient IRB Crew award.

If this By-Law is at variance to the SLSNSW SOPs, the SOPs prevail.



## 8. Patrol Equipment

SLSNSW SOPs require the following **minimum** equipment to be functional and ready for use at the start of the patrol time and must remain available throughout operational hours:

- IRB (with trailer)
- 3 x handheld radios
- ATV vehicle
- Shade tent
- 1 x binoculars
- 2 x rescue boards
- 3 x rescue tubes
- 1 x defibrillator
- 1 x oxygen resuscitation kit
- 1 x first aid kit
- 1 x spinal equipment

The above minimum requirements must be maintained during all patrol types, with the only exception being the removal of the shade tent in the event of strong wind conditions which, in the opinion of the Patrol Captain, make it unsafe for the shade structure to be erected.

If this By-Law is at variance to the SLSNSW SOPs, the SOPs prevail.

## 9. Patrol Parking Permits

Patrolling Members can park in the designated patrol parking spaces whilst on patrol. Contact your Patrol Captain to get a Randwick City Council parking permit. It is the patrolling member's responsibility to ensure the permit can be viewed clearly from the outside of the vehicle. Any fines incurred are the responsibility of the member.

### 2.2 Patrol Captain

The patrol captain:

- (a) is responsible to the Club Captain.
- (b) is responsible for the set up and equipment check prior to the start of patrol.
- (c) directs the position of each member in the event of rescues.
- (d) is responsible for the efficiency of their patrol and must record in the patrol logbook the names of those present, the time on patrol and the name of any members who



failed to report for patrol.

(e) must record in the patrol logbook any irregularities such as lateness, leaving early, not being in the approved patrol uniform and for not being ready for instant duty when called upon.

(f) must put their patrols through a rescue drill at least once during each patrol; and

(g) must, before ceasing duty, correctly complete and check the patrol logbook.

In the event of a patrol having completed its patrol and failing to be relieved, the patrol captain must leave sufficient members on duty to comply with the patrol agreement with SLSNSW and immediately report the situation to the Club Captain who will take appropriate steps to maintain the required members on patrol.

## 2.3 Roving Patrollers

1. All members rostered for roving patrols must perform the same number of patrols as the average number performed by members who are rostered ordinarily. They must perform at least some of the requirements before the 31st of December each year and the other before the end of the season. This shall be determined by the Lifesaving Committee.
2. Roving patrols are not automatic and must be granted annually upon written application to the Lifesaving Committee.
3. Roving patrollers are to advise the Club Captain of their availability and seek directions on suitable patrols for the roving patroller to attend.

## 2.4 Patrol Roster

1. Patrol hours and procedures for the season are to be in strict accordance with the patrol service agreement with SLSNSW.
2. The Club's patrol roster for the next season must be drawn up by the Club Captain prior to the August Lifesaving Committee meeting and shall be approved at a Lifesaving Committee meeting.
3. When completing the patrol roster, the Club Captain must have regard to the Patrol Service Agreement with SLSNSW, relevant gazetted public holidays, commencement and conclusion of daylight saving and must submit the roster to the Secretary for checking prior to submission to the Management Committee for approval.

## 2.5 Allocation to Patrols Teams

The allocation to patrol teams, once approved by the lifesaving committee, is to be submitted to the Management Committee for approval. Once approved by the Management Committee, all members must be notified of the patrol teams and roster in the next Club mail out and any application for transfers, active reserve or roving patrols are to be dealt with by the Lifesaving Committee.





## 2.6 Patrol Obligations and Proficiencies

1. To comply with SLSA regulations regarding patrols, competitions and proficiencies, SurfGuard must contain accurate records of all members' patrol histories. Care must be taken to ensure that personal patrol hours are readily available, and seasons of active service are easily ascertainable.
2. The records in SurfGuard must record the proficiency number against each member's name.

## 2.7 Patrol Hour Types

1. Patrol hours shall be calculated from the following for the purposes of SLSA member's history and competition minimum patrol hours eligibility requirements:
  - a. Rostered patrols.
  - b. Substitute patrols (hours will be credited to the member who undertook the patrol – NOT the member for whom the substitution was done).
  - c. Make up patrols for approved absences as determined by the Club Captain to cover illness, study, competition etc.
  - d. Voluntary patrols for SLSA approved Support Operations e.g., helicopter, offshore rescue boat, jet ski, SurfCom communications centre.
  - e. Duty Officers from the time that they are tasked to an incident and when at the scene of an incident for which they have been tasked and which they are actively monitoring/supervising.
  - f. Water safety for Junior Activities.
  - g. Water safety at both open and junior surf sports carnivals; and
  - h. SLSNSW sanctioned events and commercial water safety (fee for service).
2. Hours cannot be calculated from:
  - a. Penalty patrol hours.
  - b. Personal coaching (where a coach provides specific tuition (paid or unpaid) in aquatic skills to individual members or select groups of members).
  - c. Training squads (Surf Sports or other);
  - d. State sanctioned events and commercial water safety (fee for service): where the individual member receives remuneration.
  - e. Surf Sports Official roles e.g., sectional referee or judging.
  - f. Members employed as lifeguards, helicopter crew or beach inspectors are not



exempt from fulfilling personal voluntary patrol hour obligations.

3. All patrol hours must be recorded in the patrol log book and entered into SurfGuard.
4. A member will be credited with and recognised for all beach patrol hours irrespective of where those hours were completed (a member with dual SLSA Club membership may patrol for one club and compete at another club).

## 2.8 Years of Service

1. If a recipient of a SRC or Bronze medallion award, being the members initial award to permit undertaking of patrols, receives the award and commences patrolling before 31 December and completes their patrol obligations for the balance of that season, that season will count as a year of patrol service.
2. However, if the award referred to in 2.8(1) is received after 1 January, that season will not count as a year of patrol service.

## 2.9 Exemption from Patrols

1. The Management Committee may, if it thinks fit, exempt:
  - a. the President,
  - b. Club Captain,
  - c. Secretary,
  - d. Treasurer; and
  - e. Chief Training Officer

from rostered patrols in the season that the respective positions are held. Such seasons will count as a season of active service so long as said members remain proficient. A maximum 1 year's exemption under this by law will be awarded in determining if a member is entitled to become a reserve active or long service member.

2. The Management Committee may give full or partial exemption from patrol obligations to members who fall into any of the following categories:
  - a. Life Members.
  - b. Long Service Members.
  - c. Reserve Active Members (partial exemption only subject to completing the minimum number of hours required under the Constitution for the membership category).
  - d. Members who undertake lifesaving duties in other areas such as offshore rescue boat, aerial support services, support operations, operational support, and similar areas of active surf lifesaving.
  - e. Members holding office in Associations at Branch, State or National level. NOTE: this is limited to members who hold principal office, and does not include members of committees; and



- f. Special deployment while on military service.
3. Other seasonal dispensations for Office Bearers may be made as the Management Committee sees fit.
4. All exemptions must be approved by the Management Committee and the individuals who meet criteria must be noted in the minutes of a Management Committee meeting and endorsed by SLSNSW by 31 December each year.
5. SLSA will recognize all members listed as a Long Service or Life Member as recorded in SurfGuard. No annual endorsement is required for such members.

## **2.10 Proficiency**

1. Members who are not proficient by 31 December are not permitted to patrol or compete in any SLSA competition until they have obtained the required proficiency.
2. Any member completing their proficiency after 31 December shall be eligible to patrol but shall not be eligible to participate in any SLSA Championship competition until 31 July in that year except where exceptional circumstances prevented the member from completing their proficiency by the cutoff date. The exceptional circumstances must be validated and endorsed by the SLSNSW Director of Lifesaving.
3. Any member completing their proficiency after 31 December shall be eligible to compete in interclub competition (non-championship).
4. Those members gaining their Surf Rescue Certificate or Bronze Medallion from 1 June of the preceding year will be considered as satisfying the proficiency requirements for entry to competition.

## **2A. ELIGIBILITY TO COMPETE**

1. To be eligible to compete in any SLSA competition, a member must:
  - a. Be registered as a current financial member of the Club.
  - b. Be proficient as prescribed for the relevant SLSA Award for competition eligibility.
  - c. Be eligible under the necessary age category.
  - d. In relation to championship competition, they have met their Club patrol commitments.
  - e. Not be in default with the Club in relation to service, financial or discipline obligations; and
  - f. Have met any other competition eligibility requirements for specific events e.g., IRB, Surf Boat (sweep), Patrol Competition and First Aid.
2. Under no circumstances shall a member be granted patrol exemptions solely upon, or for, competition reasons.



### 3. IRB REGULATIONS

1. The care of the IRB is vested in the IRB Captain.
2. No IRB is to be used without the permission of the IRB captain, except in cases IRB training outside of rostered patrol hours, for patrol purposes or in the case of emergency. A report of such emergency to be made without delay to the Club Captain.
3. Prior to use, the IRB logbook is to be completed by the IRB driver. At the conclusion of the use, operational details are to be recorded in the IRB logbook.
4. No person other than a qualified and proficient IRB Club member driver is to be allowed to drive the IRB.
5. The IRB driver, crew person or other patrolling member who may be a passenger in the IRB must all be wearing the required lifesaving equipment before launching of the IRB as determined by SLSNSW.
6. A radio must be available in the IRB when it is in operation.
7. IRBs are to be used for no purpose other than that incidental to lifesaving or the practice thereof.
8. Any person in charge of an IRB must report immediately to the patrol captain or IRB captain any damage done to an IRB or gear. The nature of the damage and the cause must be recorded in the IRB logbook.
9. In the event that an IRB, due to mechanical problem or hull damage, needs to be taken out of service, a replacement IRB is to be put onto patrol as quickly as possible. SurfCom is to be immediately notified of an IRB being unavailable for patrolling purposes. When a replacement IRB is in service, SurfCom is to be advised accordingly.
10. No IRB or ATV shall be left outside the IRB storage area overnight and the person last in charge of an IRB and ATV is responsible for their safe return and placing in the boat storage area.
11. Members authorised to use an IRB may call upon any active member of the Club to assist in its launching or housing. Any member refusing to assist shall be reported to the patrol captain.
12. An IRB must not leave the general Clovelly Beach and Gordon's Bay area, except under special circumstances. In the event that it is proposed that an IRB is to be removed for training and/or competition purposes, then the Club Captain's permission must be first obtained.
13. The crewperson of an IRB must have the appropriate crewperson's qualification as recognised by the SLSA and be proficient.
14. The IRB may be towed on to the beach by ATV provided that the ATV:
  - a. does not exceed 9 km/hr
  - b. does not carry more than the number of passengers permitted by the manufacturer.



- c. has a patrol member walking in front of and behind the quad ATV at all times it is in operation between the boat storage area and the beach. This minimum requirement may need to be amended depending on the number of members of the public present along the route of travel of the ATV at the discretion of the patrol captain or vice captain.
  - d. is only to be used for official patrol, competition, or training purposes.
  - e. is to be used as close as possible to the start and end of patrol.
  - f. is not to be left on the beach at any time.
  - g. must be returned to the boat storage shed after each use.
  - h. must be stored in the boat storage area after use; and
  - i. must only be used with hazard lights functioning.
15. At the conclusion of the patrol, the IRB driver is responsible to ensure that the IRB is ready for use by the next patrol. The fuel cell must be left full, the hull hosed down and the motor flushed out with fresh water.

## 4. THE CLOVELLY ESKIMOS

1. The Clovelly Eskimos is the winter swimming division of the Club and as such shall be encouraged and fostered by the Management Committee. These By-Laws are to be used as a guide to the proper running and organisation of the Clovelly Eskimos. Any Rule of the Club will override any precedent or minute made by the committee of the Clovelly Eskimos.
2. The Clovelly Eskimos is subject to the direction of the Management Committee.
3. The Clovelly Eskimos is to elect a committee annually. The names of office bearers and contact details are to be submitted in writing to the Secretary of the Club within 28 days of their election. The Secretary is to be advised in writing of any changes during the season to office bearer positions and contact details.
4. The money and assets of the Clovelly Eskimos are vested in the Club.
5. The Clovelly Eskimos must submit monthly statements of income and expenditure to the Treasurer and audited accounts as at 30 April each year.
6. Subscriptions are to be set by the Clovelly Eskimos Committee but do not take effect until after approval by the Management Committee.
7. The Clovelly Eskimos Committee has in its discretion the power to accept new members, decide upon relevant Clovelly Eskimos matters, to arrange finances and to co-opt assistants.
8. The Clovelly Eskimos Committee must meet at least once a month between April and September, or such interval as determined at the first meeting of the Clovelly Eskimos Committee after its annual general meeting. Four office bearers constitute a quorum.
9. At or prior to the commencement of each season, the Clovelly Eskimos' Committee must



appoint managers and other assistants required for the running of events and other assistance as determined by the Clovelly Eskimo Committee.

10. Any Clovelly Eskimo Committee member, swimming member, manager or other assistant who is not a current member of the Clovelly SLSC must complete and submit the forms as required to become a General Member of the Club under Rule 8 of the Constitution and be recorded in SurfGuard. If during the season, any additional Clovelly Eskimo' Committee member, swimming member, manager or other assistant is appointed who is not a current financial member of the Club, that person must complete and submit the forms and pay the appropriate fee as required to become a General Member of the Club under Rule 8 of the Constitution and be recorded in SurfGuard before acting in the position.

For clarity, no person who is not a General Member of the Club is permitted to be on the Clovelly Eskimos' Committee, be a swimming member nor assist in any way in the operation of Eskimos activities.

11. The rules of debate shall be as By-Law 8.
12. The disciplining of Clovelly Eskimo members or other members will be in accordance with By Law 13.
13. The Annual General Meeting (AGM) of the Clovelly Eskimos:
  - a. must be held at a time set by the Clovelly Eskimos Committee.
  - b. eligibility to vote at this meeting is by members of the Club recorded in SurfGuard, including General Members.
  - c. each member is entitled to one vote only.
  - d. in the event of a tied vote, the chairman shall be entitled to a casting vote.
  - e. a quorum of ten is required to commence an AGM.
  - f. the agenda and business of the AGM are to be the same as the Club.
  - g. the nomination for office bearer positions and election of the Clovelly Eskimos Committee is to be in accordance with procedure set out in the Constitution of the Club; and
  - h. if any position is left vacant, the Clovelly Eskimos Committee may fill that position at its subsequent committee meetings.
14. The Club, in its discretion, **may** allow the Clovelly Eskimos to hold its own bank account. The Clovelly Eskimos Committee must collect and count all monies collected and issue a receipt for same and deposit the Clovelly Eskimos' bank account if one is held or at the direction of the Management Committee if no such account is held. A member of the Management Committee is to be a required signatory to any payments made from the Clovelly Eskimos' bank account.
15. All invoices must be paid as and when they fall due.
16. The Club retains the right to override any action or decision taken by office bearers or the committee of the Clovelly Eskimos. These By-Laws can only be changed by the Management



Committee.

17. Prior to conducting any water events, a risk assessment of the conditions is to be conducted to ensure the safety of members.
18. No clothing or badged merchandise may be purchased or worn without prior approval of the Management Committee who will ensure consistency with the prevailing Club colours, logos, and approved sponsorships.
19. The Clovelly Eskimos will have a membership Category called Under 25 Members for members 18-25 years of age at the time of the AGM each year. Fees will be set annually but should always be lower than the normal membership fee.

## 20. Life Membership

- a. The Clovelly Eskimos will have a membership Category called Life Member. This category is only open by invitation. The process for Life membership is in alignment with the Surf Club Constitution.
  - i. Life membership is for members whose voluntary service and the achievements during that period must be considered as distinguished or special.
  - ii. Distinguished or special service is defined as consistent, sustained, and exceptional service or achievement and exemplary contributions beyond what is expected of Clovelly Eskimos members.
  - iii. The nominee must have exhibited professional, ethical, and positive conduct during their members.

### b. Nomination Procedure

The procedure for nomination for Life membership is as follows:

- i. A member who has been an Eskimo for at least 10 years can nominate another member who meets the minimum criteria - with 2 other 10-year members supporting the nomination.
- ii. A written submission will be required to the Eskimos President which details how the minimum criteria was met.
- iii. Nominations need to be made before 30<sup>th</sup> June.

### c. Nomination Review

- i. The nomination is to be reviewed by a Life Member Review Committee which is to be appointed annually upon receipt of a nomination.
- ii. The Life Member Review Committee is to be made up of 3 members as follows:
  - 2 current Life members (still actively participating with the club) who are not on the existing Committee and will be nominated by the Eskimo Committee and



- 1 Eskimo Committee member
- The Life Member Review Committee will review the submission and make the final determination, which must be unanimous for it to proceed.
- The Life Member Review Committee will have until 15<sup>th</sup> August to consider applications & finalise awards.

d. Life Membership Criteria

A candidate for Life membership should meet the following criteria:

- i. Be a financial member for 15 years (does not have to be continuous)
- ii. Served on Committee - and/or contributed to the running of the Eskimos in roles such as catering/fundraising/merchandise creation and/or sales/raffles/trivia night for at least 4 years.
- iii. Represent the Club or contribute at swimming carnivals (eg Sydney Invitational and/or Australian Titles) for at least 10 years.
- iv. If the candidate is a former President or Captain of the Club, they will not be considered for Life membership until at least 3 years after the last year of their service in that position on the Committee. This is to ensure that the candidate is still involved with the Club
- v. Has participated in Eskimo social activities.

e. Confirmation by the Eskimos Committee

Candidates recommended by the Life Member Review Committee will be forwarded to the Eskimos committee who then confirm any such nominations by 75% majority. Successful Candidates will be announced at Presentation Day.

## 5. THE CLOVELLY NIPPERS

1. The Clovelly Nippers is the junior activities division of the Club and as such must be encouraged and fostered by the Management Committee. These By-Laws are to be used as a guide to the proper running and organisation of the Clovelly Nippers. Any Rule of the Club will override any precedent or minute made by the committee of the Clovelly Nippers.
2. The objectives of the Clovelly Nippers are to:
  - a. Be a well-respected, resourced and administered junior activities division of the Club, within the lifesaving community and the broader Clovelly community.
  - b. Teach children the methods of surf awareness and beach safety.





- c. Conduct and teach official SLSA Surf Education programs that enable children to recognise and enjoy a safe beach and water environment.
  - d. Introduce children to the surf lifesaving movement.
  - e. Develop surf lifesaving skills through activities such beach sprints, flags, swimming, and board races in a fun atmosphere.
  - f. Provide a competitive opportunity for those children who wish to compete against members of other junior activities clubs.
  - g. Provide the physical facilities and surf lifesaving equipment required to deliver these objectives; and
  - h. Prepare children to enter the Club as active members.
3. The philosophies of the Clovelly Nippers are to:
- a. Foster a fun introduction to SLS and Clovelly Nippers for under 6 and 7 age groups.
  - b. Introduce a more structured approach to the four main activities for under 8 to 10 age groups. A handicap competition (as well as a championship competition) is embraced to ensure the whole age group is encouraged to participate to the best of their ability.
  - c. Introduce 8-to-10-year age groups to competition via team participation and embracing of team culture in local and Sydney Branch carnivals; and
  - d. Introduce older age groups to surf training sessions at other beaches and carnival competitions in a team environment.
4. The Clovelly Nippers is subject to the direction of the Club's Management Committee and is to be presided over by the Nippers President.
5. The Clovelly Nippers is to elect annually a committee to assist the Nippers President in the operation of the junior activities division of the Club. The names of office bearers and contact details are to be submitted in writing to the Secretary of the Club within 28 days of their election. The Secretary is to be advised in writing of any changes during the season to office bearer positions and contact details.
6. The money and assets of the Clovelly Nippers are vested in the Club.
7. The Clovelly Nippers must submit via the Nippers President monthly statements of income and expenditure to the Treasurer and audited annual accounts as at 30th April each year.
8. A child is qualified as a junior activities (Nipper) member if he/she is between the ages of five and thirteen inclusive at midnight on 30<sup>th</sup> September and has paid the required subscription by a date determined by the Clovelly Nippers committee.
9. A Clovelly Nippers member is a Junior Activities Member of the Club in accordance with Rule 8.2 of the Constitution and must be recorded in SurfGuard as such.
10. Subscriptions are to be set by the Clovelly Nippers committee but do not take effect until after approval by the Management Committee.



11. At or prior to the commencement of each season, the Clovelly Nippers' Committee must appoint age managers and other assistants required for the running of events and other assistance as determined by the Clovelly Nippers' Committee.
12. Any Clovelly Nippers' Committee member, age manager or other assistant who is not a current member of the Clovelly SLSC as recorded in SurfGuard, must complete, and submit the forms and pay the appropriate fee as required to become a General Member of the Club under Rule 8 of the Constitution and be recorded in SurfGuard as such. If during the season, any additional Clovelly Nippers' Committee member, age manager or other assistant is appointed who is not a current financial member of the Club, that person must complete and submit the forms and pay the appropriate fee as required to become a General Member of the Club under Rule 8 of the Constitution and be recorded in SurfGuard before acting in the position.
13. For clarity, no person who is not a General Member of the Club is permitted to be on the Clovelly Nippers' Committee nor assist in any way in the operation of Nippers activities.
14. All members assisting in the running and administration of Nippers must be clearly identified with a cap, hat, or shirt as being an official.
15. The disciplining of Clovelly Nippers members or other members involved with Clovelly Nippers will be in accordance with By-Law 13.
16. The Clovelly Nippers Committee has in its discretion the power to accept new members, decide upon relevant Clovelly Nippers matters and co-opt assistants.
17. The Clovelly Nippers Committee must meet at least once a month between September and April, or such interval as determined at the first meeting of the Clovelly Nippers committee after its annual general meeting. Five office bearers constitute a quorum.
18. Rules of debate shall be as By-Law 8.
19. The Annual General Meeting (AGM) of the Clovelly Nippers:
  - a. must be held at a time set by the Clovelly Nippers Committee, generally at the end of the season.
  - b. is to be chaired by the Nippers President.
  - c. eligibility to vote at this meeting is limited to members of the Club, including General Members, recorded in SurfGuard and with responsibility for a participating Junior Activities Member.
  - d. Junior Activities Members are not entitled to vote.
  - e. Each person eligible to vote is entitled to one vote only.
  - f. In the event of a tied vote, the chairman shall be entitled to a casting vote.
  - g. a quorum of ten is required to commence an AGM.
  - h. The agenda and business of the AGM are to be the same as the Club.



- i. the nomination for office bearer positions and election of the Clovelly Nippers Committee is to be in accordance with procedure set out in the Constitution for the Club; and
  - j. if any position is left vacant, the Committee may fill that position at its subsequent committee meetings.
20. The Club, in its discretion, *may* allow the Clovelly Nippers to hold its own bank account. The Clovelly Nippers must collect and count all monies collected and issue a receipt for same and deposit the money in the Clovelly Nippers' bank account within 7 days of receipt. The Nippers President is to be a required signatory to any payments made from the Clovelly Nippers' bank account.
21. All invoices must be paid as and when they fall due.
22. The colours and cap must be the same as the Club's.
23. The Club retains the right to override any action or decision taken by office bearers or the committee of the Clovelly Nippers. These By-Laws can only be changed by the Management Committee.
24. Prior to conducting any water events, a risk assessment of the conditions is to be conducted to ensure the safety of members.
25. No clothing or badged merchandise may be purchased or worn without prior approval of the Management Committee who will ensure consistency with the prevailing Club colours, logos, and approved sponsorships.

## **6. THE CLOVELLY SWIMMING CLUB**

1. The Clovelly Swimming Club is the summer swimming division of the Club for children and juniors and as such shall be encouraged and fostered by the Management Committee. These By-Laws are to be used as a guide to the proper running and organising the Clovelly Swimming Club. Any rule of the Club constitution will override any precedent or minute made by the committee of the Clovelly Swimming Club.
2. The objectives of the Clovelly Swimming Club are to encourage, promote and develop the swimming abilities, competitiveness and sportsmanship of children of all ages in a relaxed and friendly environment.
3. The Clovelly Swimming Club is subject to the direction of the Club's Management Committee.
4. The Clovelly Swimming Club is to elect a committee annually. The names of office bearers and contact details are to be submitted in writing to the Secretary of the Club within 28 days of their election. The Secretary is to be advised in writing of any changes during the season to office bearer positions and contact details.
5. The money and assets of the Clovelly Swimming Club are vested in the Club.
6. The Clovelly Swimming Club must submit monthly statements of income and expenditure to the Treasurer and audited annual accounts as at 30th April each year.



7. Subscriptions are to be set by the Clovelly Swimming Club Committee but do not take effect until after approval by the Management Committee.
8. At or prior to the commencement of each season, the Clovelly Swimming Club's Committee must appoint managers and other assistants required for the running of events and other assistance as determined by the Clovelly Swimming Club Committee.
9. Any Clovelly Swimming Club Committee member, swimming member, manager or other assistant who is not a current member of Clovelly SLSC must complete and submit the forms and pay the appropriate fee as required to become a General Member of the Club under Rule 8 of the Constitution and be recorded in SurfGuard. If during the season, any additional Clovelly Swimming Club Committee member, swimming member age manager or other assistant is appointed who is not a current member of the Club, that person must complete and submit the forms and pay the appropriate fee as required to become a General Member of the Club under Rule 8 of the Constitution before acting in the position and be recorded in SurfGuard.
10. For clarity, no person who is not a member of the Club is permitted to be on the Clovelly Swimming Club's Committee, participate in swimming events, nor assist in any way in the operation of Clovelly Swimming Club activities.
11. The disciplining of Clovelly Swimming Club members must be in accordance with By-Law 13.
12. The Clovelly Swimming Club Committee has in its discretion the power to accept new members, decide upon relevant Clovelly Swimming Club matters, to arrange finances and co-opt assistants.
13. The Clovelly Swimming Club Committee must meet at intervals determined by the Committee between September and April. Three office bearers constitute a quorum.
14. Rules of debate shall be as By-Law 8.
15. The Annual General Meeting (AGM) of the Clovelly Swimming Club:
  - a. must be held at a time set by the Clovelly Swimming Club but generally towards the end of the season:
  - b. eligibility to vote at this meeting is limited to members of the Club, including General Members recorded in SurfGuard:
  - c. Each person eligible to vote is entitled to one vote only.
  - d. In the event of a tied vote, the chairman shall be entitled to a casting vote.
  - e. A quorum of three is required to commence an AGM.
  - f. The agenda and business of the AGM are to be the same as the Club.
  - g. the nomination for office bearer positions and election of the Clovelly Swimming Club Committee is to be in accordance with procedure set out in the Constitution for the Club; and
  - h. If any position is left vacant the Clovelly Swimming Club Committee may fill that



position at its subsequent committee meetings.

16. The Club, in its discretion, **may** allow the Clovelly Swimming Club to hold its own bank account. The Clovelly Swimming Club Committee must collect and count all monies collected and issue a receipt for same and deposit the money in the Clovelly Swimming Club's bank account within 7 days of receipt. A member of the Management Committee is to be a required signatory to any payments made from the Clovelly Swimming Club's bank account.
17. All invoices must be paid as and when they fall due.
18. The colours and cap must be the same as the Club's.
19. The Club retains the right to override any action or decision taken by office bearers or the committee of the Clovelly Swimming Club. These By-Laws can only be changed by the Management Committee.
20. Prior to conducting any water events, a risk assessment of the conditions is to be conducted to ensure the safety of members.
21. No clothing or badged merchandise may be purchased or worn without prior approval of the Management Committee who will ensure consistency with the prevailing Club colours, logos, and approved sponsorships.

## 7. VISITORS

1. Members may invite visitors to the Club in areas such as the Tom Caddy Room and the ground floor level hall, provided that any such visitor is to be allowed to use the Club on no more than three occasions during any one season.
2. Note, "Visitors" do not include approved users of the club under clause 9.7 below

## 8. RULES OF DEBATE

1. Normal rules of debate shall apply at all meetings. If there are any doubts of ruling is to be ascertained from:

*P.E. Joske – "The Law and Procedure at Meetings" – The Law Book Company, Sydney.*

## 9. CLUB HOUSE

### 9.1 General

1. The Club house hours of opening are 24 hours per day, unless determined otherwise by the Management Committee
2. The lockers belonging to the Club are available to be hired by members on payment of an annual hiring fee as set by the Management Committee.
3. A member who accompanies a child into the Club house must adequately supervise the child



at all times while the child remains in the Club house.

## 9.2 Gym

1. Unless specifically allowed by the Management Committee, the gym is available for use only by financial members (general members excluded) who have paid the annual gym fee set by the Management Committee for use of the gym.
2. No person under the age of 14 is permitted to use the gym.
3. If any user of the gym becomes aware of any faulty gym equipment, it is to be brought to the attention of the gym manager.
4. All users of the gym must at all times wear a shirt, shorts and appropriate footwear. No wet costumes are to be worn.
5. After use, each piece of equipment is wiped down ready for use by other members. All gym users must have their own towel for this purpose.
6. All users of the gym must at all times abide by government health and safety requirements.
7. All new gym members must complete a gym waiver form and be inducted into the gym.

## 9.3 Security

A security access system has been installed to parts of the Club house that requires the use of a fob key for ingress. The following applies to this system:

- a. no member who has been issued with a fob key is to lend it to any other person. Any person found to have done so will be referred to the Management Committee who may refer the matter to the Judiciary Committee.
- b. any lost fob key must be reported immediately to the Secretary.
- c. any fob key that does not function correctly should be reported to the Secretary.
- d. any member will have his or her the fob key deactivated if membership fees have not been paid by the due date; and
- e. any lost fob key will be replaced after payment by the member of a \$20 fee, or a fee as determined by the Management Committee from time to time.

## 9.4 Unacceptable Behaviour

1. Any member found:
  - a. interfering with any locker other than the one allocated to the member, if any.
  - b. being on the Club premises without permission outside the approved opening hours of the Club.
  - c. defacing or otherwise damaging or removing, without authority, the property of the



Club.

- d. behaving obscenely or using bad language.
- e. supplying information concerning the Club to the media without the authority of the Management Committee.
- f. using Club's first aid supplies, other than for first aid requirements associated with lifesaving activities.
- g. gambling in the Club premises for any illegal or unlawful purpose.
- h. interfering with any member's belongings.
- i. throwing missiles in or from the Club house.
- j. generally acting against the interests of the Club or its members.
- k. not obeying government health and safety requirements.
- l. using the shark alarm bell for any purpose other than for what it was meant; or
- m. not to have followed the Code of Conduct set by the Club and SLSNSW "Policies and Procedures"

will be liable to be dealt with under the Constitution and By-Law 13, which provides for removal from office, suspension, cancellation of membership or expulsion.

2. Designated change areas are out of bounds to members of the opposite sex and members found breaching this By-Law will be dealt with under By-Law 13.
3. Locker and fob keys are not transferable and must be returned to the Secretary at the expiry of membership. Members are not permitted to install locks to any lockers.
4. Minimum dress requirements for the Tom Caddy Room will be determined by the Management Committee from time to time. Any member found not to comply with the minimum standards may be requested to leave the premises by any member of the Management Committee. A shirt/blouse must be worn by a member or guest.

## **9.5 Intoxicating Liquor and Illegal Substances**

1. Except for alcohol sold in the Tom Caddy Room, or with prior permission from the Management Committee, no intoxicating liquor shall be consumed on Club premises.
2. Any patrol member found to be under the influence of intoxicating liquor or illegal substances before commencement of, or during, a patrol will be asked to leave the club immediately. If they refuse, they may be referred to the Management Committee to decide if the matter is to be referred to the Judiciary Committee.
3. Alcohol sold on club premises may only be sold by persons with the appropriate responsible service of alcohol qualification.



## 9.6 Repair, Maintenance and Capital Expenditure

1. The House Captain is authorised to spend up to \$1,000 (or such other amount approved by the Management Committee and recorded in the minutes of a Management Committee meeting) on day-to-day maintenance items without prior Management Committee approval, but must submit all invoices pertaining to this expenditure to the accounts team.
2. For non-urgent repairs, maintenance and capital expenditure, the House Captain must obtain a reasonable number of quotations (generally 3) which are to be submitted to the Management Committee for approval before the works are commissioned.
3. For urgent repairs, maintenance and capital expenditure, the House Captain must obtain a quotation for the works and seek the approval of the President before the works are commissioned.
4. If, in the opinion of the House Captain, urgent repairs, maintenance and capital expenditure must be undertaken immediately due to safety concerns, the House Captain must ensure that the works are carried out expeditiously and the President and Management Committee informed of the actions taken to remedy the situation.

## 9.7 Ground Floor Level Hall

1. If a member, non-member, community, or sporting group wish to hire or use the hall, a written application must be submitted to the Management Committee for its consideration advising of, as a minimum:
  - a. the number of attendees,
  - b. the date, time, and period of the proposed use,
  - c. security and cleaning arrangements,
  - d. if music will be played and its form, and
  - e. if alcohol will be served/provided.
2. If the application is approved, the Management Committee will determine the conditions of use, cost of hire and any security bond requirements.
3. No application for the use of the hall for 18<sup>th</sup> to 21<sup>st</sup> birthdays inclusive will be approved.
4. The Management Committee must not approve an application if, in its opinion, the statutory requirements for the responsible service of alcohol will not be satisfied.





## 10. MONTHLY REPORT OF THE LIFESAVING COMMITTEE

The monthly report of the Lifesaving Committee to the Management Committee referred to in Rule 22 must include:

1. names of members who have attempted their proficiency test, indicating those who have passed and those who have failed.
2. names of members who are required to undergo a proficiency test and have not done so.
3. any patrols whose numbers are not meeting the requirements of the SLSA and the Club and details of the numbers being achieved.
4. any member who has not performed their rostered patrols and not obtained a substitute.
5. any surf lifesaving equipment belonging to the Club that requires repair.
6. any recommendation for the purchase of any desired or requested lifesaving patrol equipment.
7. patrol operations, updates and any other relevant lifesaving information for implementation or deemed required by the Management Committee.

## 11. MONTHLY REPORT OF THE EDUCATION COMMITTEE

The monthly report of the Education Committee to the Management Committee referred to in Rule 22 must include:

1. the names of any members that the Club has in training for bronze medallion, surf rescue certificates, advanced resuscitation techniques certificate or other awards of the SLSA.
2. proposed exam dates for those members undergoing training.
3. the names and awards obtained to date by any members of the Club during the current season.
4. any education training equipment belonging to the Club that requires repair or replacement.
5. any recommendation for the purchase of any desired or requested education training equipment.



## 12. REPORT OF THE SELECTION COMMITTEE

The Selection Committee, referred to in Rule 22 of the Constitution, must report to the Management Committee and that report must include:

1. competitors to be included any official team to represent the Club at any championship carnival recommended by the selection committee for ratification or rejection by the Management Committee; and
2. any travelling, accommodation or competition fees recommended by the selection committee for ratification or rejection by the Management Committee
- 3.

## 13. DISCIPLINE AND JUDICIAL

### 13.1 Judiciary Matters

#### Breach

Where a member has allegedly:

1. breached, failed, refused, or neglected to comply with the Constitution, By-Laws, membership directives or any resolution or determination of SLSA, SLSNSW, Sydney Branch or the Club, or any duly authorised committee; or
2. acted in a manner unbecoming of a member, or prejudicial to the object of SLSA, SLSNSW, Sydney Branch or the Club and / or surf lifesaving; or
3. brought themselves, SLSA, SLSNSW, Sydney Branch or the Club or surf lifesaving into disrepute; or
4. competed or in any way participated in a lifesaving competition and/or used SLSA, SLSNSW, Sydney Branch or the Club equipment in any event, contest and competition which has not been licensed, sanctioned or otherwise authorised by SLSA, SLSNSW, Sydney Branch or the Club or has failed to obtain permission of SLSA, SLSNSW, Sydney Branch or the Club to so compete or participate in that competition or use SLSA, SLSNSW, Sydney Branch or the Club equipment;

SLSA, SLSNSW, Sydney Branch or the Club may commence or cause to be commenced investigatory and or disciplinary proceeding (“**proceedings**”) against that member and that member will be subject to and submits unreservedly to the jurisdiction, procedures, penalties and appeal mechanisms set out in these By Laws, provided that SLSA, SLSNSW, Sydney Branch or the Club may commence proceedings or investigate conduct which may warrant the commencement of proceedings by referring the matter to a Judiciary Committee.



## 13.2 Judiciary Committee

Judiciary Committee shall be convened and function as follows:

### 1. Convening of Committee

The Club shall annually or as required appoint a Judiciary Committee to investigate and / or determine matters referred to it. The Management Committee may convene a Judiciary Committee on such terms and for such purpose(s) as required. A member of the committee shall act as secretary and keep records of all investigations and decisions of that committee.

### 2. Jurisdiction

The jurisdiction of a Judiciary Committee shall be as follows:

- a. where within the boundaries of the Club, the alleged offender shall be dealt with by the Club's Judiciary Committee
- b. where within the boundaries of Sydney Branch, the alleged offender shall be dealt with by Sydney Branch's Judiciary Committee
- c. where within the boundaries of the SLSNSW, the alleged offender shall be dealt with by SLSNSW's Judiciary Committee
- d. where within the boundaries of SLSA, the alleged offender shall be dealt with by SLSA's Judiciary Committee; and
- e. Where the matter, in the opinion of SLSA, is better dealt with by the criminal justice system, it will not be considered, however SLSA may reserve its rights

### 3. Referrals

- a. Every referral to a Judiciary Committee shall be clear and unambiguous and shall clearly set out the matter(s) required to be investigated or determined by the Judiciary Committee
- b. Upon a referral to a Judiciary Committee, the committee secretary shall, as soon as practicable, appoint a time and place suitable to the Judiciary Committee for the proceedings and may appoint an investigator to inquire into the referral
- c. A Judiciary Committee shall process any referral to it within such time as SLSA, SLSNSW, Sydney Branch or the Club directs, provided that a concerned person may apply for an adjournment by application in writing to the committee secretary. Such application must be received at least two (2) days prior to the commencement of proceedings
- d. A Judiciary Committee shall have the power to require the attendance of any member at any proceedings before it. A notice shall be given in accordance with these By Laws
- e. The referring authority shall decide the quorum for a Judiciary Committee
- f. Should an investigator have been appointed, the chairperson of the Judiciary Committee should, in conjunction with the investigator, determine if the matter should proceed.



## 13.3 Procedure

Proceedings commenced under these By Laws shall be conducted as follows:

### 1. Request to Appear

Upon receipt of a referral, the Judiciary Committee shall request the party or parties concerned in the referral to appear before them. Such request shall be in writing either delivered personally or in appropriate cases by post, email, or facsimile to the appropriate address (mail or electronic) or facsimile number of the party or parties concerned. A notice given by post shall be deemed to have been given on the second day following that on which it is posted. A notice by facsimile shall be determined to be given upon receipt of a confirmation report confirming the facsimile was received at the facsimile number to which it was sent. A notice shall be deemed to be given unless an email is received in reply stating the email was not successfully transmitted.

### 2. Notice

Proceedings shall take place as soon as practicable. All parties shall be given at least seven (7) days' notice of the proceeding by the Judiciary Committee. The notice shall:

- a. be in writing
- b. state that the party or parties concerned are required to appear and in what capacity
- c. state the nature of the proceedings and the matters or alleged offence(s), the subject of investigation or determination, the possible penalty or penalties and the date, place, and time of the hearing; and
- d. be delivered as set out in the Request to Appear

### 3. Appearance

Persons appearing before the Judiciary Committee shall be entitled to call witnesses but must state their case in person unless the Judiciary Committee has permitted representation through an advocate. They and their witnesses shall be given a full opportunity to be heard. In their absence, or in the absence of their witnesses, a decision may be made by default. Before making a decision in default of appearance, the Judiciary Committee must satisfy itself that the party concerned was aware of the time, date and place of the hearing and had been requested to appear in accordance with these By Laws.



#### 4. Judiciary Proceedings

Judiciary proceedings shall be conducted as follows:

- a. The Judiciary Committee chairperson shall announce the opening of proceedings, stating the Judiciary Committee's authority, jurisdiction, composition and the nature and purpose(s) of the proceedings.
- b. The procedure to be followed at the proceedings shall be clearly explained by the Judiciary Committee chairperson. The Judiciary Committee chairperson shall state who is entitled to be present throughout the proceedings during evidence and submissions.
- c. The matter(s), the subject of the proceedings, shall then be read to the person(s) concerned. The body, or person reporting the matter(s), and the subject(s) of the proceedings shall be given the opportunity to report the circumstances of the matter(s). The person(s) concerned will be given the opportunity to respond to the report and present evidence / submissions as to their view of the circumstances of the matter(s). Any witnesses called by either the reporting body or the person(s) concerned will be given the opportunity to give evidence or make submissions. Witnesses may be questioned on their evidence. Evidence and / or submissions may be tendered in writing.
- d. The Judiciary Committee will consider the evidence submitted. The Judiciary Committee may adjourn the hearing if considered necessary. No other person shall be present or partake in any discussion with the Judiciary Committee at this time.
- e. If the Judiciary Committee finds an offence has not been committed or not proved, it will advise the referring authority and dismiss the charge accordingly.
- f. If the Judiciary Committee finds an offence has been committed or proved, it may impose, in its discretion, an appropriate penalty or penalties or it may report its findings to the referring authority with such recommendations as it considers appropriate. The Judiciary Committee chairperson will declare the proceeding closed.
- g. If a decision cannot be given immediately after proceedings, the relevant parties must be advised of the time and place at which the decision will be given.
- h. The decision, any penalty, the reasons for the decision and notice of the person's appeal rights shall be given in writing and signed by the Judiciary Committee chairperson. A referring authority must advise persons found guilty of an offence under these By Laws of their rights of appeal
- i. Every decision of a Judiciary Committee appointed by SLSA, SLSNSW, Sydney Branch or the Club shall be conveyed in writing to the parties concerned and, where a member of the Club, to the Club and Sydney Branch (where relevant) and SLSNSW. It shall be incumbent on the Club to give effect to the decision immediately and to notify the referring authority that such has been done. The referring authority may deal with the Club failing to give effect to such decision at that authority's discretion.



## 13.4 Penalties

Penalties that may be imposed include:

1. A reprimand.
2. Suspension of such activities, on such terms and for such period as the Judiciary Committee thinks fit.
3. Exclusion from a particular activity, event or events.
4. Expulsion.
5. Fines, imposed in such manner and in such amount as the Judiciary Committee thinks fit.
6. Such combination of any of the above penalties as the Judiciary Committee thinks fit; or
7. Additional service, requiring the member to undertake an activity-based penalty, imposed in such a manner as the Judiciary Committee thinks fit.
8. During proceedings, the subject(s) of the proceedings may be suspended on such terms and for such a period as the relevant referring authority thinks fit and shall remain under suspension unless the referring authority decides otherwise.

## 13.5 Reporting

1. Unless the decision of the Judiciary Committee is unanimous, a separate report may be made to the referring authority by the minority. The decision of the majority, however, shall be deemed to be the decision of the Judiciary Committee. Where voting is equal, the Judiciary Committee chairperson may exercise a casting vote
2. A decision by the Judiciary Committee cannot be altered by the referring authority

## 13.6 Effect of Penalty

1. Where the Club is suspended under SLSA's regulations, its membership of and representation rights and privileges in SLSA shall be forfeited during the period of such suspension. Officers of SLSA who may be members of the Club shall not be affected by such suspension nor shall a suspension absolve the Club from any patrol responsibilities.
2. Where a member is suspended under SLSA regulations, all rights and privileges of that member shall be forfeited, either partly or completely, during the period of suspension. In the case of a complete suspension, a member shall also forfeit all Club rights during the currency of the suspension. Partial suspension shall prevent the member's participation in inter-Club, Sydney Branch, SLSNSW or SLSA activities but shall not interfere with the member's rights as a member of the Club or his beach patrol responsibilities.
3. Where the Club or a member is expelled under SLSA regulations, it's, or the member's membership of and representation in SLSA shall be forfeited immediately and membership shall cease. No monies will be refunded to expelled or suspended members.



## 13.7 Appeals

1. SLSA shall appoint or recognise a panel of persons (**SLS Appeals Panel**) from whom SLS Appeals Tribunals shall be appointed as required. The SLS Appeals Panel shall comprise persons appointed by SLSA and / or SLSNSW.
2. A member who has received a penalty or an adverse finding from this By Law may, within 14 days from the date of receiving the determination in writing, appeal to SLS Appeals Tribunal. For avoidance of doubt, there is only one appeal from a Judiciary Committee, regardless of whether the Judiciary Committee was appointed the SLSA, SLSNSW, Sydney Branch or the Club.
3. Appeals under this By Law will be determined by SLSA's regulation.
4. An appeal must be lodged in writing to SLSNSW. The appeal must set out
  - a. the Ground(s) on which the appeal is made.
  - b. Reasons or circumstances supporting the alleged ground(s) of appeal; and
  - c. Must be accompanied by a non-refundable appeal fee of \$500.
5. An appeal can be withdrawn at any time in writing to SLSNSW. If the appellant seeks to withdraw an appeal after an appeal hearing has commenced, the appeal may only be withdrawn with the consent of the relevant appeal panel chairperson. Once an appeal is withdrawn, a new appeal in respect to the same matter cannot be lodged.
6. On receipt of an appeal in accordance with SLSA's regulations, SLSNSW must as soon as possible convene an SLS Appeals Tribunal.
7. An SLS Appeals Tribunal shall be constituted by up to 3 persons (minimum 2) available to hear the appeal from members of the SLS Appeals Panel, which must include the following:
  - a. Up to 2 persons with a thorough knowledge of surf lifesaving; and
  - b. A barrister or solicitor who will chair the Appeals Tribunal.
  - c. No member of the SLS Appeals Tribunal may be a party to or directly interested in the matter under consideration.
8. The SLS Appeals Tribunal has complete jurisdiction and discretion to rehear the matter in its entirety.
9. The chairperson of the appointed SLS Appeals Tribunal shall, as soon as practical after receiving the appeal documents, investigate and consider the matter and determine whether the:
  - a. Appeal should be dismissed because in its determination, the matter is trifling in nature or has no merit; or
  - b. Appeal warrants further review and determination in accordance with SLSA's regulations.



10. If the SLS Appeals Tribunal determines the matter warrants further review under 9b above, it shall, as soon as practical, having regard to timing, serve a notice in writing on all relevant parties:
  - a. Stating that the parties may address the SLS Appeals Tribunal at a hearing to be held as soon as practicable, being not earlier than 4 days from the date of the notice.
  - b. Stating the date, place time of that hearing; and
  - c. Informing the parties that they may do any one or more of the following:
    - i. Attend that meeting (either personally or by their representative who, subject to clause **13.7.12.b** below, may not be legally trained or qualified) and bring such witnesses as they wish to rely upon in respect of the matter the subject of the appeal; and/or
    - ii. Give the SLS Appeal Tribunal, no later than 24 hours before the time of that meeting, a further written statement setting out relevant information surrounding the appeal.
11. The SLS Appeal Tribunal may conduct a hearing convened in accordance with the SLSA Regulation (or any adjournment) in such manner as it sees fit, but shall:
  - a. Give to all relevant parties and their witnesses every opportunity to be heard.
  - b. Give due consideration to any written statements received from any relevant party.
  - c. Allow relevant parties to be present along with their adult representative; and
  - d. May request or require such parties or other witnesses to attend the hearing or provide such evidence as is available to enable the SLS Appeal Tribunal to properly consider the matter.
12. Persons appearing before the SLS Appeal Tribunal are not entitled as a right to:
  - a. Legal representation before the SLS Appeal Tribunal. Subject to paragraph (b) below, the SLS Appeal Tribunal may grant a right to legal representation to a party where that party has made a written application to the SLS Appeal Tribunal for such representation. Such an application must be received by the chairperson of the SLS Appeal Tribunal within 7 days from the date of the notice served under by-laws 12.2.
  - b. Legal representation will only be permitted by the SLS Appeal Tribunal where the party seeking legal representation can demonstrate to the SLS Appeal Tribunal that the matter is serious, complex or the consequences for that party proceeding without legal representation are significant from a livelihood or business perspective.
  - c. The SLS Appeal Tribunal may refuse or grant such application in its absolute discretion. The SLS Appeal Tribunal decision in respect to legal representation is final and there is no appeal from such decision.
13. Following consideration of all information which the SLS Appeal Tribunal considers relevant, and which is available, the SLS Appeal Tribunal shall arrive at a finding. The SLS Appeal Tribunal can impose new penalties or vary an existing penalty. A decision of the SLS Appeal





Tribunal may be by a majority decision. A decision of the SLS Appeal Tribunal is final.

14. An SLS Appeal Tribunal has no power to award costs. That is, each party will be responsible for their own costs of the appeal.

## **13.8 Competition Discipline**

### **1. Surf Sports Manual**

The SLS Surf Sports Manual and in particular but not only clause 14.5 applies in respect to SLS carnival and competition discipline.

### **2. Appeals**

For the purposes of Clauses 14.5.1(c) & (d) of the SLS Surf Sports Manual, the appeal body for any appeal against a penalty imposed by a Competition Disciplinary Committee shall be the SLS Appeals Tribunal.

## **13.9 Revocation of SLSA Service and Recognition Awards**

1. The Board of SLSA may, by special resolution, revoke a previously issued award of recognition, including but not limited to, SLSA Life Membership, in circumstances where a member who has been issued an award of recognition has:
  - a. Been convicted of a serious criminal offence.
  - b. Committed a serious breach and/or repeated breaches of a SLSA policy or policies.
  - c. Committed a serious breach and/or repeated breaches of a SLSA codes of conduct.
  - d. Brought surf lifesaving and/or SLSA into dispute; or
  - e. Rejected and/or returned a previously issued award.
2. Prior to considering the revocation of an award, the member shall be invited to make a written submission to the SLSA Board as to why the award should not be revoked.
3. SLSA Board's decision to revoke an award shall be final and there is no appeal.



## 14. CODE OF CONDUCT

1. Clovelly SLSC endorses the following Code of Conduct for Clovelly members, particularly those responsible for activities involving members under the age of 18, and/or similar statements as endorsed by SLSA State Centre.
2. As a Clovelly SLSA Member you should meet the following requirements regarding your conduct during any Clovelly SLSC sanctioned activity.
  - a. respect the rights, dignity and worth of others.
  - b. be fair, considerate, and honest in all dealings with others.
  - c. be professional in, and accept responsibility for, your actions.
  - d. make a commitment to provide quality service.
  - e. be aware of, and maintain upcoming adherence to, SLSA standards, rules, regulations, and policies; and
  - f. operate within the rules of surf lifesaving including national and international guidelines that govern SLSA
3. Clovelly Surf Lifesaving Club expects all Members, supporters, advisors, and associates to Clovelly SLSA to abide by a Code of Conduct that upholds the principles and values of the organisation. Members should recognise that at all times they have a responsibility to a duty of care to all Members of SLSA. Specifically:
  - a. understand the possible consequences if you breach Clovelly SLSC Code of Conduct
  - b. immediately report any breaches of the Clovelly SLSC Code of Conduct to the appropriate authorities
  - c. refrain from any form of abuse towards others
  - d. refrain from any form of harassment towards others
  - e. provide a safe environment for the conduct of the activity in accordance with relevant Clovelly SLSC policy
  - f. show concern and caution towards others who may be sick or injured; and
  - g. be a positive role model
4. A Clovelly SLSC Team Manager/Age Manager will agree to abide by the Clubs Code of Conduct.
  - a. Be responsible for the overall welfare and well-being of team members and officials when travelling with a team
  - b. Maintain a 'duty of care' towards team members and an accountability for the management team



- c. Have a sound knowledge of SLSA policies, responsibilities, and competition rules, and ensure that the conduct of the affairs of the team is in accordance with these policies and guidelines
  - d. Foster a collaborative approach to the management of the team
5. A Clovelly SLSC Coach or Official will:
- a. Agree to abide by the Clubs Code of Conduct
  - b. Be responsible for matters concerning the coaching, training, and development of surf lifesavers
  - c. Maintain a 'duty of care' towards others and an accountability for matters relating to training and competition
  - d. Have a sound working knowledge of Clovelly and SLSA policies, rules and regulations and coaching techniques
  - e. Ensure that any physical contact with others is:
    - i. Appropriate to the situation
    - ii. Necessary for the person's skill development
  - f. Provide a safe environment for training and competition
  - g. Be a positive role model for surf lifesavers and SLSA
6. A Clovelly Management Committee member /Office Bearer will:
- a. Agree to abide by the Club's Code of Conduct
  - b. Be fair, considerate, and honest with others
  - c. Operate within the rules of SLSA
  - d. Be professional and maintain high standards in actions, language, presentation, manner, and punctuality
  - e. Resolve conflicts fairly and promptly through established procedures
  - f. Maintain strict impartiality
  - g. Maintain a safe environment for others
  - h. Show concern and caution towards others
  - i. Be a positive role model for others



## 15. LIFE MEMBERSHIP

Life membership is the highest award available to be bestowed upon an individual of Clovelly SLSC.

Life membership recognises the distinguished, or special service of an individual to Clovelly SLSC. As such, Life membership should retain its prestige and not be awarded easily.

### 1. CRITERIA

- a. Be a Long Service member of Clovelly SLSC: that is a Bronze Medallion holder who has completed twelve (12) years active patrol service or ten (10) years active patrol service plus two (2) years Reserve Active patrol service.
- b. At least 12 years membership within the club.
- c. The voluntary service rendered and the achievements during that period must be considered as distinguished or special. Distinguished or special service is defined as consistent, sustained, and exceptional service or achievement and exemplary contributions beyond what is expected of Clovelly SLSC members.
- d. The service and benefit must primarily be for the benefit and/or advancement of Clovelly SLSC. Service and achievements within Sydney Branch or SLSNSW may also be considered as a contribution to the nomination.
- e. Contributions made by the nominee to Clovelly SLSC can be wide and varied and all of these must be considered, the number, type of roles, demands of each role, achievements, and the period for which they were held should all be considered. A role could be a Management Committee position, an Office bearer position, or another role within the club (for example trainer).
- f. Competitive records including Club, Branch, State & National may be also considered as contributing to the nomination of Life membership.
- g. The nominee shall have shown to have abided by the Code of Conduct of SLSA, SLSNSW and Clovelly SLSC. The nominee must have exhibited professional, ethical, and positive conduct during their membership.

### 2. PROCESS

- a. Nominations close by 30 March each year.
- b. Any Member may nominate a member of the Club to the Honour Awards Committee for consideration.
- c. The nomination should be in writing to the Secretary of the Management Committee using the Life Member nomination form available on the club website.



- d. The nomination is to be considered by the Honours Committee comprised of the President, Secretary, Club Captain, and a Life Member.
- e. At any meeting of the honour awards committee, three members of the committee shall form a quorum.
- f. Rather than defer a nomination for Life Membership, if Members of the Honours Committee are aware of the nominee's service record, and in the opinion of the Committee, any information in that nomination requires further clarification, they shall be authorised to contact the nominator.
- g. The club honours committee provides a recommendation to the Management Committee. The Management Committee must consider such a nomination and if approved, the nomination must be submitted as a Special Resolution at the next Annual General Meeting.
- h. If a Life Membership nominee is a member of the Management Committee or the Honours Committee, then that member shall abstain from deliberation and voting on the nomination.
- i. The nomination process is strictly confidential up until the nomination is endorsed by the Management Committee and notice is given to members.
- j. The nomination will be publicised as a Special Resolution to all voting members as set out in the Constitution at least 21 days prior to the AGM with a short summary of the nominee's service and achievements.
- k. Only one nomination each year for Life Membership may be recommended by the Management Committee to the Annual General Meeting unless there are exceptional circumstances.
- l. Before consideration of the Special Resolution at the AGM, the nominee will be requested to leave the meeting while the resolution is being determined.
- m. The proposers may speak for the nomination at the Annual General Meeting.
- n. The Special Resolution must be approved by a two-thirds majority of the members present and entitled to vote. All members will be notified on signing the attendance book if they are eligible to vote. The Management Committee is responsible for making sure that eligible members are easily identified at the time of voting. The vote shall be conducted by a show of hands.
- o. A life member is entitled to wear the honour blazer of the Club and to have all the rights and privileges of Active Members of the Club without payment of membership fees and is exempt from all active duties. Life membership must be recorded in the club's annual report, honours board and on the website. Life members may also be given a life membership badge.



## 16. JOB DESCRIPTIONS

### 16.1 President

#### 16.1.1 Position Purpose:

Assume responsibilities of position of Chief Executive Officer and Chair of the Management Committee of Clovelly SLSC

#### 16.1.2 Main Activities:

- (a) Act as the principal leader with overall responsibility for the Club's administration and operation
- (b) Set the overall committee agenda and help the Management Committee prioritise its goals and ensure office bearers work within this framework
- (c) Facilitate meetings, including Management Committee Meetings and Annual General Meetings
- (d) Chair monthly Management Committee meetings and ensure appropriate chairing of a range of sub committees
- (e) Represent the Club appropriately at local, regional, state, and national levels
- (f) Act as a facilitator for Club activities and voice members views at appropriate forums
- (g) Ensure planning and budgeting is completed in accordance with the needs of the Club and members wishes
- (h) Ensure all rules and regulations of the Club are upheld
- (i) Liaise with sponsors and supporters
- (j) Ensure financial, social, and structural viability of the Club is established and maintained
- (k) Identify and communicate to members opportunities available at Club, Branch, State and National levels
- (l) Be responsible for Club planning, including succession and business planning
- (m) Ensure all Club activities are carried out within the laws of NSW
- (n) Liaise with Management Committee members and provide guidance as required or appropriate to ensure functions of the committee members are satisfactorily completed
- (o) Present as the public face of Clovelly SLSC at a range of functions involving Randwick City Council, other Clubs, carnivals, politicians etc.
- (p) Ensure appropriate attendance at relevant meetings, eg Sydney Branch and Council
- (q) Be prime phone contact person for Branch and Randwick City Council
- (r) Negotiate and manage lease arrangements and ongoing related issues with Randwick City Council
- (s) Negotiate with RCC officers on a range of matters concerning Club operations including insurance, water rates, car parking, repairs to premises etc.
- (t) Chair Randwick District SLSA on a rotational basis
- (u) Be a visible, approachable, and communicative regular presence around Club premises and at Club activities
- (v) Read, reply to, and communicate to Management Committee mail addressed to President
- (w) Coordinate appropriate emergency decisions when such emergency circumstances arise
- (x) Regularly liaise with other Club Presidents, especially those in Randwick District.
- (y) Demonstrate a high level of enthusiasm when representing the Club to members, other organisations, and the general public
- (z) Maintain a policy of loyalty to the Club and its activities whilst maintaining confidentiality and respect towards members
- (aa) Any other functions commensurate with the public image of the Club and the position of President



**16.1.3 Essential Experience and Skills:**

- (a) SLSA Bronze Medallion
- (b) Communicate effectively.
- (c) A good working knowledge of all aspects of SLSA's operations and activities
- (d) Have a good working knowledge of the Constitution, rules and the duties of all office holders and subcommittees.
- (e) Demonstrated maturity and judgement in decision making and conduct.
- (f) Strong integrity, accountability, and confidentiality
- (g) Firsthand knowledge of all aspects of Club activities
- (h) Awareness of WH&S policies

**16.1.4 Desirable Experience and Skills:**

- (a) Governance skills and experience
- (b) Senior Management role in medium or large-scale organisation
- (c) Ten years membership of Clovelly SLSC with at least five years as patrolling member
- (d) Supportive leader for all members

**16.1.5 Responsible to: The Management Committee**



## **16.2 Vice Presidents (x 2)**

### **16.2.1 Position Purpose:**

Assist the President as a Management Committee Member and deputise for President when required.

### **16.2.2 Main activities:**

- (a) Assist the President in efforts to ensure other office bearers receive appropriate guidance to ensure they can perform their role
- (b) Chair monthly Management Committee meetings in President's absence
- (c) Chair a range of sub committees at President's direction
- (d) Represent Club at a range of meetings and functions in company with or deputising for the President
- (e) Develop and maintain contacts with sponsors, supporters, Council representatives, politicians, and the senior personnel of other Clubs
- (f) Any other role delegated as the President's representative or proxy

### **16.2.3 Essential Experience and Skills:**

- (a) SLSA Bronze Medallion
- (b) Ability to communicate effectively
- (c) A high level of enthusiasm when representing the Club to members, other organisations, and the general public
- (d) Loyalty to the Club and its activities whilst maintaining confidentiality and respect towards members
- (e) Firsthand knowledge of all aspects of Club activities
- (f) Awareness of WH&S policies

### **16.2.4 Desirable Experience and Skills:**

- (a) Commercial business experience
- (b) Five years membership of Clovelly SLSC with at least two years as patrolling member
- (c) Knowledge of SLSA, SLSNSW and Sydney Branch activities
- (d) Have a good working knowledge of the Constitution, rules and the duties of all office holders and subcommittees
- (e) Strong integrity, accountability, and confidentiality

### **16.2.5 Responsible to: The President and the Management Committee**





## **16.3 Club Captain**

### **16.3.1 Position Purpose:**

- (a) The Club Captain is the figure head and representative of the active patrolling member of the Club and a Member of the Management Committee.
- (b) Club Captain is responsible for the daily running of the Club's patrols and operations.
- (c) Responsible for the efficient operation of all lifesaving activities and performance of all active members.

### **16.3.2 Main Activities**

- (a) Administer and organise patrols (rosters, experience/qualification spread)
- (b) Manage adherence to requirements as per Lifesaving Agreement and SOP's (quality assurance)
- (c) Coordinate pre-season preparation phase (equipment/uniforms, rostering, communication etc.)
- (d) Provide all patrolling members with a link to the updated "Clovelly SLSC Patrol Information" document for the upcoming season
- (e) Responsible for the conduct of patrolling members in the Club
- (f) Oversee the Gear Steward/IRB Officer concerning lifesaving gear, ensuring it is well maintained
- (g) Provide regular communication to Patrol Captains and members directly through Club's newsletters
- (h) Work with Chief Training Officer to address training requirements and deficiencies
- (i) Recommend actions to Club Lifesaving Committee and the Management Committee as needed
- (j) Liaise with Branch Director of Lifesaving
- (k) Submit monthly reports to the Management Committee
- (l) Manage patrols
- (m) Manage patrol captains and their teams
- (n) Maintain confidentiality on relevant matters
- (o) Manage Patrol Competition point scores and Club Patrol awards for recognition on presentation night
- (p) Manage the annual lifesaving equipment grant and purchase of relevant equipment.

### **16.3.3 Essential Experience and Skills**

- (a) Hold Bronze Medallion, Silver Medallion Beach Management, Advanced Resuscitation Techniques (ART) and First Aid awards.
- (b) Good understanding of Club culture and operations
- (c) Ability to organise and delegate tasks.
- (d) Awareness of WH&S policies
- (e) Can communicate effectively and possess good interpersonal skills.
- (f) A sound knowledge of surf lifesaving principles and philosophies
- (g) Computer and clerical skills

### **16.3.4 Desirable Experience and Skills**

- (a) IRB crewman's certificate
- (b) IRB driver's silver medallion
- (c) Active patrolling member for a minimum of four (4) years
- (d) Held the position of Assistant Club Captain for a minimum of one (1) year.
- (e) Strong integrity, accountability, and confidentiality
- (f) Been an active member in the Club who has participated in a variety of activities (g) Possess management / leadership skills.

### **16.3.5 Responsible to: The President and the Management Committee**



## 16.4 Nippers President

### 16.4.1 Position Purpose:

Assume responsibilities as the Management Committee member responsible for the management and operations of the Clovelly Nippers, the junior activities division of the Club, reporting to the Management Committee on operation of the Clovelly Nippers.

### 16.4.2 Main Activities:

- (a) Coordinate all junior activities related activities within the Club.
- (b) Act as primary contact for all junior activities related matters within the Club (c) Liaise with the Management Committee and Clovelly Nippers committee.
- (c) Coordinate participants for National, State and Branch run leadership and other development programs.
- (d) Chair the Clovelly Nippers committee.
- (e) Act as Club contact for Youth Development and Memberships of Surf Life Saving Sydney, SLSNSW and SLSA
- (f) Convene annual planning meetings of Clovelly Nippers
- (g) Arrange a delegate to the Management Committee for Junior Activities (e.g., Vice President of Nippers)
- (h) Present as the public face of Clovelly Nippers
- (i) Prepare and deliver sponsorship presentations to potential sponsors.
- (j) Communicate regularly with and service the needs of current sponsors and supporters.
- (k) Be a visible, approachable, and communicative regular presence around the Club and at Clovelly Nippers activities.
- (l) Submit a written monthly report to the Management Committee, including a financial report, for Clovelly Nippers and attend Management Committee meetings.
- (m) Regularly liaise with other Nippers' Club Presidents in Sydney Branch and, especially those within the Randwick Municipality; and
- (n) Attend any other functions as appropriate with the public image of the Clovelly Nippers

### 16.4.3 Essential Experience and Skills:

- (a) Bronze medallion holder
- (b) Strong Organisational & Delegation skills
- (c) Communication and interpersonal skills
- (d) Awareness of WH&S policies
- (e) Awareness of Member Protection and other Club policies
- (f) First-hand knowledge of the operation and management of Clovelly Nippers
- (g) Computer & clerical skills
- (h) Strong integrity, accountability, and confidentiality

### 16.4.4 Desirable experience and skills:

- (a) Previous position on the Nippers committee.
- (b) Senior workplace management role
- (c) At least 2 years as an active member

### 16.4.5 Responsible to: The President and the Management Committee.



## 16.5 Secretary

### 16.5.1 Position Purpose:

Assume responsibilities as Chief Administration Officer and act as a Management Committee member of the Club.

### 16.5.2 Main Activities:

- (a) Oversee and accept responsibility for general routine administration of the Club.
- (b) Direct and supervise the activities of the Administrative Assistant.
- (c) Make arrangements including agenda, venue, date, etc., for Club meetings in consultation with the Chairperson and advise members accordingly.
- (d) Collect and collate reports from office bearers.
- (e) Call for and receive nominations for Management Committee and other positions for the Club Annual General Meeting.
- (f) Take minutes of meetings and maintain a copy for records.
- (g) Receive, record, read, reply, and file correspondence promptly.
- (h) Provide a copy of all important correspondence in and out to the monthly meetings.
- (i) Collate and arrange printing of the annual report.
- (j) Ensure SurfGuard records are current.
- (k) Maintain files, including (but not limited to) legal documents, constitutions, leases and titles.
- (l) Act as the public officer of the Club if no other Management Committee member is appointed to that role, liaising with members of the public, affiliated bodies, and government agencies and in particular the NSW Department of Fair Trading.
- (m) Ensure circulation of minutes to the Management Committee in a timely manner.
- (n) Ensure achievement of relevant sections of the Club management plan.
- (o) Receive minutes of subcommittee meetings and present them to the Management Committee.
- (p) Present new Membership Applications to the Management Committee.
- (q) Despatch appropriate responses to correspondence.
- (r) Submit required returns to all relevant external bodies.
- (s) Receipt all monies received update records and pass monies to Treasurer.
- (t) Oversee production and distribution of monthly newsletter.
- (u) Maintain confidentiality on relevant matters.
- (v) Demonstrate a high level of enthusiasm when representing the Club to members, other organisations, and the general public.

### 16.5.3 Essential Experience and Skills:

- (a) SLSA Bronze Medallion
- (b) Demonstrated clerical and communication skills.
- (c) Computer literacy
- (d) Basic knowledge of SLSA operations and procedures
- (e) Strong organisational skills
- (f) Awareness of WH&S policies

### 16.5.4 Desirable Experience and Skills:

- (a) Knowledge and understanding of SurfGuard
- (b) Ability to communicate effectively
- (c) Ability to self-manage and delegate tasks
- (d) A good working knowledge of the Club Constitution and By-Laws
- (e) Some commercial business experience.
- (f) Strong integrity, accountability, and confidentiality

### 16.5.5 Responsible to: The President and the Management Committee



## 16.6 Treasurer

### 16.6.1 Position Purpose

To manage the income and expenditure of the Club and control all aspects of the financial operations to ensure that they are conducted efficiently, cost effectively and in accordance with all relevant regulations and legislation and act as a Management Committee member of the Club

### 16.6.2 Main Activities:

- (a) Act as the Chief Financial Officer for the Club
- (b) Drive the Management Committee to prepare annual budgets with assumptions for their respective areas
- (c) Collate and consolidate the area/divisional budgets into an overall Club budget
- (d) Produce relevant and timely financial reports and submit these to each Management Committee meeting as required and ensure they are understood
- (e) Monthly preparation of bank reconciliation and Profit & Loss comparing actual to budget
- (f) Monitor the actual v budget results monthly seeking explanation for material variation >10% so the Management Committee can be advised
- (g) Maintain the Club's accounting records including detailed records of all payments and monies received ensuring it is logically filed with authorised supporting documentation
- (h) Liaise with Club auditor regarding the annual audit and preparation of compliant financial statements for presentation to members at the Annual General Meeting
- (i) Cause the preparation of statutory returns and reports as required, specifically Activity Statement for the ATO ([www.ato.gov.au](http://www.ato.gov.au))
- (j) Liaise with Director Administration to ensure the entity is compliant with relevant Legislation and Regulations, particularly Associations Incorporation Act NSW (1984) ([www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)) and the Charitable Fundraising Act (1991) ([www.dgr.nsw.gov.au](http://www.dgr.nsw.gov.au)) and various taxation requirements
- (k) Collect membership fees and ensure that accompanying data is accurate and complete
- (l) Collect and collate income from all other sources
- (m) Balance and bank all monies collected
- (n) Ensure that sufficient funds are available on call to meet reasonably expected expenditure and that excess funds are safely and productively invested
- (o) Comment on affordability and practicality of all proposed major expenditure
- (p) Check and attend to payment of all approved accounts received. Cheques & EFTs authorised by two authorised executive members
- (q) Maintain agreed income payments in respect of contractors' wages and any other regular financial liabilities
- (r) Maintain accurate, up to date details of all monies received and expended.
- (s) Enter such details into MYOB system (or similar) and ensure that accounts are balanced and reconciled on a regular basis
- (t) Ensure production of detailed and audited annual accounts for presentation to members in the Annual Report and required returns to authorised bodies
- (u) Maintain a Policy of Loyalty to the Club and its activities whilst also maintaining confidentiality and respect towards members



**16.6.3 Essential Experience and Skills:**

- (a) SLSA Bronze Medallion
- (b) Prior bookkeeping, budgeting, and financial management experience, including dealing with financial auditors
- (c) Prior experience in the preparation of bank reconciliations, balance sheet and Profit & Loss statements
- (d) Well organised and able to work unsupervised and be self-motivated.
- (e) Understanding of the need for proper controls and governance over Club finances i.e., purchase orders (properly authorised with supporting documentation) payment/cheque requisitions (properly authorised with supporting documentation)
- (f) Able to keep correct up to date records.
- (g) Able to work in a logical orderly manner.
- (h) Time management skills
- (i) Demonstrated honesty and reliability.
- (j) Detailed knowledge of all aspects of the Clubs operations

**16.6.4 Desirable Experience and Skills:**

- (a) Develop and maintain awareness of information needed for the Annual Audit.
- (b) Experience of financial operations of relevant commercial organisation
- (c) Awareness of WH&S policies

**16.6.5 Responsible to: The President and the Management Committee**



## 16.7 Chief Training Officer (CTO)

### 16.7.1 Position Purpose:

To implement and maintain a development programme for all current and potential Club members on matters of lifesaving according to SLSA's guidelines and training manuals and act as a Management Committee member of the Club

### 16.7.2 Main Activities:

- (a) Lead and develop a team of trainers who will develop personnel to meet the operational needs of the Club
- (b) Coordinate all squads and their trainer/s
- (c) Assess, develop, and coordinate delivery of training solutions to meet the Club's Beach Management Plan and service quality issues
- (d) Positively support the policies, culture, operation and management of the Club, Branch, SLSNSW and SLSA
- (e) Follow procedures and protocols as outlined in SLSA and SLSNSW Training SOPs (f) Ensure all training sessions are efficient, records completed and filed
- (f) Ensure skill maintenance of awards are completed and recorded by required date/s and the Club Captain is updated with a list of non-proficient patrolling members.
- (g) Analyse skill mix throughout Club and develop training solutions where needed in consultation with the Club Captain.
- (h) Submit reports to the Management Committee
- (i) Participate as a member of the Management Committee
- (j) Arrange assessments through the Branch as required, ensuring follow-up as required
- (k) Attend Branch meetings (as required) and report to Branch and/or Club all relevant information
- (l) Liaise with Branch Education Officer
- (m) Monitor all squads and training officers during training and set realistic completion dates
- (n) Manage the training and development of current and potential training officers
- (o) Organise development and training courses for current members and encourage participation
- (p) Liaise with Clovelly Nipper's management to maximise flow of Junior Activities Members to the Club
- (q) Assist Clovelly Nipper's management in education of members and water safety personnel
- (r) Maintain confidentiality on relevant matters
- (s) Chair Education Committee meetings
- (t) Attend Lifesaving Committee meetings
- (u) Ensure all Certificates and Medallions are ready to be presented at the Club Presentation Day

### 16.7.3 Required Experience and Skills:

- (a) SLSA Bronze Medallion
- (b) Hold a SLSA Training Officer Award or be in the process of obtaining a Training Officer Award and hold the relevant training units of competency.
- (c) Demonstrated communication, supervision time management and interpersonal skills
- (d) Ability to organise and delegate tasks
- (e) Awareness of WH&S policies
- (f) Computer and clerical skills



**16.7.4 Desirable Experience and Skills:**

- (a) Holder of an advanced award such as an Assessors award
- (b) Registered Training Organisation, Educational Qualification, i.e., Certificate IV in Workplace Training and Assessment or Certificate IV in Training and Assessment
- (c) First Aid Certificate

**16.7.6 Responsible to: The President and the Management Committee**



## **16.8 Competition Captain**

### **16.8.1 Position Purpose:**

To encourage and facilitate participation and competition in surf sports, develop athletes within the Club and act as a Management Committee member of the Club.

### **16.8.2 Main Activities:**

- (a) Provide leadership and strategic direction relating to competition.
- (b) Set timetable of annual Club and Carnival events at start of Season
- (c) Organise coaching and training in competitive events and encourage participation.
- (d) Promote and conduct regular intra Club competition
- (e) Organise team and individual entries in inter Club carnivals and promote increased participation.
- (f) Plan and conduct special events as outlined in (b)
- (g) Represent competitors' interests in relation to equipment, training and travelling needs
- (h) Represent the Club at all competition related meetings.
- (i) Report to the Management Committee on competition programmes, results, requirements, and initiatives
- (j) Ensure that the Club meets its officials, water safety, IRB, and team management requirements at all carnivals that Club members participate in

### **16.8.3 Required Experience and Skills:**

- (a) SLSA Bronze Medallion
- (b) Previous involvement in intra Club and Carnival competition
- (c) Knowledge of Surf Sports Manual and related regulations
- (d) Adequate organisational, communication and interpersonal skills
- (e) Computer and clerical skills

### **16.8.4 Desirable Experience and Skills:**

- (a) Formal SLSA endorsed Coaching or Officiating Awards

### **16.8.5 Responsible to: The President and the Management Committee**





## **16.9 Assistant Secretary (Assistant Secretary)**

### **16.9.1 Position Purpose:**

Assist the Secretary in the main activities listed below.

### **16.9.2 Main Activities:**

- (a) Assist in planning Club meetings, including agenda, venue, date, collating reports & important correspondence etc.
- (b) Assist in the preparation and circulation of Minutes from meetings.
- (c) Assist with preparation of the AGM & Annual Report
- (d) Receive, record, read, reply and file correspondence promptly.
- (e) Assist in the storage of files, including (but not limited to) legal documents, constitutions, leases and titles;
- (f) Receive minutes of subcommittee meetings and present to the Management Committee;
- (g) Assist in preparation of paperwork for any new Associate or Long Service Membership Applications that need to be tabled at the Management Committee Meeting.
- (h) Assist with proofing of monthly newsletter
- (i) Maintain confidentiality on relevant matters.

### **16.9.3 Essential Experience and Skills:**

- (a) SLSA Bronze Medallion
- (b) Demonstrated clerical and communication skills.
- (c) Computer literacy
- (d) Basic knowledge of SLSA operations and procedures
- (e) Awareness of WH&S policies

### **16.9.4 Desirable Experience and Skills:**

- (a) Knowledge and understanding of Surfguard
- (b) Ability to communicate effectively
- (c) Knowledge of the Club Constitution and By-Laws
- (d) Some commercial business experience

### **16.9.5 Responsible to: The Secretary**



## **16.10 Assistant Treasurer (x 2)**

### **16.10.1 Position Purpose:**

To assist with the management of the income and expenditure of the Club and input into the control of all aspects of the financial operations to ensure that they are conducted efficiently, cost effectively and in accordance with all relevant regulations and legislation.

Assistant Treasurer (#1) is expected to succeed the Treasurer when the Treasurer retires from their role and is the alternate on the Management Committee for when the Treasurer is unavailable. The Assistant Treasurer (#1) is to manage accounts payable, the Eskimos accounts, and work towards understanding all the requirements of the Treasurer as part of succession planning.

Assistant Treasurer (#2) is usually the former Treasurer and is to provide assistance to the Treasurer with legacy issues and to ensure that the Treasurer has a smooth transition into their role. The Assistant Treasurer (#2) to provide input to the Management Committee on major capital works.

### **16.10.2 Main Activities:**

- (a) Act as the Assistant Treasurer for the Club and alternate to the Treasurer as required.
- (b) Assist with the preparation of annual budgets with assumptions for the respective areas
- (c) Input into relevant and timely financial reports
- (d) For transactions involved with, maintain the Club's accounting records including detailed records of all payments and monies received ensuring it is logically filed with authorised supporting documentation
- (e) Assist with the annual audit and preparation of compliant financial statements for presentation to members at the Annual General Meeting
- (f) Review the collection of membership fees and ensure that accompanying data is accurate and complete.
- (g) Review income from all other sources
- (h) Ensure that sufficient funds are available on call to meet reasonably expected expenditure and that excess funds are safely and productively invested.
- (i) Comment on affordability and practicality of all proposed major expenditure
- (j) Check and attend to payment of all approved accounts received. Cheques & EFTs authorised by two authorised executive members (#2)
- (k) Maintain payments in respect of contractors' wages and any other regular financial liabilities (#2)
- (l) Maintain accurate, up to date details of all monies received and expended (#2) (m) Input into the production of detailed and audited annual accounts for presentation to members in the Annual Report and required returns to authorised bodies (n) Maintain a Policy of Loyalty to the Club and its activities whilst also maintaining confidentiality and respect towards members

### **16.10.3 Essential Experience and Skills:**

- (a) SLSA Bronze Medallion
- (b) Prior accounting or bookkeeping experience
- (c) Prior experience in the preparation of bank reconciliations
- (d) Well organised and able to work unsupervised and be self-motivated.
- (e) Understanding of the need for proper controls and governance over Club finances, including payment/cheque requisitions (properly authorised with supporting documentation)
- (f) Able to keep correct up to date records.
- (g) Able to work in a logical orderly manner.



- (h) Time management skills
- (i) Demonstrated honesty and reliability.
- (j) Detailed knowledge of all aspects of the Clubs operations

**16.10.4 Desirable Experience and Skills:**

- (a) Prior experience in the preparation of balance sheet and Profit & Loss statements highly desirable
- (b) Develop and maintain awareness of information needed for the Annual Audit. (c) Experience of financial operations of relevant commercial organisation
- (c) Awareness of WH&S policies

**16.10.5 Responsible to: Treasurer**



## **16.11 Assistant Chief Training Officer**

### **16.11.1 Position Purpose:**

To assist the Chief Training Officer in the implementation and maintenance of a development programme for all current and potential Club members on matters of lifesaving according to SLSA guidelines and training manuals.

### **16.11.2 Main Activities:**

- (a) Monitor squads and training officers and assist where necessary
- (b) Encourage successful candidates to continue to advanced awards
- (c) Attend new member inductions as required and assist in allocation to squads.
- (d) Identify and encourage new training officers
- (e) Assist in identifying training needs and development of courses
- (f) Assist in organising proficiency training and assessment
- (g) Ensure maintenance of training equipment
- (h) Assist Clovelly Nipper's management in education of junior members and water safety personnel
- (i) Deputise for Chief Training Officer as required

### **16.11.3 Required Experience and Skills:**

- (a) SLSA Bronze Medallion
- (b) ARTC Certificate
- (c) SLSA Training Officers Certificate in either Bronze Medallion or ART
- (d) First Aid Certificate
- (e) Demonstrated communication, supervision time management and interpersonal skills
- (f) Ability to organise and delegate tasks
- (g) Awareness of WH&S policy
- (h) Maintain confidentiality on relevant matters

### **16.11.4 Desirable experience and skills:**

- (a) Computer and clerical skills
- (b) Holder of an advanced award such as an Assessor's Award
- (c) Registered Training Organisation, Educational Qualification, i.e., Certificate IV in Workplace Training and Assessment or Certificate IV in Training and Assessment
- (d) Assessor Units of Competency

### **16.11.5 Responsible to: Chief Training Officer**



## **16.12 Assistant Club Captain**

### **16.12.1 Position Purpose:**

To assist the Club Captain in ensuring the efficient operation of all Life Saving activities and the performance of all active members.

### **16.12.2 Main Activities:**

- (a) Develop skills/attributes and understanding of the Club Captain's role (succession planning)
- (b) Assist in rostering, supervision, and assessment of patrols
- (c) Assist and monitor performance of patrol captains
- (d) Identify training deficiencies and needs
- (e) Develop and maintain awareness of patrolling members concerns and desires (f) Attend Life Saving and Patrol Captain's meetings
- (f) Deputise for Club Captain as required
- (g) Maintain confidentiality on relevant matters

### **16.12.3 Required Experience and Skills:**

- (a) Hold Bronze Medallion, Silver Medallion Beach Management, Advanced Resuscitation Techniques (ART) and First Aid awards
- (b) Good understanding of Club culture and operations
- (c) Ability to organise and delegate tasks
- (d) Computer and clerical skills
- (e) Awareness of WH&S policies
- (f) Can communicate effectively and possess good interpersonal skills
- (g) Sound knowledge of SLSA principles and procedures

### **16.12.4 Desirable Experience and Skills:**

- (a) IRB Crewman's certificate
- (b) IRB Drivers Certificate
- (c) Active patrolling member for at least two years
- (d) At least one year as patrol captain
- (e) Ability to lead a team (management skills)

### **16.12.5 Responsible to: Club Captain**



## **16.13 IRB (Powercraft) Captain**

### **16.13.1 Position Purpose:**

To manage the maintenance and use of the IRBs and associated equipment including ensuring there are sufficient IRB drivers and crews to fulfil the Club's IRB patrol obligations and training purposes

### **16.13.2 Main Activities:**

- (a) Coordinate pre-season servicing of all powercraft
- (b) Ongoing coordination of servicing/repair of powercraft
- (c) Administration of fuelling systems/processes
- (d) Administration of defective equipment/fault reporting and resolution
- (e) Support and promote powercraft training in consultation with CTO and Club Captain
- (f) Recommend purchases and asset management decisions to the Management Committee
- (g) Responsible for housing/storage of powercraft
- (h) Ensure adherence of all powercraft to Standard Operating Procedures (including complementary equipment)
- (i) Provide regular communication to Patrol Captain's and members direct and in club's newsletter
- (j) Submit reports to the Club Captain
- (k) In consultation with the CTO, organise training for new drivers & crews
- (l) Ensure appropriate & operational tools, valves and safety equipment are on hand.
- (m) Communicate effectively and have good interpersonal skills
- (n) Maintain confidentiality on relevant matters

### **16.13.3 Required Experience & Skills:**

- (a) Bronze Medallion, IRB Crew & Silver Medallion IRB Driver awards
- (b) Awareness of WH&S policies
- (c) Well-organised
- (d) Active patrolling member for a minimum of two years
- (e) Basic knowledge and interest in mechanics

### **16.13.4 Desirable Experience & Skills:**

- (a) Holds one or more of the following awards: Training Officer IRB, ART, First Aid
- (b) Sound mechanical knowledge
- (c) Awareness of WH&S policies

### **16.13.5 Responsible to: Club Captain**



## **16.14 IRB (Powercraft) Vice Captain**

### **16.14.1 Position Purpose:**

To assist the IRB (Powercraft) Captain in the maintenance and use of the IRBs and associated equipment and ensuring there are sufficient IRB divers and crews to fulfil the Club's patrol obligations and training requirements.

### **16.14.2 Main Activities:**

- (a) Assist pre-season servicing of all powercraft
- (b) Assist ongoing coordination of servicing/repair of powercraft
- (c) Assist in adherence of all powercraft to Standard Operating Procedures (including complementary equipment)
- (d) Assist in annual IRB driver & crew proficiency
- (e) Develop awareness of the IRB (Powercraft) Captain's role and assume responsibility for the performance of those duties in the absence of the IRB (Powercraft) Captain.

### **16.14.3 Required Experience & Skills:**

- (a) SLSA Bronze Medallion
- (b) SLSA IRB driver's silver medallion
- (c) IRB crewman's certificate
- (d) Basic knowledge and interest in mechanics

### **16.14.4 Desirable Experience & Skills:**

- (a) IRB instructor's certificate
- (b) Sound mechanical knowledge
- (c) Awareness of WH&S policies
- (d) Minimum of 2 years active patrol experience

### **16.14.5 Responsible to: IRB (Powercraft) Captain.**



## **16.15. Assistant Competition Captain - Board**

### **16.15.1 Position purpose**

To ensure that all swim and craft competitors and events are coordinated at Club and carnival level.

### **16.15.2 Main Activities:**

- (a) Recruit potential competitors
- (b) Assist with training programs
- (c) Coordinate competition areas for the Club's benefit and operation
- (d) Coordinate Club competitors at carnival level
- (e) Assist Competition Captain on team selection for touring purposes
- (f) Report to the Gear Steward any lost equipment or any damaged equipment requiring repair or replacement
- (g) Assist with transport or arrange method of transport to & from carnivals in conjunction with competitors

### **16.15.3 Essential Experience and Skills:**

- (a) SLSA Bronze Medallion
- (b) Awareness of WH&S policies

### **16.15.4 Desired Experience and Skills:**

- (a) Familiarity with the rules of the swim &/or craft events and all categories associated (b) Completed one season as a patrolling member holding a bronze medallion
- (b) Competed in Sydney Branch carnivals or Club events in either category.
- (e) Ability to represent a competitor in the process of official protest in the event of the unavailability of Club Competition Captain
- (f) Competed in swim events at carnival level for 2 seasons.

### **16.15.5 Responsible to: Competition Captain**





## **16.16 Assistant Competition Captain - Beach**

### **16.16.1 Position Purpose:**

To ensure that all beach competitors and events are coordinated at Club and carnival level

### **16.16.2 Main Activities**

- (a) Recruit potential competitors
- (b) Assist with training programs
- (c) Coordinate competition areas for the Club's benefit and operation
- (d) Coordinate Club competitors at carnival level
- (e) Representative of the Club's Competition Captain for the beach area.
- (f) Assist Club's Competition Captain on team selection for touring purposes
- (g) Maintain all training equipment in conjunction with the gear steward
- (h) Assist with transport or arrange method of transport to & from carnivals in conjunction with competitors
- (i) Management of beach area for Club competition

### **16.16.3 Essential Experience & Skills:**

- (a) SLSA Bronze Medallion
- (b) Familiarity with the rules of the beach events and all associated categories
- (c) Completed one season as a patrolling member
- (d) Competed in Sydney Branch carnivals or Club events in either category
- (e) Awareness of WH&S policies

### **16.16.4 Desired Experience & Skills:**

- (a) Ability to represent a competitor in the process of official protest in the event of the unavailability of Club Competition Captain
- (b) Competed in beach events at carnival level for 2 seasons.

### **16.16.5 Responsible to: Competition Captain**



## **16.17 House Captain**

### **16.17.1 Position purpose**

To ensure that Club premises are regularly maintained and renovated.

### **16.17.2 Main Activities:**

- (a) Member of Building Management Sub-Committee
- (b) Maintain the Club's facilities.
- (c) Manage club contractors (cleaning, plumbing, electrical, etc.)
- (d) Manage the Club's building requirements set out by the local government ABCB requirements.

### **16.17.3 Essential Experience and Skills**

- (a) Familiarity with the rules and regulations to the building and safety codes set by the Local, State and Commonwealth Governments
- (b) Work or have worked within the building industry.
- (c) Awareness of WH&S policies

### **16.17.4 Desirable Experience and Skills**

- (a) Have handy man or equivalent skills to complete minor odd jobs.
- (b) Been a Club member for a minimum of three years.

### **16.17.5 Responsible to: Vice President**



## **16.18 Gym Manager**

### **16.18.1 Position Purpose:**

Maintain the equipment in the gym and ensure a safe environment for all gym users

### **16.18.2 Main Activities:**

- (a) Ensure that all equipment is in working order and fit for use and organisation of servicing and repair as required.
- (b) Make recommendations to the House Captain regarding the purchase of any new equipment and gym cleaning.
- (c) Have any broken or disused equipment removed from the Club.

### **16.18.3 Required experience and skills:**

- (a) Awareness of WH&S policies

### **16.18.4 Desirable experience and skills:**

- (a) Be a regular user of the gym

### **16.18.5 Responsible to: House Captain**



## **16.19 Patrol Captain**

### **16.19.1 Position purpose:**

To lead, manage and develop a patrol team

### **16.19.2 Main Activities:**

- (a) To ensure that identified high risk areas at Clovelly Beach are appropriately covered with Surf Life Saving Services in a proactive capacity.
- (b) In the event of an incident, assume command of resources available at their beach, on the advice of SurfCom, until the Duty Officer arrives.
- (c) Arrange with the Duty Officer for suitable de-briefings and/or peer support for Club members when required.
- (d) Take immediate steps to report any serious breach of Surf Life Saving safety policies and/or patrol deficiencies identified to the Club Captain
- (e) Liaise with the previous Patrol Captain/Lifeguard to identify any issues or hazards present.
- (f) Ensure all lifesaving equipment is checked before duty.
- (g) Allocate responsibilities to team members in case of emergency and/or rescue.
- (h) Ensure the safe positioning of lifesaving equipment.
- (i) Ensure a proper buffer zone exists between the surf craft area and the swimming area.
- (j) Ensure that all Lifesaving Services Personnel take a proactive approach to preventative measures.
- (k) Coordinate any search and rescue situation that may occur.
- (l) Be aware of and abide by the Local Government Act
- (m) Ensure the correct recording of information in logbooks, report forms etc.
- (n) Make themselves easily accessible to the public to answer any general enquiries.
- (o) Always have with them a radio (handheld) during patrol.
- (p) Complete all required documentation for the Club Captain
- (q) Attend the Lifesaving Committee meetings.
- (r) Encourage team members to participate in all Club activities.
- (s) Adhere to the SLSNSW rules and regulations as published in the patrol captain's manual.

### **16.19.3 Required Experience and Skills**

- (a) Holds awards as per SLSNSW SOP's
- (b) Leadership and decision-making qualities
- (c) Sound communication skills
- (d) Professionalism
- (e) Customer oriented manner
- (f) Ability to multitask.
- (g) Ability to work under pressure.
- (h) Has been a patrol member for a minimum of two seasons.
- (i) Has a sound knowledge of surf lifesaving procedures.
- (j) Awareness of WH&S policies
- (k) Computer and clerical skills

### **16.19.4 Desirable Experience and Skills**

- (a) Computer and clerical skills
- (b) Holds a Training Officer's award

### **16.19.5 Responsible to: Club Captain**



## **16.20 Gear Steward**

### **16.20.1 Position purpose**

To organise and maintain the Club's patrol equipment and ensure all patrol equipment is up to standard. This includes boards, tubes, shelters, flags, first aid kits, radios, chairs, tents, and any other equipment required whilst on patrol

### **16.20.2 Main Activities:**

- (a) Coordinate the preparation of all patrol equipment for the annual patrol inspection prior to the start of the patrolling season.
- (b) Maintain patrol equipment standard throughout the season
- (c) Coordinate the correct assembly of gear and equipment for competition, patrols, and training
- (d) Coordinate the maintenance and repair of gear and equipment
- (e) Maintain a record of gear and equipment in SurfGuard
- (f) Report to the Club Captain any loss or damage of gear and equipment
- (g) Recommend to the Club Captain purchase of replacement gear and equipment

### **16.20.3 Essential Experience and Skills**

- (a) SLSA Bronze Medallion
- (b) Active patrolling member for a minimum of one year
- (c) Ability to manage with assistance others
- (d) Awareness of WH&S policies
- (e) Organisational skills
- (f) Ability to meet deadlines

### **16.20.4 Desirable Experience and Skills**

- (a) Three years active service
- (b) Been an active member of the Club who has participated in a variety of activities

### **16.20.5 Responsible to: Club Captain**



## **16.21 Radio Officer**

### **16.21.1 Position Purpose**

To maintain the Club's radio communication system

### **16.21.2 Main Activities**

- (a) Pre-season servicing/programming check of all radios
- (b) Ongoing coordination of radio servicing/repair
- (c) Manage adherence to programming requirements and radio best practice
- (d) Recommend the purchase and replacement of Club radios and radio-bags to the Club Captain
- (e) Submit reports to the Club Captain (as required)
- (f) Ensure all radios are in working order ready for use at all times (charged)
- (g) Update the Club Captain with relevant information regarding the advancement of systems available to the Club
- (h) Attend the Lifesaving Committee Meetings

### **16.21.3 Essential Experience and Skills**

- (a) SLSA Bronze Medallion
- (b) Active patrol experience
- (c) Awareness of SLSNSW Standard Operating Procedures (radio related)
- (d) Communicate effectively and have good interpersonal skills and attitude (e) Well-organised
- (f) A sound knowledge of radio operations
- (g) A sound knowledge in the use and operation of electrical devices

### **16.21.4 Desired Experience and Skills**

A training officer certificate (Radio)

### **16.21.5 Responsible to: Club Captain**



## **16.22 First Aid Officer**

### **16.22.1 Position Purpose:**

Ensure that all first aid equipment, stores and requirements are maintained at the required levels and standards throughout the season

### **16.22.2 Main Activities:**

- (a) Maintain a fully stocked First Aid/Oxygen/AED Kits and First Aid Room (plus backup supplies)
- (b) Purchase and receive delivery of incidental supplies when needed within a budget approved by the Management Committee. If required, seek reimbursement for minor incidental expenditure.
- (c) Monitor adherence to cleaning and hygiene requirements of First Aid Room
- (d) Monitor equipment quality and expiry details of supplies (i.e., AED Pads)
- (e) Ensure training manikins are in good working order and have suitable hygiene supplies
- (f) Make recommendations to Club Captain on purchase of new training and patrol equipment and supplies
- (g) Attend Lifesaving Committee and patrol captain meetings
- (h) Maintain confidentiality on relevant matters

### **16.22.3 Required experience and skills:**

- (a) Hold Bronze Medallion, ART & First Aid
- (b) Patrolling experience for 2 years
- (c) Awareness of WH&S policies
- (d) Ability to communicate effectively and good interpersonal skills
- (e) Computer & clerical skills

### **16.22.4 Desirable experience and skills:**

- (a) Inventory management

### **16.22.5 Responsible to: Club Captain**



## 16.23 Junior Captain

### 16.23.1 Position Purpose:

Guide and assist the junior members (U14-U17 years) in completing their training, understanding, and fulfilling their patrol obligations, preparing for, and participating in competition and generally fully utilising and enjoying their membership.

### 16.23.2 Main Activities:

- (a) Coordinate all youth related programs within the Club
- (b) Act as primary contact for all youth related matters within the Club
- (c) Coordinate junior and U14-U17 year old activities
- (d) Coordinate participants for National, State and Branch run leadership and other development programs
- (e) Organise the perpetual Club Junior Lifesaver of the Year award and any related applications for state and regional programs
- (f) Coordinate the Club youth committee (if established)
- (g) Attend new member inductions and welcome junior members
- (h) Ensure junior members understand and comply with patrol obligations
- (i) Encourage junior members to regularly participate in Club competitions
- (j) Become and remain acquainted with junior members competitive interests and abilities
- (k) Ensure appropriate training facilities are provided for and utilised by junior members
- (l) Encourage participation by junior members in Carnivals
- (m) Ensure that any junior member grievances are understood and addressed by the Club Captain
- (n) Determine junior members social and entertainment preferences and ensure activities provided
- (o) Attend meetings of Lifesaving Committee to represent junior member positions
- (p) Attend meetings of Competition Committee to represent junior members

### 16.23.3 Required experience and skills:

- (a) Ability to communicate with and motivate young people
- (b) Computer and clerical skills
- (c) Organised and able to delegate tasks
- (d) Communication and interpersonal skills

### 16.23.4 Desirable experience and skills:

- (a) Knowledge of SLSA competition and training facilities
- (b) Active member for a minimum of 2 years
- (c) Awareness of Member Protection and other Club policies

### 16.23.5 Responsible to: Club Captain





## 16.24 Training Officer

### 16.24.1 Position Purpose:

Provide instruction to candidates for various SLSA awards including but not limited to bronze medallion, ARTC, IRB crewperson and driver

### 16.24.2 Main Activities:

- (a) Conduct training as directed by the CTO
- (b) Competently undertake training activities, ensuring a supportive training environment that meets all SLSNSW requirements and is conducive to learning
- (c) Develop a stimulating learning environment by using a variety of styles, techniques and approaches to present subject matter and practical techniques
- (d) Conduct training using SLSA/SLSNSW endorsed resources only
- (e) Ensure course participants understand the training methods and the expected outcomes as per course requirements
- (f) Ensure each participant of an accredited course completes a Training Enrolment Form in its entirety
- (g) Maintain accurate attendance records in accordance with SLSNSW requirements
- (h) Comply with all rules, regulations and requirements as documented in the SLSNSW (Training Division) Standard Operating Procedures and/or relevant legislation
- (i) Ensure each participant is made aware of the purpose and available of the SLSNSW Academy Handbook, in particular RPL opportunities and access and equity policies
- (j) Ensure Participant Evaluation of Course forms are provided to all participants on completion of training and collected and returned to the Branch Education Officer
- (k) Ensure a Training Course Report is completed at the end of each course and sent to the Branch Education Officer with course evaluation forms
- (l) Conduct all activities in conformance with procedures, work instructions and/or specifications and advise others to stop any activity if it is determined that the activity is in breach of these requirements
- (m) Ensure all activities are conducted in a manner that prevents and avoids risk to the occupational health and safety of any person and is in compliance with SLSNSW Occupational Health and Safety policy
- (n) Ensure all course participants develop and adopt safe practices in the training environment
- (o) Assist in the completion of member Incident Reports for training activities
- (p) Adopt a continuous improvement approach to carrying out all activities and contribute by making improvement recommendations to SLSNSW when they become apparent
- (q) Evaluate own performance on an on-going basis through continuous improvement and professional development activities
- (r) Ensure a VET Logbook is maintained with details of all training activities undertaken and other associated activities
- (s) Attend Club or Branch education meetings (as required)
- (t) Maintain a professional image of Surf Life Saving at all times
- (u) Ensure that candidates presented for examination are competent in all aspects of course
- (v) Ensure that candidates are given sufficient training on a surf beach
- (w) Liaise with other Instructors on progress of squads and any problems arising
- (x) Attend Education Committee Meetings



**16.24.3 Essential experience and skills:**

- (a) SLSA Bronze Medallion
- (b) ARTC
- (c) Communication skills
- (d) Minimum one season as an active patrolling member
- (e) Knowledge of the principles of competency-based training and the Vocational Education and Training Industry vocational competence in the award being delivered
- (f) Awareness of WH&S policies
- (g) Trainer qualifications and pre-requisite requirements as outlined in the SLSNSW Standard Operating Procedures (training Division) Human Resource Endorsement policy (HR 1.2)

**16.24.4 Desirable experience and skills:**

- (a) Service as a patrol captain or Industry supervision or training role

**16.24.5 Responsible to: Chief Training Officer (CTO)**



## **16.25 Surf Boat Captain**

### **16.25.1 Position purpose**

To manage all aspects of surfboat equipment and crews

### **16.25.2 Main Activities:**

- (a) Recruit potential competitors and encourage members to participate in boat training and competition
- (b) Assist with training programs
- (c) Ensure that the Club complies with the minimum requirements for the operation of a surf boat to Sydney Branch standards as required by the gear inspection committee
- (d) Coordinate Club surf boat competitors at carnival level
- (e) Representative of the Club's Competition Captain for the boat area
- (f) Assist Club's Competition Captain on team selection for touring purposes
- (g) Report to the Gear Steward any lost equipment or any damaged equipment requiring repair or replacement
- (h) Assist with transport or arrange method of transport to & from carnivals in conjunction with competitors
- (i) Maintain a clean and safe working environment within the boat shed
- (j) Maintain all equipment stored in the boat shed including the boat(s), trailer(s), legal documentation (registration and road worthiness)

### **16.25.3 Essential Experience and Skills**

- (a) SLSA Bronze Medallion
- (b) Familiarity with the rules of the boat events and all categories associated (c) Must have completed one season as a patrolling member
- (c) Awareness of WH&S policies

### **16.25.4 Desirable Experience and Skills**

- (a) Ability to represent the boat crew in the process of official protest in the event of the unavailability of Club's Competition Captain
- (b) Competed in Sydney Branch carnivals or Club events for one season
- (c) Boat rowing experience, including still water
- (d) Team leading skills
- (e) Physical fitness training or education

### **16.25.5 Responsible to: Competition Captain**



## **16.26 Recruitment Officer**

### **16.26.1 Position Purpose:**

Produce a continuing stream of new memberships.

### **16.26.2 Main Activities:**

- (a) Devise programmes to encourage Members to introduce friends or acquaintances as Active Members
- (b) Encourage Associate Members to become Active Members
- (c) Work with Clovelly Eskimos' committee to encourage their members to become Active Members
- (d) Develop programmes to present to schools, sporting bodies and community groups to encourage cross membership
- (e) Work with publicity officer to ensure that benefits of membership are conveyed to widest possible cross section of the public

### **16.26.3 Required experience and skills:**

Demonstrated ability to communicate in all mediums and at all levels

### **16.26.4 Desirable experience and skills:**

- (a) Knowledge of all aspects of Club operations
- (b) Active Member for a minimum of 2 years
- (c) Some involvement in SLSA training and competition

### **16.26.5 Responsible to: Vice President**



## **16.27 Work, Health & Safety (WH&S) Officer**

### **16.27.1 Position Purpose:**

Responsible for ensuring the safe and compliant operation of the surf club.

### **16.27.2 Main Activities:**

- (a) Ensure the Surf Club Work Health and Safety & Rehabilitation systems are up to date
- (b) Implement and oversee risk management procedures.
- (c) Set up, implement, and monitor injury reporting system.
- (d) Carry out investigations of surf club workplace incidents.
- (e) Set up, implement, and monitor Work Health & Safety education and training systems.
- (f) Implement systems to review workplace stress and critical incidents
- (g) Implement rehabilitation and “return to surf club duties” procedures.
- (h) Attend any Sydney Branch or SLSNSW WH&S meetings/training sessions.
- (i) Notify the President and relevant Committee member or House Captain of any WH&S issues identified.

### **16.27.3 Required Experience & Skills**

- (a) Experience working as a WH&S officer or similar role
- (b) Computer and clerical skills
- (c) Strong integrity, accountability, and confidentiality

### **16.27.4 Responsible to: Vice President**



## **16.28 Member Services Officer**

### **16.28.1 Position Purpose**

Core components of this role involve working collaboratively with other relevant club officer in the areas of:

- (a) Membership - Recruitment, retention, member welfare, leadership development
- (b) Member Development – Juniors & leadership
- (c) Member Recognition – internal & external
- (d) Organisational Development – structure, governance & compliance

### **16.28.2 Main Activities**

- (a) Manage the programs, policies, training, and resources relating to Member Services as determined by SLSNSW.
- (b) Develop and maintain youth and development programs.
- (c) Develop and maintain leadership programs that positively contribute to the future of SLSNSW.
- (d) Develop and maintain recruitment and retention programs in consultation with relevant personnel, Branch and SLSNSW
- (e) Develop and maintain member protection information in consultation with relevant personnel, Branch and SLSNSW
- (f) Coordinate Member Protection Information Officer training and maintain database as required.
- (g) Liaise with Support Officers to monitor member services programs.
- (h) Provide timely reports to the Management Committee on member services programs as required
- (i) Assist in grant proposals and other funding opportunities to support member services programs
- (j) Coordinate the recognition of members through external awards such as local community awards and Australia Day awards

### **16.28.3 Knowledge & Skills**

- (a) Communicate effectively.
- (b) Well-informed of the SLSNSW and Branch activities
- (c) Be aware of future directions and plans of members.
- (d) Demonstrate a high level of enthusiasm when representing the club to members, other organisations, and the general public
- (e) Maintain a policy of loyalty to the club and its activities whilst maintaining confidentiality and respect towards members
- (f) Maintain effective and efficient administration
- (g) Have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- (h) Must be a supportive leader for all members

### **16.28.4 Responsible to: Vice President**



## 16.29 Complaints Manager

### 16.29.1 Position Purpose:

Responsible for managing Complaints under the SLSA Policy which is made under clause 39 of the SLSA Constitution. It is binding on all Members of SLSA and is to be interpreted in accordance with the SLSA Constitution. It is a Membership directive under SLSA Regulation 4.

The Complaints Manager must not be the same person as the MPIO for the relevant Complaint.

### 16.29.2 Main Activities:

- (a) addressing any legitimate Complaint brought to their attention regarding the welfare, health and safety of all Members, Person in Position of Authority (PPA) and/or Participants in SLS;
- (b) dealing with all Complaints in a fair, timely and transparent manner, as appropriate;
- (c) escalating a Complaint as appropriate to ensure that appropriate persons are involved;
- (d) considering the reasonable wishes of all parties;
- (e) providing communication on a regular basis as to the progress of the Complaint;
- (f) clearly explaining the next steps and options to all parties involved in a Complaint of the Complaint procedures;
- (g) maintaining appropriate confidentiality regarding Complaints, subject always to legal requirements regarding disclosure, or if disclosure is necessary to deal with the Complaint;
- (h) reporting any serious issues involving children and young people (CYP) or allegations of Serious Criminal Offence to relevant authorities, in accordance with relevant State and Territory legislation; and
- (i) maintaining appropriate records of Complaints in a safe and confidential manner.

### 16.29.3 Required experience and skills:

- (a) An awareness and understanding of relevant SLS policies and procedures relating to complaints management.
- (b) Strong interpersonal and communication skills.
- (c) Good organisational skills
- (d) Willingness to undertake required training for the role.
- (e) Strong integrity, accountability, and confidentiality

### 16.29.4 Desirable experience and skills:

- (a) Previous experience managing complaints.
- (b) Familiarity with SLSNSW Child Protection Policies and the Working WWCC Guidelines
- (c) An understanding of privacy obligations and respect the rights of members as well as those who provide information.

### 16.29.5 Responsible to: Vice President



## **16.30 Member Protection and Information Officer**

### **16.30.1 Position Purpose:**

Responsible for the planning, implementation, and review of all member protection activities of a Surf Life Saving club.

### **16.30.2 Main Activities:**

- (a) Ensure the safety and welfare of surf lifesaving club members.
- (b) Assist in grievance and complaints resolution.
- (c) Act as an impartial body, offering a sounding board to bounce ideas off.
- (d) Refer complaints and grievances to Club Complaints Manager or other bodies in accordance with the complaints and grievance related club & SLSA policies.
- (e) Ensure all required member protection policies are in place and promoted within the club
- (f) Identify members in the club who require a WWCC, as per SLSNSW guidelines, and ensure they are cleared as per the guidelines from the Office of the Children's Guardian

### **16.30.3 Required experience and skills:**

- (a) An awareness and understanding of:
  - i. SLSA Policy 6.05 Member Protection
  - ii. SLSA 6.04 Child Safe Policy
  - iii. SLSA 6.04A Child Safe Commitment
  - iv. SLSA Child Safe Guidelines
  - v. SLSA 6.06 Complaints Resolution Policy
  - vi. SLSA codes of conduct
  - vii. Privacy requirements
- (b) possess good interpersonal and communication skills.
- (c) Good organisational skills
- (d) Undertake required training for the role.
- (e) Strong integrity, accountability, and confidentiality

### **16.30.4 Desirable experience and skills:**

- (a) Familiarity with SLSNSW Child Protection Policies and the Working WWCC Guidelines
- (b) An understanding of privacy obligations and respect the rights of members as well as those who provide information

### **16.30.5 Responsible to: Vice President**





## 16.31 Child Safe Co-ordinator

### 16.31.1 Position Purpose

The Child Safe Coordinator role is dedicated to improving the safety of children and young people in Surf Life Saving by sharing and actioning child safe information distributed by SLSNSW at a club/branch level.

The child safe coordinator does not investigate child-related incidents or complaints.

### 16.31.2 Main Activities

- (a) Be the single point of contact at a club/branch level for all child safe information distributed by SLSNSW.
- (b) Review all child safe information distributed by SLSNSW and share or action with relevant members of the club/branch.
- (c) Respond to requests for feedback made by SLSNSW in relation to child safety on behalf of the club/branch (e.g. respond to surveys; consult with club/branch and feed back to SLSNSW)
- (d) Review and advise the club/branch on best practice in relation to child safety at SLS activities and events.
- (e) Proactively promote SLS's policies and codes of conduct ensuring that they are understood and adhered to at both member and executive level.
- (f) Monitor and promote the completion of child safe awareness training within the club/branch.
- (g) Address any identified non-compliances with the SLSA Child Safe Policy with the club/branch executive committee.

### 16.31.3 Required experience and skills:

- (a) An awareness and understanding of:
  - i. SLSA Policy 6.05 Member Protection
  - ii. SLSA 6.04 Child Safe Policy
  - iii. SLSA 6.04A Child Safe Commitment
  - iv. SLSA Child Safe Guidelines
  - v. SLSA 6.06 Complaints Resolution Policy
  - vi. SLSA codes of conduct
  - vii. Privacy requirements
- (b) possess good interpersonal and communication skills.
- (c) Good organisational skills
- (d) Undertake required training for the role.
- (e) Strong integrity, accountability, and confidentiality

### 16.30.4 Desirable experience and skills:

- (a) Familiarity with SLSNSW Child Protection Policies and the Working WWCC Guidelines
- (b) An understanding of privacy obligations and respect the rights of members as well as those who provide information

### 16.31.5 Responsible to: Vice President



## **16.32 Registrar**

### **16.32.1 Position Purpose**

The Registrar is responsible for shall compiling and maintaining accurate records of membership, lifesaving awards, and other information pertaining to the operation and administration of the Club; provide copies of this information as required and perform these duties with the assistance of the Club's Executive officers and administrative staff and in liaison with the Surf Life Saving Association.

### **16.32.2 Main Activities**

- (a) Pre-season reviewing and administering all cadet and senior club member renewals.
- (b) Keeping SurfGuard up to date with relevant member information.
- (c) Processing new member applications in SurfGuard.
- (d) Processing transferring member requests in SurfGuard.
- (e) Updating prices in SurfGuard for membership following AGM.
- (f) Issuing fobs to new members and updating fob system to reflect changes in membership.
- (g) Work closely with the Nippers registrar to ensure all member requests are processed in a timely manner
- (h) Prepare reports for the Club Captain or other Management Committee members (as required)

### **16.32.3 Essential Experience and Skills**

- (a) Awareness of SLS Awards
- (b) Knowledge of member categories and fees in Clovelly Surf Club
- (c) PC literate
- (d) Knowledge of Membership processing requirements
- (e) Communicate effectively and have good interpersonal skills and attitude.
- (f) Well-organised.

### **16.32.4 Desired Experience and Skills**

- (a) Previous experience using SurfGuard, Fob system & Locker Key system

### **16.32.5 Responsible to: Secretary**



## **16.33 Publicity Officer**

### **16.33.1 Position Purpose:**

Present positive images of the Club, its members, activities, objectives, and environs to a wide cross section of the public, legislative and representative bodies through the use of all types of media

### **16.33.2 Main Activities:**

- (a) Work with Secretary and Management Committee to collate contributions to monthly newsletter
- (b) Arrange wide media circulation of newsletter contributions approved by the Management Committee
- (c) Attend Management Committee meetings (without voting rights), if requested by the Management Committee) to determine issues requiring publicity
- (d) Work with Recruitment Officer to develop and publicise programmes to attract new members
- (e) Assist Social Secretary with publicity for upcoming social events
- (f) Liaise with Competition Captain to publicise results of Club and inter Club competitions
- (g) Present draft media releases to the Management Committee for approval

### **16.33.3 Required experience and skills:**

- (a) Written and verbal communication skills
- (b) Knowledge of available media forms
- (c) Computer & Clerical Skills

### **16.33.4 Desirable experience and skills:**

- (a) Knowledge of all aspects of Club operations
- (b) Active Member for a minimum of 2 years
- (c) Some involvement in SLSA training and competition

### **16.33.5 Responsible to: Secretary**