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 2013

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 21st November 2022

Management Committee Meeting on 9th August 2023

Management Committee Meeting on 10th July 2024

Management Committee Meeting on 10th September 2024

Management Committee Meeting on 8th July 2026

TABLE OF CONTENTS

Table of Contents 2

1. PRELIMINARY 4

2. FINANCIAL CONTROLS RELATING TO DEBIT CARDS 4

3. PATROLS 4

3.1. Patrol Uniform 4

3.2. Patrol obligations 5

3.3. Substitutes 5

3.4. Missed Patrols 5

3.5. 100% Patrol Award 6

3.6. Roving Patrollers 6

3.7. Patrol Roster and allocation of members to patrol teams 6

3.8. Patrol Hours for Long Service at Clovelly 6

3.9. Patrol Hours for Competition and SLSA Patrol Service Awards 6

3.10. Exemption from Patrols 7

3.11. Skills Maintenance (Proficiency) 7

3.12. Patrol Parking Permits 7

4. IRB REGULATIONS 8

5. CLUB HOUSE 9

5.1. General 9

5.2. Gym 9

5.3. Security 9

5.4. Repair, Maintenance and Capital Expenditure 10

5.5. Ground Floor Level Hall 10

6. MONTHLY REPORT OF THE LIFESAVING COMMITTEE 11

7. MONTHLY REPORT OF THE EDUCATION COMMITTEE 11

8. REPORT OF THE COMPETITION COMMITTEE 11

9. COMPLAINTS, DISCIPLINE AND JUDICIARY 11

9.1. Judiciary Committee 11

10. CODE OF CONDUCT 11

11. LIFE MEMBERSHIP 12

11.1. Honours Committee 12

11.2. Criteria **12**

11.3. PROCESS **12**

12. Subsidiary clubs of the Clovelly SLSC ***14***

12.1. THE CLOVELLY ESKIMOS **14**

12.2. THE CLOVELLY NIPPERS **17**

12.3. THE CLOVELLY SWIMMING CLUB **20**

13. JOB DESCRIPTIONS ***22***

13.1 President 22
13.2 Vice Presidents (x 2) 24
13.3 Club Captain 25
13.4 Nippers President 27
13.5 Secretary 29
13.6 Treasurer 31
13.7 Chief Training Officer (CTO) 33
13.8 Competition Captain 35
13.9 Assistant Secretary 36
13.10 Assistant Treasurer (x 2) 37
13.11 Assistant Chief Training Officer 39
13.12 Assistant Club Captain 41
13.13 IRB (Powercraft) Captain 42
13.14 IRB (Powercraft) Vice Captain 43
13.15. Assistant Competition Captain - Board 44
13.16 Assistant Competition Captain - Beach 45
13.17 House Captain 46
13.18 Gym Manager 47
13.19 Patrol Captain 48
13.20 Gear Steward 50
13.21 Radio Officer 51
13.22 First Aid Officer 52
13.23 Junior Captain 53
13.24 Training Officer 55
13.25 Surf Boat Captain 57
13.26 Recruitment Officer 58
13.27 Work, Health & Safety (WH&S) Officer 59
13.28 Member Services Officer 60
13.29 Complaints Manager 62
13.30 Member Protection and Information Officer 64
13.31 Child Safe Co-ordinator 65
13.32 Registrar (role to be undertaken by Administration Assistant) 67
13.33 Publicity Officer 68

1. PRELIMINARY

1.1. 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.

1.2. 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.

1.3. These By-Laws come into force and are duly operative upon posting on the Club website.

1.4. 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.

1.5. These By-Laws are binding on each member of the Club in the same manner as if each member had subscribed their name thereto.

1.6. Definitions used in the Constitution apply to these By-Laws.

2. FINANCIAL CONTROLS RELATING TO DEBIT CARDS

This By-Law is created in accordance with Clause 28 of the Constitution to allow one signatory for Debit Cards with the following controls:

(a) The account used for debit cards, which by necessity requires only one signature, is only to be used for debit card transactions
(b) no cash advances are allowed
(c) transaction amount is to be within card holder's delegated authority unless prior approval is obtained by someone with the required delegation
(d) a debit card report is to be tabled at monthly meetings, showing name of card holder, amount and purpose
(e) a check of issued debit cards to be completed annually at or around first meeting following AGM to confirm only authorised individuals have cards
(f) all debit card holders to complete acknowledgement that they understand their obligations as a card holder.

3. PATROLS

Patrols are to be conducted in accordance with procedures contained within the Patrol Operations Manual, which incorporates the most recent Patrol Service Agreement entered into with SLSNSW and Sydney Branch. This can be found on the Club Website.

3.1. PATROL UNIFORM

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

The patrol uniform must not be worn in the Club bar area or at any time whilst not on patrol unless requested to do so by a member of the Management or Lifesaving Committee (eg for a sanctioned SLS purpose).

3.2. PATROL OBLIGATIONS

(a) All active members must perform patrol duties in accordance with the SLSA policies and procedures, Patrol Operations Manual, Club by-laws, and directives of the lifesaving committee and Club Captain

(b) A patrol member must be fit and able to safely perform patrol duties for the duration of their rostered patrol

(c) A patrol member must not leave the patrol area during a rostered patrol without the consent of the Patrol Captain

3.3. SUBSTITUTES

(a) If a member cannot attend a rostered patrol, they are asked to make reasonable efforts to arrange a substitute with the same or higher awards so the patrol can still meet its minimum requirements. The member should let the Patrol Captain know about the change. If they cannot find a substitute, they should ask the Patrol Captain for assistance in finding a substitute.

(b) Members must use the SurfGuard members' area to request a substitute. Members are encouraged to give as much notice as possible and to help each other where they can.

(c) If a substitute agrees to cover a patrol but does not attend, the original member will not be treated as having missed the patrol.

3.4. MISSED PATROLS

(a) A member who fails to carry out a rostered patrol for which no substitute has been arranged, will not be eligible for 100% patrol award, and must make-up the patrol before the end of the season

(b) If the member misses a second patrol without arranging a substitute, they may have their fob deactivated, so that they lose access to the club (including gym if relevant) until the patrol hours are made up. Once hours have been made up, to the satisfaction of the Club Captain, they will have their fob reactivated. An email will be sent to the member informing them of this decision

(c) If the member misses more than 25% of rostered patrols without arranging a substitute, or doing make up patrols, that season will not be counted toward long service, and the member may be referred by the Club Captain to the Club's Judiciary Committee for disciplinary action (refer Rule 9).

3.5. 100% Patrol Award

To qualify for Clovelly's 100% attendance award, the member must have attended all their rostered patrols or made reasonable attempts to obtain substitutes for missed patrols and completed either substitute or make-up patrols to the equivalent of their rostered number of patrols or hours.

3.6. Roving Patrollers

Roving patrols are not automatic and must be granted annually upon written application to the Lifesaving Committee.

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.

3.7. Patrol Roster and allocation of members to patrol teams

(a) Patrol Roster for the season is to be in accordance with the Patrol Service Agreement with SLSNSW.
(b) The allocation of members to Patrol Teams is to be done by the Lifesaving Committee
(c) Patrol Roster and Patrol Teams are to be submitted to the Management Committee for noting
(d) After the Roster and Patrol Teams are noted by the Management Committee, all members must be notified and Roster published on the club's website
(e) Applications for transfers, active reserve or roving patrols are to be dealt with by the Lifesaving Committee.

3.8. Patrol Hours for Long Service at Clovelly

(a) For a year of service to count toward long service at Clovelly, the member must have performed at least 75% of their rostered patrols
(b) Patrollers who complete water safety only (ie do not do other patrolling) will not have these hours counted toward long service at Clovelly, unless approval is given by Management Committee and noted in SurfGuard.
(c) A member's first season counts toward long service if they receive their first award and start patrolling before 31 December and complete their required patrols for the rest of that season. If they receive their award after 31 December, or miss patrols, that season does not count toward long service.

3.9. Patrol Hours for Competition and SLSA Patrol Service Awards

Patrol hours for purposes of Competition and National Patrol Service Awards will be recognised and recorded in accordance with the requirements, policies and guidelines of Surf Life Saving Australia (SLSA) and Surf Life Saving New South Wales (SLSNSW), as amended from time to time.

3.10. Exemption from Patrols

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).
(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.
(f) Special deployment while on military service.
(g) Members who hold Management Committee positions and other Office Bearers.

Members exempted under categories (d) to (g) above must be approved at a Management Committee meeting, noted in the minutes, and a note added to SurfGuard. Such seasons will count as a season of active service as long as they remain proficient.

3.11. Skills Maintenance (Proficiency)

(a) Members who have not completed their skills maintenance (formerly known as proficiency) by 31 December are not permitted to patrol or compete in any SLSA competition until they have obtained the required proficiency.
(b) Any member completing their proficiency after 31 December is eligible to patrol but is not 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.
(c) Any member completing their proficiency after 31 December is eligible to compete in interclub competition (non-championship).
(d) 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.

3.12. Patrol Parking Permits

Patrolling Members can park in the designated patrol parking spaces whilst on patrol. Members must register for a Randwick Council permit from the club and display it as required. Any fines incurred are the responsibility of the member.

4. IRB REGULATIONS

(a) The care of the IRB is vested in the IRB Captain.

(b) An IRB is not to be used without the permission of the IRB captain, except for patrol purposes, training outside of rostered patrol hours, or in an emergency. A report of such emergency is to be made without delay to the Club Captain.

(c) 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.

(d) Only a qualified and proficient IRB Club member driver is to drive the IRB.

(e) 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.

(f) A radio must be available in the IRB when it is in operation.

(g) IRBs are to not to be used for any purpose other than that incidental to lifesaving or competition.

(h) 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.

(i) If 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.

(j) 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.

(k) 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.

(l) An IRB must not leave the general Clovelly Beach and Gordon's Bay area, except under special circumstances. If 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.

(m) The crewperson of an IRB must have the appropriate crewperson's qualification as recognised by the SLSA and be proficient.

(n) At the conclusion of the patrol, the IRB driver must 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.

(o) The IRB and outpost trailer may be towed by ATV provided that the ATV:

i. does not exceed 9 km/hr

ii. does not carry more than the number of passengers permitted by the manufacturer.

iii. always has at least one patrol member walking in front of and behind the ATV between the boat storage area and the beach or Northern Outpost.

iv. is only to be used for official patrol, competition, or training purposes.

v. is to be used as close as possible to the start and end of patrol.

vi. is not to be left on the beach at any time.

vii. must be returned to the boat storage shed after each use.

viii. must be stored in the boat storage area after use; and

ix. must only be used with hazard lights functioning.

5. CLUB HOUSE

5.1. GENERAL

(a) The Club house hours of opening are 24 hours per day, unless determined otherwise by the Management Committee

(b) 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.

(c) 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.

5.2. GYM

(a) The gym is available for financial members only (general members excluded) who have paid the annual gym fee, unless specifically allowed by the Management Committee.

(b) No person under the age of 14 is permitted to use the gym.

(c) 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.

(d) All users of the gym must always wear a shirt, shorts and appropriate footwear. No wet costumes are to be worn.

(e) After use, members are to wipe down each piece of equipment ready for use by other members. All gym users must have their own towel for this purpose.

(f) All users of the gym must always abide by government health and safety requirements.

(g) All new gym members must complete a gym waiver form and be inducted into the gym.

(h) Probationary members while they are training to become active members may pay for and have access to the gym

(i) Commercial use of the gym by personal trainers is not permitted without express permission of the Management Committee

5.3. SECURITY

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

(a) members are not to lend their fob to any other person or allow a non-member into the secure area. Any person found to have done so may be referred to the Management Committee who may refer the matter to the Judiciary Committee.
(b) a lost fob must be reported immediately to the Registrar.
(c) a malfunctioning fob should be reported to the Registrar.
(d) a member may have their fob deactivated if membership fees have not been paid by the due date or they fail to perform patrol obligations
(e) a lost fob will be replaced after payment of a fee. The fee is as determined by the Management Committee from time to time.
(f) Locker and fob keys are not transferable and must be returned to the Registrar at the expiry of membership

5.4. Repair, Maintenance and Capital Expenditure

(a) 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.
(b) 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.
(c) 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.
(d) 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.

5.5. Ground Floor Level Hall

If a member, non-member, community, or sporting group wish to hire or use the hall, an application must be submitted to the Management Committee for its consideration advising:

(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
(e) if alcohol will be served/provided

If the application is approved, the Management Committee will determine the conditions of use, cost of hire and any security bond requirements.

No application for the use of the hall for 18th to 21st birthdays inclusive will be approved.

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.

6. MONTHLY REPORT OF THE LIFESAVING COMMITTEE

The Club Captain shall provide a report to the Management Committee monthly with updates on activities and issues since last meeting, and any areas requiring the Management Committee's approval or assistance.

7. MONTHLY REPORT OF THE EDUCATION COMMITTEE

The CTO shall provide a report to the Management Committee monthly with updates on activities and issues since last meeting, and any areas requiring the Management Committee's approval or assistance.

8. REPORT OF THE COMPETITION COMMITTEE

The Competition Captain shall provide a report to the Management Committee when relevant with updates on activities and issues, and any areas requiring the Management Committee's approval or assistance. Travelling, accommodation or competition fees recommended by the Competition committee should be tabled for approval by the Management Committee at the earliest opportunity, together with the plan to fund raise for the events.

9. COMPLAINTS, DISCIPLINE AND JUDICIARY

All complaints will be managed in accordance with SLSA policy 6.06 (Complaints Resolution) and Guideline 6.06.A (Complaints Handling Guideline) as amended from time to time and can be found in the Document Library of the SLS member's hub.

9.1. JUDICIARY COMMITTEE

(a) The Judiciary Committee shall deal with all matters referred to it by the Management Committee.

(b) The Judiciary Committee shall be appointed by the Management Committee as required and shall be drawn from Life Members and Management Committee Members

(c) The Judiciary Committee shall constitute no less than three members being either life members or management committee members, with at least one life member and one Management Committee Member being appointed.

(d) Any Member who has cited a member or is to give evidence is ineligible to sit on the judiciary committee with respect to that matter.

10. CODE OF CONDUCT

Clovelly SLSC and its members endorse and agree to abide by the SLSA Code of Conduct (CoC) as amended from time to time. The CoC can be found in Clause 6 of SLSA Policy 6.06 (Complaints Resolution).

11. 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.

11.1. HONOURS COMMITTEE

The honours committee is comprised of the President, Secretary, Club Captain, and a Life Member.

Three members of the Honours Committee shall form a quorum.

11.2. CRITERIA

(a) Be a Long Service member of Clovelly SLSC: that is an SLSA Award Member 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) The voluntary service rendered and the achievements during that period must be considered distinguished or special. Distinguished or special service is defined as consistent, sustained, and exceptional service or achievement and exemplary contributions beyond that expected of Clovelly SLSC members.

(c) The service must primarily be for the benefit and/or advancement of Clovelly SLSC. Service and achievements within Sydney Branch, SLSNSW, or SLSA may also be considered as a contribution to the nomination.

(d) Contributions made by the nominee to Clovelly SLSC can be wide and varied and all these should be considered: the number, type of roles, demands of each role, achievements, competitive records, and the period for which they were held. A role could be a Management Committee position, an Office bearer position, or another role within the club (for example trainer).

(e) The nominee shall have abided by the Code of Conduct. The nominee must have exhibited professional, ethical, and positive conduct during their membership.

11.3. PROCESS

(a) Nominations close by 30 March each year.

(b) Any Member may nominate a member of the Club 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 referred to the Honours Committee for consideration.

(e) 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.

(f) 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.

(g) 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.

(h) The nomination process is strictly confidential up until the nomination is endorsed by the Management Committee and notice is given to members.

(i) The nomination will be publicised as a Special Resolution (requiring two-thirds majority), 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.

(j) Only one nomination each year for Life Membership may be recommended by the Management Committee to the AGM, unless there are exceptional circumstances.

(k) Before consideration of the Special Resolution at the AGM, the nominee will be requested to leave the meeting while the resolution is being determined.

(l) The proposers may speak for the nomination at the AGM.

(m) 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.

12. SUBSIDIARY CLUBS OF THE CLOVELLY SLSC

12.1. 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 of 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 disciplining of Clovelly Eskimo members or other members will be in accordance

with By Law 9.

12. 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.

13. 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.

14. All invoices must be paid as and when they fall due.

15. 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.

16. Prior to conducting any water events, a risk assessment of the conditions is to be conducted to ensure the safety of members.

17. 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.

18. 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.

19. **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 membership.

(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 30th 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 15th 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.

12.2. 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 30th 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 9.

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. 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.

19. 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.

20. All invoices must be paid as and when they fall due.

21. The colours and cap must be the same as the Club's.

22. 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.

23. Prior to conducting any water events, a risk assessment of the conditions is to be conducted to ensure the safety of members.

24. 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.

12.3. 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 9.

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. 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.

15. 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.

16. All invoices must be paid as and when they fall due.

17. The colours and cap must be the same as the Club's.

18. 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.

19. Prior to conducting any water events, a risk assessment of the conditions is to be conducted to ensure the safety of members.

20. 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.

13. JOB DESCRIPTIONS

13.1 *PRESIDENT*

13.1.1 Position Purpose:

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

13.1.2 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) Be responsible for Club planning, including succession and business planning

(l) Ensure all Club activities are carried out within the laws of NSW

(m) Liaise with Management Committee members and provide guidance as required or appropriate to ensure functions of the committee members are satisfactorily completed

(n) Present as the public face of Clovelly SLSC at a range of functions involving Randwick City Council, other Clubs, carnivals, politicians etc.

(o) Ensure appropriate attendance at relevant meetings, eg Sydney Branch and Council

(p) Be prime phone contact person for Branch and Randwick City Council

(q) Negotiate and manage lease arrangements and ongoing related issues with Randwick City Council and Licence holders

(r) Negotiate with RCC officers on a range of matters concerning Club operations including insurance, water rates, car parking, repairs to premises etc.

(s) Be a visible, approachable, and communicative regular presence around Club premises and at Club activities

(t) Read, reply to, and communicate to Management Committee mail addressed to President

(u) Coordinate appropriate emergency decisions when such emergency circumstances arise

(v) Regularly liaise with other Club Presidents, especially those in Randwick District.

(w) Demonstrate a high level of enthusiasm when representing the Club to members, other organisations, and the general public

(x) Maintain a policy of loyalty to the Club and its activities whilst maintaining confidentiality and respect towards members

(y) Any other functions commensurate with the public image of the Club and the position of President

13.1.3 Essential Experience and Skills:

(a) SLSA Award Member

(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) Understanding of all aspects of Club activities

(h) Awareness of WH&S policies

13.1.4 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

13.1.5 Responsible to: The Management Committee

13.2 VICE PRESIDENTS (X 2)

13.2.1 Position Purpose:

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

13.2.2 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

13.2.3 Essential Experience and Skills:

(a) SLSA Bronze Medallion

(b) Ability to communicate effectively

(c) Strong integrity, accountability, and confidentiality

(d) A high level of enthusiasm when representing the Club to members, other organisations, and the general public

(e) Loyalty to the Club and its activities whilst maintaining confidentiality and respect towards members

(f) Firsthand knowledge of all aspects of Club activities

(g) Awareness of WH&S policies

13.2.4 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

13.2.5 Responsible to: The President and the Management Committee

13.3 CLUB CAPTAIN

13.3.1 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.

13.3.2 Main Activities

(a) Administer and organise patrols (rosters, experience/qualification spread)

(b) Manage adherence to requirements as per Lifesaving Agreement and SOP's

(c) Coordinate pre-season preparation (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.

13.3.3 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) Strong integrity, accountability, and confidentiality

(d) Ability to organise and delegate tasks.

(e) Awareness of WH&S policies

(f) Can communicate effectively and possess good interpersonal skills.

(g) A sound knowledge of surf lifesaving principles and philosophies

(h) Computer and clerical skills

13.3.4 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) Been an active member in the Club who has participated in a variety of activities

(f) Possess management / leadership skills.

13.3.5 Responsible to: The President and the Management Committee

13.4 NIPPERS PRESIDENT

13.4.1 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.

13.4.2 Main Activities:

(a) Coordinate all junior activities within the Club.

(b) Act as primary contact for all junior activities matters within the Club

(c) Liaise with the Management Committee and Clovelly Nippers committee.

(d) Coordinate participants for National, State and Branch run leadership and other development programs.

(e) Chair the Clovelly Nippers committee.

(f) Act as Club contact for Youth Development and Memberships of Surf Life Saving Sydney, SLSNSW and SLSA

(g) Convene annual planning meetings of Clovelly Nippers

(h) Attend Management Committee meetings

(i) Present as the public face of Clovelly Nippers

(j) Prepare and deliver sponsorship presentations to potential sponsors.

(k) Communicate regularly with and service the needs of current sponsors and supporters.

(l) Be a visible, approachable, and communicative regular presence around the Club and at Clovelly Nippers activities.

(m) Submit a written monthly report to the Management Committee, for Clovelly Nippers

(n) Regularly liaise with other Nippers' Club Presidents in Sydney Branch and, especially those within the Randwick Municipality; and

(o) Attend other functions to represent the Clovelly Nippers

13.4.3 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

13.4.4 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

13.4.5 Responsible to: The President and the Management Committee.

13.5 SECRETARY

13.5.1 Position Purpose:

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

13.5.2 Main Activities:

(a) Oversee and accept responsibility for general routine administration of the Club.

(b) Direct and supervise the activities of the Administrative Assistant/s.

(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, ACNC and 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) Dispatch 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.

13.5.3 Essential Experience and Skills:

(a) SLSA Award

(b) Strong integrity, accountability, and confidentiality

(c) Demonstrated clerical and communication skills.

(d) Computer literacy

(e) Basic knowledge of SLSA operations and procedures

(f) Strong organisational skills

(g) Awareness of WH&S policies

13.5.4 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.

13.5.5 Responsible to: The President and the Management Committee

13.6 TREASURER

13.6.1 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

13.6.2 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)

(j) Liaise with Club Secretary to ensure the entity is compliant with relevant Legislation and Regulations, including ACNC, Associations Incorporation Act NSW (1984) (www.fairtrading.nsw.gov.au) and the Charitable Fundraising Act (1991) (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 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

13.6.3 Essential Experience and Skills:

(a) SLSA Award

(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

13.6.4 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

13.6.5 Responsible to: The President and the Management Committee

13.7 Chief Training Officer (CTO)

13.7.1 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

13.7.2 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

(g) 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.

(h) Analyse skill mix throughout Club and develop training solutions where needed in consultation with the Club Captain.

(i) Submit reports to the Management Committee

(j) Participate as a member of the Management Committee

(k) Arrange assessments through the Branch as required, ensuring follow-up as required

(l) Attend Branch meetings (as required) and report to Branch and/or Club all relevant information

(m) Liaise with Branch Education Officer

(n) Monitor all squads and training officers during training and set realistic completion dates

(o) Manage the training and development of current and potential training officers

(p) Organise development and training courses for current members and encourage participation

(q) Liaise with Clovelly Nipper's management to maximise flow of Junior Activities Members to the Club

(r) Assist Clovelly Nipper's management in education of members and water safety personnel

(s) Maintain confidentiality on relevant matters

(t) Chair Education Committee meetings

(u) Attend Lifesaving Committee meetings

(v) Ensure all Certificates and Medallions are ready to be presented at the Club Presentation Day

13.7.3 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

13.7.4 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

13.7.5 Responsible to: The President and the Management Committee

13.8 COMPETITION CAPTAIN

13.8.1 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.

13.8.2 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

13.8.3 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

13.8.4 Desirable Experience and Skills:

(a) Formal SLSA endorsed Coaching or Officiating Awards

13.8.5 Responsible to: The President and the Management Committee

13.9 ASSISTANT SECRETARY

13.9.1 Position Purpose:

Assist the Secretary in the main activities listed below.

13.9.2 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.

13.9.3 Essential Experience and Skills:

(a) SLSA Award

(b) Demonstrated clerical and communication skills.

(c) Computer literacy

(d) Basic knowledge of SLSA operations and procedures

(e) Awareness of WH&S policies

13.9.4 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

13.9.5 Responsible to: The Secretary

13.10 ASSISTANT TREASURER (X 2)

13.10.1 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.

13.10.2 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

(k) Maintain payments in respect of contractors' wages and any other regular financial liabilities

(l) Maintain accurate, up to date details of all monies received and expended

(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

13.10.3 Essential Experience and Skills:

(a) SLSA Award

(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

13.10.4 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

(d) Awareness of WH&S policies

13.10.5 Responsible to: Treasurer

13.11 Assistant Chief Training Officer

13.11.1 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.

13.11.2 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

13.11.3 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

13.11.4 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

13.11.5 Responsible to: Chief Training Officer

13.12 ASSISTANT CLUB CAPTAIN

13.12.1 Position Purpose:

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

13.12.2 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

(g) Deputise for Club Captain as required

(h) Maintain confidentiality on relevant matters

13.12.3 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

13.12.4 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)

13.12.5 Responsible to: Club Captain

13.13 IRB (POWERCRAFT) CAPTAIN

13.13.1 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

13.13.2 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

13.13.3 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

13.13.4 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

13.13.5 Responsible to: Club Captain

13.14 IRB (POWERCRAFT) VICE CAPTAIN

13.14.1 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.

13.14.2 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.

13.14.3 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

13.14.4 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

13.14.5 Responsible to: IRB (Powercraft) Captain.

13.15. ASSISTANT COMPETITION CAPTAIN - BOARD

13.15.1 Position purpose

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

13.15.2 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

13.15.3 Essential Experience and Skills:

(a) SLSA Bronze Medallion

(b) Awareness of WH&S policies

13.15.4 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

(c) Competed in Sydney Branch carnivals or Club events in either category.

(d) Ability to represent a competitor in the process of official protest in the event of the unavailability of Club Competition Captain

(e) Competed in swim events at carnival level for 2 seasons.

13.15.5 Responsible to: Competition Captain

13.16 Assistant Competition Captain - Beach

13.16.1 Position Purpose:

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

13.16.2 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

13.16.3 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

13.16.4 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.

13.16.5 Responsible to: Competition Captain

13.17 HOUSE CAPTAIN

13.17.1 Position purpose

To ensure that Club premises are regularly maintained and renovated.

13.17.2 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.

13.17.3 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

13.17.4 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.

13.17.5 Responsible to: Vice President

13.18 GYM MANAGER

13.18.1 Position Purpose:

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

13.18.2 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.

13.18.3 Required experience and skills:

(a) Awareness of WH&S policies

13.18.4 Desirable experience and skills:

(a) Be a regular user of the gym

13.18.5 Responsible to: House Captain

13.19 PATROL CAPTAIN

13.19.1 Position purpose:

To lead, manage and develop a patrol team

13.19.2 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.

13.19.3 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

13.19.4 Desirable Experience and Skills

(a) Computer and clerical skills

(b) Holds a Training Officer's award

13.19.5 Responsible to: Club Captain

13.20 GEAR STEWARD

13.20.1 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

13.20.2 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

13.20.3 Essential Experience and Skills

(a) SLSA Award

(b) Active patrolling member for a minimum of one year

(c) Ability to manage others

(d) Awareness of WH&S policies

(e) Organisational skills

(f) Ability to meet deadlines

13.20.4 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

13.20.5 Responsible to: Club Captain

13.21 RADIO OFFICER

13.21.1 Position Purpose

To maintain the Club's radio communication system

13.21.2 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 always working order ready for use (charged)

(g) Update the Club Captain with relevant information regarding the advancement of systems available to the Club

(h) Attend the Lifesaving Committee Meetings

13.21.3 Essential Experience and Skills

(a) SLSA Award

(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

13.21.4 Desired Experience and Skills

A training officer certificate (Radio)

13.21.5 Responsible to: Club Captain

13.22 First Aid Officer

13.22.1 Position Purpose:

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

13.22.2 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

13.22.3 Required experience and skills:

(a) Hold 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

13.22.4 Desirable experience and skills:

(a) Inventory management

13.22.5 Responsible to: Club Captain

13.23 JUNIOR CAPTAIN

13.23.1 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.

13.23.2 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

13.23.3 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

13.23.4 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

13.23.5 Responsible to: Club Captain

13.24 Training Officer

13.24.1 Position Purpose:

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

13.24.2 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 completes a Training Enrolment Form in its entirety

(g) Maintain accurate attendance records in accordance with SLSNSW requirements

(h) Ensure all documentation is completed and actioned in accordance with current training requirements as advised by club, branch, state, or SLSA.

(i) Ensure all activities are conducted in a manner that minimises risk in compliance with SLSNSW Occupational Health and Safety policy

(j) Ensure all course participants develop and adopt safe practices in the training environment

(k) Attend Club or Branch education meetings (as required)

(l) Ensure that candidates presented for examination are competent in all aspects of course

(m) Ensure that candidates are given sufficient training on a surf beach

(n) Liaise with other Instructors on progress of squads and any problems arising

13.24.3 Essential experience and skills:

(a) SLSA Bronze Medallion

(b) ARTC

(c) Communication skills

(d) Minimum one season as an active patrolling member

(e) Awareness of WH&S policies

(f) Trainer qualifications and pre-requisite requirements as outlined in the SLSNSW Standard Operating Procedures (training Division) Human Resource Endorsement policy (HR 1.2)

13.24.4 Desirable experience and skills:

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

13.24.5 Responsible to: Chief Training Officer (CTO)

13.25 SURF BOAT CAPTAIN

13.25.1 Position purpose

To manage all aspects of surfboat equipment and crews

13.25.2 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)

13.25.3 Essential Experience and Skills

(a) SLSA Award

(b) Familiarity with the rules of the boat events and all categories associated

(c) Must have completed one season as a patrolling member

(d) Awareness of WH&S policies

13.25.4 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

13.25.5 Responsible to: Competition Captain

13.26 RECRUITMENT OFFICER

13.26.1 Position Purpose:

Produce a continuing stream of new memberships.

13.26.2 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

13.26.3 Required experience and skills:

Demonstrated ability to communicate in all mediums and at all levels

13.26.4 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

13.26.5 Responsible to: Vice President

13.27 Work, Health & Safety (WH&S) Officer

13.27.1 Position Purpose:

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

13.27.2 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.

13.27.3 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

13.27.4 Responsible to: Vice President

13.28 Member Services Officer

13.28.1 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

13.28.2 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

13.28.3 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

13.28.4 Responsible to: Vice President

13.29 COMPLAINTS MANAGER

13.29.1 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.

13.29.2 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.

13.29.3 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

13.29.4 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.

13.29.5 Responsible to: Vice President

13.30 MEMBER PROTECTION AND INFORMATION OFFICER

13.30.1 Position Purpose:

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

13.30.2 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

13.30.3 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

13.30.4 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

13.30.5 Responsible to: Vice President

13.31 CHILD SAFE CO-ORDINATOR

13.31.1 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.

13.31.2 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.

13.31.3 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

13.31.4 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

13.31.5 Responsible to: Vice President

13.32 REGISTRAR (ROLE TO BE UNDERTAKEN BY ADMINISTRATION ASSISTANT)

13.32.1 Position Purpose

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

13.32.2 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)

13.32.3 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.

13.32.4 Desired Experience and Skills

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

13.32.5 Responsible to: Secretary

13.33 PUBLICITY OFFICER

13.33.1 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

13.33.2 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

13.33.3 Required experience and skills:

(a) Written and verbal communication skills

(b) Knowledge of available media forms

(c) Computer & Clerical Skills

13.33.4 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

13.33.5 Responsible to: Secretary