

# WANDA SURF LIFE SAVING CLUB INC REGULATIONS



Established July 2019

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# The Regulations of Wanda Surf Life Saving Club Inc

## BACKGROUND

- (a) These regulations are made under Rule 23 of the Wanda SLSC Constitution. They contain various directions and requirements of the Club, which are binding on the Club and Members of the Club, but are not of a nature, which justifies inclusion in the Wanda SLSC Constitution. These Regulations are to be interpreted in accordance with and are subject to the Wanda SLSC Constitution.
- (b) These Regulations are made for the dominant purpose of ensuring a safe and fair system or framework within which surf lifesaving at the Club may be regulated and conducted. These Regulations are not made for any competitive purpose and in particular, not for the purpose of deterring or preventing a person from participating or competing in any competition or activity conducted or organised by the Club.
- (c) Defined terms used in these Regulations have the same meaning as they would have if used in the Constitution.
- (d) Any ruling by the Committee on the interpretation of these Regulations is final and conclusive for the purpose of the matter in respect of which the ruling is made.

## 1.0 TYPES OF MEMBERSHIP

The Members of the Club shall consist of the following:

### 1.1 Active Members

Who shall hold a Bronze Medallion, fulfil patrol and/or Club obligations and qualify in an annual proficiency test (unless that Member has obtained their Bronze Medallion in that season). Active Members shall have the right to be present to debate and to vote at General Meetings.

### 1.2 Reserve Active Members

A Member who applies in writing to the Board of Management (BOM), may, with the approval of the Board be transferred to Reserve Active Membership if the Member has been an Active Member for a commutative period of eight (8) years – or such lesser period as the Board, may in special circumstances, approve – since the date on which the Member gained the Bronze Medallion, or such later date as the Board may approve in computing the continuous period of 8 years referred to this Regulation.

- (i) Time spent on leave of absence granted to enable the Member to perform service as a member of the Armed Forces of Australia is to be counted as time spent as an Active Member; and

- (ii) Time spent on leave of absence other than time referred to in paragraph Regulation 1.2 (i) (including without limitation, as a result of injury or maternity leave) is not to be counted as time spent as an Active Member however is not to be regarded as having broken the continuity of the period.

**1.2.1** An Applicant for Membership who have been granted Reserve Active Membership, or the equivalent, of another Club affiliated with Surf Life Saving Australia (SLSA) may, in the discretion of the BOM and subject to any conditions the BOM may impose, be admitted to Reserve Active Membership of the Club.

**1.2.2** Entitled to vote at General Meetings.

### **1.3 Award Members**

**1.3.1** Award Membership may be granted by the BOM to persons who hold a current SLSA Award of one or more of the following designations:

- Radio Award
- Advance Resuscitation Technique Certificate
- First Aid Certificate; or
- Any other award as defined by the SLSA Regulations

**1.3.2** Persons granted Award Membership shall perform duties as directed by the Club within the scope of their qualifications.

**1.3.3** Nipper parents who do Water Safety will be eligible to gain their Surf Rescue Certificate or Bronze medallion and will also be classified as an Award Member. Not entitled to vote at General Meetings.

### **1.4 Service Members**

**1.4.1** Shall be an Active and Reserve Active Member who is currently in the Armed Forces of Australia who is doing active duties who can apply in writing to the BOM for exception from patrols during the time they are actively involved with the services.

- (i) Time spent on leave of absence granted to enable the Member to perform service as a Member of the Armed Forces of Australia is to be counted as time spent as an Active or Reserve Active Member.

**1.4.2** Entitled to vote at General Meetings.

### **1.4.3 Honorary / Service Members - Life Members and Distinguished Service**

Shall be Members who have done exceptional service and rewarded by the Members of the Club with Life Membership and Distinguished Service Membership at an Annual General Meeting.

These Members are entitled to vote at Annual General Meetings and Special General Meetings of the Club.

## **1.5 Long Service Members:**

**1.5.1** Shall be an Active Member or Reserve Active Member who applies in writing to the BOM may, in the discretion of the BOM, be transferred to Long Service Membership if the Member has been an Active Member for a cumulative period of ten (10) years since gaining the Bronze Medallion or a Reserve Active Member for a cumulative period of four (4) years since gaining Reserve Active Membership. Minimum age is twenty-five (25) years.

**1.5.2** In computing the continuous period of ten (10) years Active Membership or four (4) years as Reserve Active Membership referred to Regulation 1.5.1

- (i) Time spent on leave of absence granted to enable the Members to perform service as a member of the Armed Forces of Australia is to be counted as time spent as an Active or Reserve Active Member; and
- (ii) Time spent on leave of absence other than time referred to in Regulations 1.5.1 (i) (including, without limitation, as a result of injury or maternity leave) is not to be counted as time spent as an Active or Active Reserve Member however is not to be regarded as having broken the continuity of the period.
- (iii) The Board may in, special circumstances, approve Long Service Membership for less than ten (10) years Active Membership or four (4) years Reserve Active Membership if the member's contribution is significant over the same period of time in other areas of the Club.

**1.5.3** An applicant for membership who has been granted Long Service Membership, or the equivalent, of another Club affiliated with SLSA may, in the discretion of the BOM and subject to any conditions the BOM may impose, be admitted to Long Service Membership of the Club.

**1.5.4** Entitled to vote at General Meetings.

## **1.6 Country Membership**

**1.6.1** Shall be an Active Member or Reserve Active Member who applies in writing to the BOM for this Membership which is for Members undertaking studies in Country areas, Interstate or overseas.

- (i) Time spent on leave on Country Membership will not counted as time spent as an Active or Reserve Active Member but is not to be graded as an Active or Active Reserve Member and is not to be regarded as having broken the continuity of the period.

## **1.7 Honorary Members**

**1.7.1** The BOM may appoint Honorary Members without requiring any Application for Membership, for any period not exceeding one (1) year at any one time, as long as the number of persons holding Honorary Membership, granted under this Regulation, does not exceed forty (40) at any one time. Honorary Members are not eligible to vote at a Club's Annual General Meeting or Special General Meeting.

### **1.7.2 Patron Emeritus**

When the patron retires from the role, the Board may elect to bestow the title of Patron Emeritus, if the retiring patron has served for more than 10 years and has exemplary service in that role. The Patron Emeritus shall have full access to Club facilities and be welcome at all Club functions as a VIP. The Patron Emeritus is not eligible to vote at the Club's Annual General Meeting. The title of Emeritus Patron shall be bestowed for life.

## **1.8 Junior Members shall comprise of:**

### **1.8.1 Under 15 Members**

Shall be a Member of the age qualification as determined in SLSA's Manuals (i.e. Under 15 years old) who has obtained the Surf Rescue Certificate and has passed the annual proficiency test, Under 15 Members are not entitled to vote at General Meetings unless they have gained their Bronze Medallion

### **1.8.2 Junior Activity Members (JAG)**

Shall be a person who shall be a minimum age of five (5) years and up to a maximum age of thirteen (13) years as determined by SLSA's Manuals and such person shall be required to gain the relevant Surf Education Certificate for that person's age group. Junior Activities Group Members are not entitled to vote at General Meeting; and

Shall pay a year Membership Fee as agreed to by the BOM after recommendation from the JAG Sub Committee of the Club.

Not entitled to vote at general Meetings.

## **1.9 Associate Members**

- 1.9.1** Applications for Associate Membership must be thirty-five (35) years and over, however any disadvantaged applicants under the age of thirty-five (35) may be elected by the BOM to Associate Membership.
- 1.9.2** Active Members over twenty-five (25) years of age, who have completed seven (7) years as an Active Member, may apply for Associate Membership.
- 1.9.3** The number of Associate Members, shall not, at any time exceed 40% of the total Members of Active, Active Reserve and Long Service Members up until 1st August 2018 at which time membership will be open.
- 1.9.4** Associate Members shall be entitled to use the Club premises and facilities but shall be entitled to vote at any General Meeting of Members, if they were a Member prior to 1st August 2018. Members after this date will not be entitled to vote at any meeting as per change in rules by SLSA.
- 1.9.5** Associate Members shall not be called upon to perform any lifesaving duties unless they are proficient.
- 1.9.6** Associate Members must conform with the Rules and Regulations, except under such rules that relate exclusively to Members of other categories or sub categories.
- 1.9.7** Associate Members shall assist as required at Special events and fundraising activities, as carried out by the Club from time to time.
- 1.9.8** Associate Members may be nominated for any Club Officer except as President, Deputy President, Club Captain, Director of Lifesaving or Director of Education.
- 1.9.9** Associate Members shall not be elected to more than four (4) positions on the BOM.

## **1.10 General Members (Supervisory Nipper Parents)**

- 1.10.1** A person, who joins the Club in this category, must be eighteen (18) years of age or over and must pay a Membership Fee.
- 1.10.2** One parent or guardian of all JAG Members must join this category of membership unless they are members in another category, the other parent or guardian has the option to join this category.
- 1.10.3** One parent or guardian of each JAG Member and other persons joining this category shall pay an Annual Subscription Fee as determined by the JAG and approved by the BOM, as well as complete a Membership Form.
- 1.10.4** If the second parent or guardian decides to join, they shall pay an Annual Subscription Fee as recommended by the JAG and approved by the BOM, as well as complete an annual Membership Form.
- 1.10.5** They shall assist to organise and conduct instructional and competitive activities for the Active Members of the JAG.

- 1.10.6** They shall be subject to the Rules and Regulations of the Wanda Surf Life Saving Club and, also to any resolution that the JAG Sub Committee may pass from time to time.
- 1.10.7** They may attend and vote at any General Meeting of the JAG and they may be nominated for office of the JAG Sub Committee.
- 1.10.8** They are not eligible to vote at the Club's Annual General Meeting unless they are members in another category as defined in the Rules and Regulations.

## **1.11 Senior Vice Patron**

- 1.11.1** The retiring BOM shall recommend up to five (5) nominations for the title of Senior Vice Patron. The Senior Vice Patron/s shall be nominated from among long-standing Club Members who have made significant contributions to the management of the Club and who have shown interest in accepting the position. Such nominations shall be submitted to the Annual General Meeting.
- 1.11.2** Senior Vice Patron/s shall have full access to Club facilities and be welcome at all Club functions.
- 1.11.3** Senior Vice Patron/s are covered under the SLSA Insurance Policy.
- 1.11.4** Senior Vice Patron/s (members of the Club) are eligible to vote at the Club's Annual General Meeting.
- 1.11.5** Senior Vice Patron/s can attend functions where the Patron is unable to.
- 1.11.6** The Senior Vice Patron/s shall be elected annually, for up to a term of five (years) and can be extended by the BoM
- 1.11.7** To be reviewed on a regular basis by the Board. The Senior Vice Patron/s can be considered for Patron as per the criteria of Patron.

## **1.12 Vice Patron**

- 1.12.1** The BOM may, without requiring any application for membership, appoint Honorary Vice Patrons for any period not exceeding one (1) year.
- 1.12.2** Vice Patrons are not covered under the SLSA Insurance Policy and cannot hold Office of the Club under this category.
- 1.12.3** Vice Patrons are not eligible to vote at Club's Annual General Meeting (unless a current financial member of the Club)

## **1.13 Probationary Members**

- 1.13.1** Shall be the designation of any person for the time period between making Application for Membership and the gaining of any award and/or the granting of a formal category of membership of the Club. Probationary Members are not entitled to vote at General Meetings

## **2.0 CLUB OFFICERS**

### **2.1 Duties of Club Officers**

The duties of Club Officers are outlined in this Section and in the Club Regulations and Duty Statements, as deemed necessary by the BOM. Additional personnel or Members, or proxy delegates may be appointed to assist Section Captains in the conduct of their duties.

The appointed assistant shall report to and carry out such duties as directed by the Section Captain.

- 2.1.1** All Club Officers shall undertake the duties as specified in the Club's Constitution and Regulations, as well as the relevant Club Rules.
- 2.1.2** All Club Officers shall have access to the Club Facilities at the discretion of the BOM.
- 2.1.3** All Officers shall ensure that their name has been approved by the NSW Government 'Working with Children Check' and that they supply their number to be recorded in SurfGuard.

### **2.2 Types of Officers and Duties**

#### **2.2.1 Patron**

- 2.2.1.1** The retiring BOM shall recommend one nomination for the position of Patron. The Club Patron shall be nominated from among the Club's benefactors, including prominent community figures or long-standing Club Members who have made significant contributions to the management of the Club and who have shown interest in accepting the position. Such nomination shall be submitted to the Annual General Meeting for consideration and endorsement.
- 2.2.1.2** The Patron shall have full access to Club facilities, be welcome at all Club functions and provide support, advice and or guidance to the BOM, if required.
- 2.2.1.3** The Patron may attend and speak at BOM and General Meetings, but without the right to vote.
- 2.2.1.4** The Patron shall be elected annually, but shall only occupy that office up to a limit of five (5) consecutive years unless extended by the BOM. The term maybe extended by the Board of Directors from time to time.

#### **2.2.2 President**

- 2.2.2.1** The President is the nominal head of the Club and will act as Chairperson of any BOM Meeting or General Meeting at which they are present.
- 2.2.2.2** As Chairperson, the President decides the order in which the business of the meeting will be taken and ensures that discussion at the meeting is on issues that, according to the Wanda Surf Life Saving Club's Constitution, Regulations and Policies, clearly belong to the BOM or General Meeting to decide.
- 2.2.2.3** Be a Director of Wanda Surf Life Saving Club and shall comply with the Wanda Surf Life Saving Club's Governance Policy.

- 2.2.2.4 Be a media spokesperson for Wanda Surf Life Saving Club.
- 2.2.2.5 Be prepared to attend, as far as practicable, special events, meetings, conferences and forums that have effect for Wanda Surf Life Saving Club or its Members.
- 2.2.2.6 President will have a deliberate vote and also a casting vote.
- 2.2.2.7 President shall be ex-officio of all committees, except the Judiciary Panel but without the right to vote on these.
- 2.2.2.8 Must be a Bronze Medallion holder.

### **2.2.3 Deputy President**

- 2.2.3.1 To assist the President in all Club responsibilities and in the President's absence the authority and responsibilities of Office.
- 2.2.3.2 To oversee the Club's general business and administration.
- 2.2.3.4 Shall work with the Event Managers on special and major events conducted by the Club.
- 2.2.3.5 Shall chair the Strategy Committee meetings.

### **2.2.4 Senior Vice President**

- 2.2.4.1 Shall assist the Club President with their duties as required by the BOM.
- 2.2.4.2 Shall look after all commercial leases and tenants.
- 2.2.4.3 Shall be a Member of the Finance and Compliance Committee
- 2.2.4.4 Shall liaise with all tenants and report monthly of any concerns.

### **2.2.5 Club Captain**

- 2.2.5.1 To be responsible for the general conduct, control and discipline of Members during Club activities.
- 2.2.5.2 To have authority to make immediate decisions during any Club activity where it is impractical to convene a meeting of the Executive or BOM.
- 2.2.5.3 To guide Section Leaders in the conduct of their respective activities.
- 2.2.5.4 To liaise with Council Lifeguards regards Lifesaving and beach control matters.
- 2.2.5.5 Shall represent the Club at District and Surf Lifesaving Sydney (SLSS) lifesaving meetings, as required.
- 2.2.5.6 Must be a holder of Bronze Medallion.

## **2.2.6 Director of Lifesaving**

2.2.6.1 To assist the Club Captain and to be responsible for all activities related to the conduct of patrols, patrol duties and other lifesaving activities.

In the Club Captain's absence, to ensure the authority and responsibility of that Office.

2.2.6.2 The Lifesaving Director may grant leave from patrols, however leave from more than two consecutive patrols may be granted by the BOM.

2.2.6.3 The Director of Lifesaving shall chair Lifesaving Meetings during the season.

2.2.6.4 The Director of Lifesaving shall chair a Patrol Tribunal Meeting for Members in arrears of two (2) patrols or more as required.

2.2.6.5 Must be a Bronze Medallion holder.

## **2.2.7 Director of Administration**

2.2.7.1 To be the Public Officer of the Club and perform functions of the Public Officer as required by the Act.

2.2.7.2 To be responsible to ensure that a Register of all Members is kept up to date.

2.2.7.3 To be responsible for all activities relating to the office and clerical administration of the Club.

2.2.7.4 To be responsible for the Club's correspondence, address book and the exhibiting of Notices and Minutes of Meetings of the Club.

2.2.7.5 To be responsible for recording, filing, security and compiling of all Club documents, records and photos.

2.2.7.6 Compile an Annual Report, which shall include a Financial Statement and Auditor's Report of the Club's accounts for presentation at the Club's Annual General Meeting.

2.2.7.7 Ensure a copy of the Club's Annual Report is forwarded to Sutherland Shire Council, governing bodies of the SLSA and all Members of the Club electronically or hard copy.

2.2.7.8 Maintain a current copy of the Constitution and Regulations, which shall be available to a Member upon request.

2.2.7.9 Ensure that the Annual Summary of Return is completed and sent to the Department of Fair Trading along with any documents that need to be sent.

2.2.7.10 Ensure that all compliancy documentations are signed and sent to SLSNSW as required.

2.2.7.11 Shall chair the Constitution Committee and ensure Constitution and Regulations are kept up to date.

## **2.2.8 Director of Finance**

- 2.2.8.1 Be responsible for all Club matters pertaining to Club Financial matters and statutory requirement
- 2.2.8.2 Shall be on the Finance and Compliance Committee.
- 2.2.8.3 Be responsible for the preparation and auditing of the Club Financial Reports.
- 2.2.8.4 Control all financial aspects of the Club as authorised and pay such accounts, which have been presented to the BOM and approved for payment.
- 2.2.8.5 Ensure that all monies received by the Club are paid into an account in the Club's name as soon as practicable and without deduction.
- 2.2.8.6 At each meeting of the BOM produce such bank records accounting reports as required.
- 2.2.8.7 Represent the Club at all Association Seminars on financial matters.
- 2.2.8.8 Be prepared to attend as far as possible, all BOM Meetings and Finance and Compliance Committee Meetings.
- 2.2.8.9 Ensure that all insurances for the Club are kept up to date and paid on time.

### **2.2.9 Director of Education**

- 2.2.9.1 Responsible for the Lifesaving Education of the Club Members and maintenance of their level of competence.
- 2.2.9.2 Be responsible, through appropriate Officers, for training of new and applicable Members to Bronze Medallion standard and for existing Bronze Medallion holders to SLSA, recognised and promoted to higher-award standards/qualifications.
- 2.2.9.3 Be responsible for the Annual Proficiency Testing Procedures.
- 2.2.9.4 Be responsible for the development and training of new and existing Instructors.
- 2.2.9.5 Be responsible for liaising with the Club Captain and Director of Lifesaving to ensure that each patrol has sufficient Members with appropriate higher-award qualifications to ensure patrol readiness.
- 2.2.9.6 Be responsible for ensuring that training equipment is adequate and is kept in good condition and working order.
- 2.2.9.7 Be responsible for the Club's business relationship with the District and Branch Education Departments and the maintenance of the Education Policies and Standards set down by them.
- 2.2.9.8 Must be a Bronze Medallion holder, as well as Training Officer's Award.
- 2.2.9.9 Shall sit on the Lifesaving & Education Committee Meeting.

### **2.2.10 Director of Surf Sports**

- 2.2.10.1 Supervise and encourage the recruitment of Members as competitors.
- 2.2.10.2 Be responsible for the overall operation of the Sports Section with the co-operation of the Sectional Captains.
- 2.2.10.3 To ensure that Club competitions are conducted by those Officers responsible in accordance with SLSA Guidelines, the Competition Manual and the Club's Constitution and Regulations.
- 2.2.10.4 To convene and chair the Selection Committee Meetings, prepare yearly budgets and submit these to the Director of Finance.
- 2.2.10.5 To pass onto relevant Officers any changes to Competition Rules and Equipment Specifications as soon as they are received.
- 2.2.10.6 To compile and lodge entries and entry fees with the appropriate bodies on the recommendation of the Selection Committee.
- 2.2.10.7 To conduct Club Championships and keep point score of same.
- 2.2.10.8 Shall sit on the Surf Sports Committee

### **2.2.11 Facilities Director**

2.2.11.1 Shall be responsible for the repair and maintenance of all Club facilities.

2.2.11.2 Shall liaison with all commercial tenants on behalf of the Club.

2.2.11.3 Shall be the Chair of the Facilities Committee.

### **2.2.12 Director of Junior Activities Group**

2.2.12.1 Shall represent the Junior Actives Group (JAG) on the Board of Management and report all activities to this meeting. (Job Description under JAG).

### **2.2.13 Director of Youth**

2.2.13.1 Shall co-ordinate the activities of all Under 23 Members.

2.2.13.2 Shall guide and encourage the Under 23 Members towards participation in every phase of the Club's lifesaving, competition development, education and social activities.

2.2.13.3 Shall chair the Youth Committee meetings.

### **2.2.14 Director of Member Services**

2.2.14.1 Shall be the Member's Representative on the BOM.

2.2.14.2 Shall be responsible to make sure Members know about all Development Programs available through the Association and other relevant bodies.

2.2.14.3 Shall handle all complaints and grievances from members and report back to the Board.

### **2.2.15 Deputy Director of surf Sports**

2.2.15.1 The Deputy Director of Sports shall assist and act under the direction of the Director of Sports.

2.2.15.2 In the absence of the Director of Sports from any meeting, the Deputy Director of Sports shall assume like authority and powers of that Office.

2.2.15.3 Shall chair all Surf Sports Meetings.

### **2.2.16 Deputy Director of Lifesaving**

2.2.16.1 The Deputy Director of Lifesaving shall assist and act under the direction of the Director of Lifesaving.

In the absence of the Director of Lifesaving from any meeting, the Deputy Director of Lifesaving shall assume like authority and powers of that Office.

2.2.16.2 Must be a Bronze Medallion holder.

2.2.16.3 Shall chair all Lifesaving and Education Meetings.

### **2.2.17 Deputy Director of Finance**

2.2.17.1 The Deputy Director of Finance shall assist and act under the direction of the Director of Finance.

In the absence of the Director of Finance from any meeting the Deputy Director of Finance shall assume like authority and powers of that Office.

2.2.17.2 Shall chair all Finance and Compliance Meetings.

### **2.2.18 Deputy Director of Education**

2.2.18.1 The Deputy Director of Education shall assist and act under the direction of the Director of Education.

2.2.18.2 In the absence of the Director of Education from any meeting the Deputy Director of Education shall assume like authority and powers of that Office.

2.2.18.3 Must be a Bronze Medallion holder and Training Officer.

### **2.2.19 Head Coach**

2.2.19.1 Shall be in charge of all coaching in the Club and work with the Section Heads to produce a Training Program for all athletes in the Club.

## **2.2.20 Sectional Captains**

2.2.20.1 Section Captains include the following Club Officers:

- R & R Captain
- Beach Captain
- Swim Captain
- Board Captain
- Ski Captain
- Lifesaving Events Captain
- Board Riding Captain
- Masters Captain
- Boat Captain
- IRB Racing Captain

2.2.20.2 All Section Captains shall ensure that a high competitive standard is maintained and improved within their Section and the suitable competitors and teams represent the Club in their respective discipline(s).

2.2.20.3 All Section Captains shall be responsible for the condition and maintenance of Club equipment within their Section.

2.2.20.4 All competitors shall be under the guidance and direction of the appropriate Section Captain.

## **2.2.21 IRB Captain**

In addition to general Sectional Captain's responsibilities:

2.2.21.1 Shall be responsible for the operation and repairs to all Club IRB's, SSV (previously named ATV's) etc.

2.2.21.2 Shall assist with the training of new IRB Crew Members and IRB Drivers with the Director of Education.

Must be a Bronze Medallion holder & Silver Medallion IRB Driver.

## **2.2.22 Registrar**

2.2.22.1 The Registrar shall keep accurate and detailed records of the Club Members, including their activities and achievements, as well as any other relevant information pertaining to memberships.

### **2.2.23 Social Organiser**

2.2.23.1 The Social Organiser together with the Bar Manager / Leasee will ensure that Club functions are organised and properly conducted for the benefit of Club Members.

2.2.23.2 The Social Organiser shall regularly report to the Board through the Director of Facilities and receive their sanction before incurring any expense and/or making preparations for any function.

### **2.2.24 Race Secretary**

2.2.24.1 The Race Secretary shall be responsible for organising and conducting all internal Club competitions.

2.2.24.2 The Race Secretary shall be responsible for displaying details of the competitions on the Club Noticeboards, for adhering to the schedule as strictly as possible and shall keep accurate records of the results and the events conducted.

2.2.24.3 Shall carry out duties under the direction of the Director of Member services and shall ensure that all events are conducted in accordance with the SLSA Competition Rules and/or drawn up by the Sports Committee and approved by the Board.

### **2.2.25 Gear Steward**

2.2.25.1 The Gear Steward shall act under the Direction of the Club Captain and shall be responsible for maintaining all Club lifesaving and radio equipment.

2.2.25.2 Shall ensure all equipment is ready for presentation for Gear Inspection.

### **2.2.26 Social Media Officer**

2.2.26.1 The Social Media Officer shall be responsible for media coverage of all events conducted by the Club. The Social Media shall endeavour to create a favourable image with the media, general public and supporters of the Club.

2.2.26.2 The Social Media Officer shall maintain a full record of all publicity coverage, report this to the Board of Management and submit these reports at the end of the year's activities to the Director of Administration for retention.

### **2.2.27 Gym Manager**

2.2.27.1 Shall ensure that all people using the Club Gym are current and financial Members of the Club.

2.2.27.2 Shall ensure all equipment is in good working order and report repairs to Director of Facilities.

### **2.2.28 Event Organisers**

2.2.28.1 Event Organisers shall be appointed by the Club to chair and oversee particular major events.

2.2.28.2 Event Organisers shall report to the relevant Club Officer.

### **2.2.29 Club Safety Officer**

2.2.29.1 The Club Safety Officer shall ensure the health and safety of the Club Members, volunteers and visitors to the Club and lifesaving environments.

2.2.29.2 The Club Safety Officer shall conduct regular inspections of the Club's premises and surroundings and shall identify, assess and act on any health and safety risks.

2.2.29.3 The Club Safety Officer shall report to Director of Facilities.

### **2.2.30 Junior Captain**

2.2.30.1 The Junior Captain shall liaise with the Club Captain in the fostering of the activities of Under 14 to Under 19 aged members. The Junior Captain shall represent these Members at Lifesaving & Education Committee Meetings. The Junior Captain shall submit a report to each meeting of the Lifesaving & Education Committee.

2.2.30.2 Junior Captain must be aged from eighteen (18) to twenty-three (23) years of age and be a Bronze Medallion holder.

### **2.2.31 Member Protection Officer**

2.2.31.1 Shall co-ordinate the Club's Member Protection activities and is required to promote the importance of Child Protection to the Members and ensure the Club is compliant with the relevant legislations.

### **2.2.32 Child Safe Coordinator**

2.2.32.1 Shall co-ordinate the Club's Child Safe activities and is required to promote the importance of Child Safety to the Members and ensure the Club is compliant with the relevant legislations.

## 3.0 SUBCOMMITTEES

The following Subcommittees shall be elected at the Annual General Meeting.

### 3.1 Lifesaving & Education Committee

3.1.1 The Committee shall consist of the following:

- Director of Lifesaving
- Club Captain
- Deputy Director of Lifesaving (Convenor)
- IRB Captain
- Director of Education
- Gear Steward
- All Patrol Captains
- Deputy Director of Education
- Junior Captain

3.1.2 The Lifesaving & Education Committee shall deal with all matters concerning Lifesaving and Patrol matters.

3.1.3 The Lifesaving & Education Committee shall meet monthly except in the off season, when they will meet when required.

3.1.4 The Chairperson will be the Deputy Director of Lifesaving who shall also produce Minutes of the Meeting to be presented to the BOM meeting.

### 3.2 Finance and Compliance Committee

3.2.1 The Committee shall consist of the following:

- Director of Finance
- Director of Administration
- Deputy Director of Finance (Convenor)
- JAG Treasurer
- Auxiliary Treasurer
- Two (2) to be appointed by the BOM with either accounts background or business background.
- Sponsorship Manager to be invited as needed
- Senior Vice President

3.2.2 The Committee shall prepare a budget at the start of the season and report back to BOM.

3.2.3 The Committee shall look after all accounts under the name of Wanda SLSC.

3.2.4 Shall oversee and report on all investments, leases and property of Wanda SLSC.

3.2.5 Shall maintain an Asset Register of all Club property and equipment.

- 3.2.6** Shall work with the Sponsorship Manager to ensure that all sponsorship is maintained.
- 3.2.7** The Committee to meet on a monthly basis and produce Minutes of the Meeting to be presented to the BOM meeting.

### **3.3 Surf Sports Committee**

- 3.3.1** The Committee shall consist of the following:
- Director of Sports
  - Deputy Director of Sports (Convenor)
  - Head Coach
  - IRB Racing Captain
  - Boat Captain
  - Board Captain
  - R&R Captain
  - Ski Captain
  - Swim Captain
  - Beach Captain
  - Lifesaving Events Captain
  - Board Riding Captain
  - Team Manager
  - Masters Captain
  - JAG Sports Manager
- 3.3.2** The Surf Sports Committee shall be responsible for the organisation and supervision of competition and training for all Members.
- 3.3.3** The Committee should encourage all Members to become involved in competition activities in the Club, including Sunday surf races.
- 3.3.4** The Committee shall meet monthly and produce Minutes of the Meeting to be presented to the BOM meeting.

### **3.4 Selection Committee**

- 3.4.1** The Committee shall consist of Director of Sports (Convenor), and other Members as required by the Surf Sports Committee.
- 3.4.2** The Selection Committee shall meet to select teams to represent Wanda SLSC.
- 3.4.3** The Committee shall meet on a 'as-needs' basis and Minutes of the Meeting to be produced and presented to the BOM Meeting.

### **3.5 Life, Distinguished Membership and Honours Committee**

- 3.5.1** Committee shall be four (4) Life Members or Distinguished Service Members (maximum 2 only), two (2) Long Service and/or Active Reserve Members and one (1) Senior Active Member who are not Members of the BOM and shall be elected at the Annual General Meeting.
- 3.5.2** Shall receive written nominations for Life Membership and Distinguished Service Membership of the Club from the Director of Administration to be assessed against the criteria, as defined in the Constitution, and to advise the BOM of approved nominations to go to the Annual General Meeting.
- 3.5.3** The Committee is to also look at nominations for Life Membership of Surf Life Saving New South Wales, Surf Life Saving Sydney, Surf Life Saving Australia, Local Community Awards and Australian Honours.
- 3.5.4** The Committee to produce Minutes of the Meeting for presentation to the BOM Meeting.
- 3.5.5** Board of Management to appoint Chairperson of this Committee at their first meeting.

### **3.6 Member Services Committee**

- 3.6.1** Committee shall consist of the Director of Members Services (Convenor), Deputy Director of Member Services, Deputy Director of Education, Director of Youth, Director of JAG, Registrar and Junior Captain.
- 3.6.2** Member Service Committee shall look at introduction of Development Programs for Under 23 Members.
- 3.6.3** Member Services Committee shall encourage Members to nominate for all Development Programs held by the Association and ensure that we advise Members to participate in these Programs.
- 3.6.4** Member Service Committee to encourage Members in Lifesaving and Competition, as well as general Club activities.
- 3.6.5** Member Services Committee to meet monthly and to produce Minutes of the Meeting for presentation to the BOM Meeting.

### **3.7 Judiciary Committee**

- 3.7.1** The Judiciary Committee will consist of Judiciary Panels. Judiciary Panels shall be appointed by Board of Management from the maximum fifteen (15) people nominated for this role to ensure that there is no conflict of interest by all parties before the hearings.

- 3.7.2** All Judiciary matters shall be held in accordance with the SLSA Regulations.
- 3.7.3** The Committee shall produce a set of minutes with recommendations and submit back to the Board of Management for approval.

### **3.8 Sutherland 2 Surf Committee (S2S)**

- 3.8.1** The Committee shall conduct the 'Foot Race' on behalf of Wanda SLSC
- 3.8.2** The Committee shall consist of the Event Organiser (Convenor), Director of Finance or Deputy, both of whom shall be Club Members, a Secretary, Manpower Organiser, a Promotions and Entertainment Organiser and any other persons approved by the BOM.
- 3.8.3** The Committee shall meet as necessary and shall present a final written report to the BOM within three (3) months after the event.
- 3.8.4** The Committee shall produce Minutes of Meetings for presentation to the BOM Meeting.

### **3.9 Auxiliary Committee**

- 3.9.1** The Committee shall consist of the following:
- Chairperson
  - Deputy Chairperson
  - Secretary
  - Treasurer
  - Assistant Secretary/Treasurer
  - Activities Co-ordinator
  - Equipment Officer
- 3.9.2** The Auxiliary shall hold an Election Meeting to elect their Officers prior to the Club Annual General Meeting.
- 3.9.3** The Auxiliary may also appoint a Patron and Vice Patron.
- 3.9.4** The Auxiliary shall bank all money in an account of Wanda SLSC and supply a report each month to the BOM, and all accounts shall be recorded in the MYOB Accounting System before the next BOM Meeting.

**3.9.5** Accounts due to be paid will be paid by cheque and shall be approved by the following Officers:

- Club President
- Director of Finance
- Auxiliary Chairperson
- Treasurer or Secretary

**3.9.6** The Committee shall produce Minutes of Meetings for presentation to the BOM.

### **3.10 Constitution Committee**

**3.10.1** The Constitution Committee of Director of Administration (Convenor) plus four (4) shall be elected.

**3.10.2** The Constitution Committee shall review the Constitution and Regulations of the Club, as required, to ensure that they are compliant to the Act and Regulations of SLSA, SLSNSW & SLS Sydney.

**3.10.3** The Constitution Committee shall review any proposed changes to the Constitution and Regulations submitted by Members to ensure they are compliant to the Act and Regulations of SLSA, SLSNSW and SLS Sydney.

**3.10.4** The Committee shall produce Minutes of all meetings for presentation to the BOM.

### **3.11 Carnival Committee**

**3.11.1** Shall be appointed as required to arrange the conduct of the Annual Surf Carnival each season and shall report back to the Director of Surf Sports.

### **3.12 Facilities Committee**

**3.12.1** Shall assist the Facilities Director with the maintenance and management of the Club facilities as required.

**3.12.2** Shall consist of Director of the following:

- Facilities (Chairperson)
- Maintenance Manager
- Gym Manager

**3.12.3** To meet as required and produce Minutes of meeting for presentation to Board of Management Meeting.

### **3.13 Strategy Committee**

- 3.13.1** Shall be chaired by Deputy President (Convenor) and consist of four (4) Members who shall be appointed by the BOM to look at the strategy of the Club.
- 3.13.2** To meet as required and produce a Strategic Plan for the Club to be reviewed by the BOM annually.
- 3.13.3** Shall produce Minutes of Meeting to be presented to the BOM Meeting.

### **3.14 Junior Activities Group (JAG)**

- 3.14.1** The business and affairs of the Junior Activities Group, including the custody of their funds and property, shall be vested in a Committee of Life and Financial Supervisory Members which shall meet at least monthly during the season and when otherwise considered necessary at a place and time to be decided
- 3.14.2** The Committee may call an Election Meeting of Life and Supervisory Members at a suitable place and time, prior to the Annual General Meeting of the Club, to discuss the functioning of the Junior Activities Group and to elect the Officers for the following season from nominations called for by the Director of Administration of the Club.
- Director of JAG
  - Administration Manager
  - Administration Coordinator
  - Finance Manager
  - Member Services Manager
  - Lifesaving & Education Manager
  - Communication Manager
  - Water Safety Manager
  - Nipper Program Manager
  - Team Manager
  - Surf Sports Manager

The following will be elected with a maximum three (3) of these positions appointed by the AGM to the General Committee

- Registrar
- Proficiency Officer
- Recording Manager
- Sponsorship Manager
- Uniform Coordinator
- Gear & Equipment Officer
- Social / Fundraising Coordinator
- Under 6 & 7 Events Co-Ordinator
- BBQ Organiser
- Trainers
- Water Safety supervisor
- IRB Coordinator
- Set up Coordinator
- Water Hesitant Co-Ordinator
- Age Manager Coordinator
- Carnival & Coordinator of Entries
- Official's Coordinator
- Under 6 Mentor
- Under 8 Mentor
- Members Protection Officer

**3.14.3** The Junior Activities Group shall conduct training of Members in the Surf Education Awards, as well as training for Water Competency and Competition.

**3.14.4** All events shall be run under the Competition Handbook by SLSA.

**3.14.5** Job Description for JAG Board:

**(a) Chairperson**

This position sits on the Board of Management at Wanda Surf Life Saving Club and oversees the running of the Nippers (JAG) Sub- Committee of the Club. The role is responsible for the implementation and administration of the Surf Lifesaving & Education Program within the Guidelines set by Surf Lifesaving Australia, and to operate within the Club's Constitution.

Critical areas of accountability include: Compliance, Safety, Child Protection, Education, Communication, Beach and Surf Sports, as well as Financial Management. There are as many as twelve (12) direct reports.

**(b) Administration Manager**

This position is responsible for the accurate collection, recording and distribution of information, critical to the running of the Wanda Nippers (JAG). Key accountabilities include: Accuracy in Registrations, Age Group Recording, Sporting Results, Proficiency, Meeting Minutes and Management of the Paid Office Support to within budgeted hours. The role has (five) 5 direct reports (including Office Administration).

**(c) Administration Coordinator**

This position is primarily responsible for the collection, recording and distribution of information relevant to the day to day running of the Wanda Nippers (JAG). This includes documenting all formal correspondence (incoming and outgoing), distributing the information to relevant stakeholders and following up on critical actions. This role is the key point of connection with Sydney Branch and NSW Lifesaving Administrative Services. The role is expected to document Minutes and Actions from Committee Meetings for the public record, as well as set meeting agendas, times and locations. The role also needs to ensure that all incidents are properly recorded and reported.

**(d) Finance Manager**

This position is responsible for the accurate collection, distribution and recording of funds to support the running of the Wanda Nippers (JAG). The role is critical to develop strategies that raise funds and ensure that the Wanda Nippers (JAG) can be a positive financial contributor to the overall running of the Club. This role has two (2) direct reports – Sponsorship Manager and Bookkeeper (which may be a paid role).

**(e) Member Services Manager**

This position oversees the delivery of the following Member Services – Uniforms, BBQ, Equipment, Presentation Days and Fundraising Events, whilst managing up to five (5) direct reports. The role will work closely with the Director of Member Services on the BOM.

**(f) Lifesaving & Education Manager**

This position ensures the appropriate training of Wanda Nippers (JAG) in the theoretical and practical aspects of Surf Lifesaving. This role ensures the formal delivery of our SRC Program, coordinates the qualification of Nipper parents for their Bronze Medallion, as well as the age relevant Lifesaving instruction to be delivered each Sunday. These role coordinates a team of Trainers and Instructors who assist in delivering this Program.

**(g) Communication Manager**

This role is responsible to ensure that all parents and children are informed on all aspects in the running of Wanda Nippers (JAG). The role needs to proactively collect and collate information from multiple sources, simplify it and publish it, as required. The role needs to publish a Weekly Newsletter (monthly during the off season) and manage our media assets - Website, Facebook & Instagram. The Communication Manager will work closely with the Club's Communication Coordinator (which may be a paid role).

**(h) Water Safety Manager**

This role must ensure that all Nipper Water Activities are delivered safely and that the Club is one hundred (100%) compliant with SLS Water Safety Policies. This includes training, carnivals and the regular Sunday Program. The role must ensure all Water Safety Members are proficient, compliant with their gear and Personal Protective Equipment (including hi visibility uniforms) and complete all appropriate administration. The Water Safety Manager will operate with a number of coordinators, including IRB, who will oversee operations in the absence of the Water Safety Manager.

**(i) Nipper Program Manager**

This role will develop the Annual Calendar, as well as a Week to Week Plan for all Age Groups. This includes contingencies for poor weather and closed beaches. Each week this role will work with Lifeguards, Water Safety, the Water Hesitant Coordinator and Set Up Coordinator to prepare the safest and most effective layout to deliver the Program. The Program will be communicated via the Age Manager Coordinator and briefings.

**(j) Team Manager**

This role is to coordinate the participation of our Nippers at carnivals. This includes ensuring Carnival Entries are submitted on time, Age Managers are informed of need to know information and that we have appropriate Water Safety and Officials in attendance. It is expected that Team Managers attend the following at a minimum – District, Branch and State Titles, and will represent Wanda SLSC in all briefings and protests. The Team Manager will convene the Team Selection Committee.

**(k) Surf Sports Manager**

This role will deliver the comprehensive Training and Development Program across all facets of Surf Sports. The events include Lifesaving, Board, Swim, Sprint, Relays, Beach Run, Board Rescue, Cameron, Flags, Wade, R & R, March Past, Surfing, Pool Rescue, as well as General Strength and Conditioning Programs. The Surf Sports Manager will work closely with all Specialist Coaches (up to ten (10) including the Senior Club Coaches, as well as the Communications Manager to ensure that all relevant parties are informed of the Programs. The role is also critical in the Team Selection Process & ensuring that all training is compliant with relevant SLS Safety and Risk Management Policy and Procedures.

## 4.0 PATROLS

### 4.1 Patrol Guidelines

- 4.1.1 The Director of Lifesaving shall appoint Patrol Captains, Vice Captains to each Patrol before the start of the season.
- 4.1.2 The Director of Lifesaving and Deputy Director of Lifesaving shall allocate Members to Patrol Teams ensuring that the requirements of Surf Lifesaving Agreement is met for every Patrol.
- 4.1.3 The Director of Lifesaving and the Deputy Director of Lifesaving shall produce a Patrol Roster covering all patrol dates as per the Surf Lifesaving Agreement with Surf Lifesaving New South Wales and the Sutherland Shire Council.
- 4.1.4 Notification to be sent to all Active Members seeking their intension for the new season before Patrol Rosters are published to ensure that all Patrols have adequate Members.
- 4.1.5 A Member of a Patrol shall carry out such lifesaving duties and other duties, as may from time to time be allocated to them by the Patrol Captain or Vice-Captain.
- 4.1.6 A Member shall, at all times during their period of Patrol Duty ensure that they are fit to carry out their patrol duties in a satisfactory manner.
- 4.1.7 A Member of a Patrol shall not absent themselves from Patrol during their period of Patrol Duty without the permission of the Patrol Captain.
- 4.1.8 A Member of a Patrol shall, at all times during their period of Patrol Duty wear at Wanda SLSC Patrol Cap, adequately tied and shall wear a Club swimming costume and such additional uniform, as required by SLSA.
- 4.1.9 A Member who fails to carry out their Patrol Duties or wear their Patrol Uniform shall be guilty of a breach of these Regulations and shall be reported to the Director of Lifesaving.

### 4.2 Patrol Duties

#### 4.2.1 The Patrol Captain shall:

- (a) Set up the beach for Patrol following SLSA Risk Management Guidelines, including the utilisation of static and roving patrols.
- (b) Assume responsibility for the overall management of Wanda Beach.
- (c) Be aware of the location of all Patrolling Members at all times.
- (d) Liaise with Sutherland Shire Council Lifeguards.
- (e) Encourage Members of his/her Patrol to undertake new awards.

- (f) Ensure that Members of his/her Patrol are correctly attired in Patrol Uniforms at all times.
- (g) Ensure that Patrol Equipment is cleaned and properly stored at the conclusion of a Patrol and report any repairs or re-stocks required to Wanda's Director of Lifesaving (DOL).
- (h) Ensure that Club areas used by their Patrol (including the Lifeguard Tower) are kept clean.
- (i) Sign On and Sign Off - both the Patrol and the IRB with Surf Com at the beginning and completion of Patrols
- (j) Detail the role of each person in the event of Rescues or Incidents.
- (k) Be held responsible for the efficiency of their Patrol.
- (l) Before ceasing duty, complete and check the Patrol Log, accurately record all Incidents, Reports and Statistics and sign off the Patrol Log.
- (m) In the event of a Patrol having completed its duty and failing to be relieved, the Patrol Captain shall leave sufficient personnel on duty to satisfy lifesaving requirements and report the situation to the DOL.
- (n) Ensure that your Patrol is active and does not just sit in the Patrol Area for the duration of the patrol. Encourage patrol members to:
  - Maintain an active and healthy lifestyle to be fit for lifesaving duties.
  - Practice and rehearse lifesaving skills at regular intervals.
  - Participate in other Club activities such as Water Safety, Club races.
  - Be diligent while undertaking Patrol Duties.

#### **4.2.2 The Patrol Vice-Captain shall:**

- (a) Understudy and assist the Patrol Captain in all aspects of Patrol management and leadership.
- (b) Ensure that all necessary Lifesaving Equipment is available at commencement of Patrol.
- (c) Assemble Radios at the commencement of Patrol and put radios back on the radio charger at the completion of Patrol
- (d) Be responsible for the cleanliness and general presentation of the Patrol Shelter, including the removal of all rubbish.

#### **4.2.3 The ARTC Operator shall:**

- (a) Work under the leadership of the Patrol Captain.

- (b) Ensure Resuscitation Equipment is inspected and in good working order prior to the commencement of a Patrol.
- (c) Provide their expertise in First Aid and Rescue situations.

#### **4.2.4 The IRB Driver shall:**

- (a) Work under the leadership of the Patrol Captain.
- (b) At all times, adhere to the SLSA Power Craft Code of Conduct, conduct IRB Pre-Operational and Post Operational Checks and perform IRB Driving Duties as per the SLSA IRB Drivers Manual.
- (c) Maintain constant radio contact with the Patrol.
- (d) Maintain the IRB Log Book including reporting any damage to equipment.

#### **4.2.5 The IRB Crewperson shall assist the IRB Driver with Pre-Operation Checks including (but not limited to):**

- Radios
- Inflating the IRB hull to the correct pressure
- Assisting the IRB Driver in filling the fuel cell
- Removing the IRB from the trailer to its beach position
- Other duties as directed by the IRB Driver.

### **4.3 Patrolling Members shall:**

- 4.3.1** Carry out lifesaving duties and any other Club work as required by the Patrol Captain, Director of Lifesaving (DOL), Deputy DOL, or in their absence, any Senior Active Member appointed in their place or District/Branch Official.
- 4.3.2** On commencing Patrol Duty, the first Patrol of the day shall place all necessary equipment on the beach, ready for use. The last Patrol of the day shall ensure that all Patrol equipment is cleaned and stored correctly in the Clubhouse. In addition, they shall hose and/or sweep out, as necessary, the gear storage areas. The Patrol Tower shall also be kept clean and tidy at all times and shall only be occupied by Members on Patrol Duty.

### **4.4 Conduct of Patrolling Members**

- 4.4.1** Patrolling Members must comply with their duties as outlined above, and as representatives of the Club and of the Surf Life Saving movement are to act at all times with maturity and respect.
- 4.4.2** Beach users are to be treated with courtesy by Club Members, and assistance rendered must be appropriate and in conformity with SLSA directives.

## 4.5 Patrol Area

**4.5.1** The Wanda SLSC Patrol Area, as per the SLSS Patrol Service Agreement, is approximately 200m north of the Clubhouse to 200m south of the Clubhouse. To fulfil this Patrol obligation, (in addition to the Primary Patrol Area between the red and yellow flags) it may be necessary to:

- (a) Engage in roving patrols to these North and South points;
- (b) Set up Patrol Outposts, as required; and
- (c) Observe and supervise from a vantage point that oversees the area such as the Patrol Tower.

**4.5.2** Please remember:

- (a) Members of the Public are NOT permitted to enter the Patrol Area Enclosure or Patrol Tower.
- (b) Patrol Members must not leave the Patrol Area without permission from the Patrol Captain or his/her delegate.

**Note:** Wanda SLSC may also undertake or assist with preventive actions, rescues and render First Aid outside of the designated Patrol Area.

## 4.6 Patrol Strength

**4.6.1** The patrol strength and qualifications of Patrolling Members shall comply at all times, at least to the minimum requirements of Surf Life Saving Sydney Policy.

## 4.7 Leave from Patrol Duties

**4.7.1** Leave from Patrol Duties will only be granted by the Director of Lifesaving (DOL) in consultation with the Lifesaving Committee. Applications should be forwarded in writing to the DOL. Approval for all leave must be obtained in writing *where possible*, BEFORE THE LEAVE IS TAKEN.

**4.7.2** Where approval for leave is NOT granted, the Member is to be advised in writing of the reason/s for the non-approval.

## **4.8 Rostered Patrol Hours**

- 4.8.1** All Patrolling Members are expected to complete all Rostered Patrols.
- 4.8.2** Should the Patrol Member be unable to complete the full Rostered Patrol Hours on a particular day, that Member will be required to arrange a qualified Substitute Member and make up the equivalent hours missed, in the form of Voluntary Hours, within four (4) weeks?
- 4.8.3** Members wishing to carry out duties with affiliated bodies [i.e. Cronulla District RWC, Surfcom etc.] are expected to fulfil the minimum Patrol Hours at Wanda SLSC.
- 4.8.4** Active Members must complete a minimum number of Rostered Patrol Hours in accordance with the SLSA Policy to be credited with Active Service for the season.
- 4.8.5** Active Reserve Members must complete at least (twelve) 12 hours of patrol to be credited with a season of Active Reserve Service.
- 4.8.6** Those Members who fail to complete their Patrol Obligations in accordance with clauses 4.8.4 and 4.8.5 above will not be credited with a season of Active Service relative to their membership category but will be recorded as Members in their respective membership categories by the Club Registrar, Director of Lifesaving or Club Captain.

While the Club will do its best to ensure all Members complete all required Patrol Hours, it is ultimately the Member's responsibility to ensure that all required hours are completed by the required dates.

## **4.9 Substitutes**

- 4.9.1** If a Patrol Member is unable to attend/complete his/her Rostered Patrol, that Member must obtain a Substitute Member with an equivalent qualification to attend/complete their Rostered Patrol. The Member concerned is responsible for arranging the Substitute and must notify his/her Patrol Captain.
- 4.9.2** If the Substitute Member does not attend or complete the required Patrol Hours then the Rostered Member (not the Substitute) is deemed to have 'defaulted' on the Patrol. The exception to this is where the Member can prove the agreement to substitute in writing.

#### **4.10 Patrol Default**

If Rostered Patrol Hours are missed without arranging a Substitute Member, this constitutes a Patrol Default.

The following rules apply:

- 4.10.1** The Patrolling Member is required to make up those hours as soon as possible after the hours were due, but in any case, within four (4) weeks of the missed patrol, as well as a Penalty Patrol for not attending and arranging a Substitute.
- 4.10.2** If a Patrolling Member misses two (2) consecutive Patrols they will be contacted by the DOL in order to determine the cause of the default and to develop remedial strategies.
- 4.10.3** Members who have missed three (3) Patrols or more will have their membership of the Club suspended unless written explanation is accepted by the Director of Lifesaving and the Club Captain.
- 4.10.4** Members who have more than ten (10) hours in arrears, which also include Deficit Hours, will not be able to compete for the Club until these are reduced and kept under control.
- 4.10.5** Roving Patrol Members accrue Default Hours on missing a monthly patrol (see section on Roving Patrols below).

#### **4.11 100% Patrol Attendance**

- 4.11.1** One hundred percent - '100% Patrol Attendance' will only be awarded to those Members who complete 100% of their Rostered Patrol Hours, within their Rostered Patrols at Wanda SLSC.

#### **4.12 Voluntary Patrols**

- 4.12.1** Members may volunteer or be requested to attend patrols in addition to their normal Rostered Patrols in order to supplement the 'Patrol Strength' at the time. Such Patrols will not be credited towards their 100% Patrol Record but will be credited to their Patrol Records to satisfy Competition Eligibility Requirements.

#### **4.13 Roving Patrols**

- 4.13.1** Active Members may make written application to the Director of Lifesaving (DOL) for Roving Patrols if they are unable to regularly attend normal Rostered Patrols due to personal commitments, such as employment. Substitutes are not accessible to Roving Patrol Members.
- 4.13.2** The grant of 'Roving Patrol' status needs approval and must be in writing before a Member can commence Roving Patrols. If approval is not given for Roving Patrol status, the reasons for such rejection are to be advised to the Member in writing by the DOL.
- 4.13.3** Roving Patrol Members must complete the equivalent average hours of Patrol Duty each month as a Rostered Patrol Member is required to complete during that season. This will be calculated prior to the commencement of each season.

#### **4.14 Competition Requirements**

The Award, Proficiency and Lifesaving requirements to be eligible to participate in Surf Lifesaving Competitions shall be as per SLSA, SLSNSW and/or SLSS Policy as promulgated from time to time.

##### **Proficiency:**

- 4.14.1** All continuing Members from the Under 15 (U15) up to and including Masters age categories who wish to compete at any SLSA Championship competitions are required to undertake the SLSA Proficiency Test relative to their Award, as required by SLSA.
- 4.14.2** Any Member completing their Proficiency after the due date (as per SLSA Policy) each season shall not be eligible to patrol until the Proficiency is obtained and shall not be permitted to participate in any SLSA Competitions until the Proficiency is obtained and are permitted to compete as per SLSA Policy.
- 4.14.3** Those Members gaining their Surf Rescue Certificate or Bronze Medallion in the period from 1 June of the preceding year will be considered as satisfying the Proficiency Requirements for entry to competition.

**4.14.4** A Member may apply to SLSA in extenuating circumstances (e.g. illness, injury, special military deployment, approved leave of absence or employment) for an extension to the Proficiency date for Competition eligibility purposes. An Extension Application must be submitted and, if approved, the Proficiency shall be successfully completed prior to the close of entries for that competition the member wishes to enter. In no circumstances shall such an extension be granted beyond the advertised closing entry date for that competition.

**4.14.5** New Members who gain their respective Award (or Proficiency in the case of recognition of an ILS overseas equivalent Member Country Award), and after the closing date of entries, are not permitted late entry to that competition.

**4.14.6** Proficient age group Members, who gain their Surf Rescue Certificate or are proficient Surf Rescue Certificate Members who gain their Bronze Medallion after the close of entries, are considered as continuing Members, not new Members, and therefore may be entered as a late entry into competition.

#### **4.15** Minimum Patrol Hours Requirements

**4.15.1** The minimum number of personal Patrol Hours required for the period of 1 January to 31 December of the preceding year of any SLSA Championship shall be determined by the BOM.

**4.15.2** Any Member who is more than ten (10) hours in default at the time of any carnival throughout the season will be ineligible to compete.

**4.15.3** Reserve Active Members, the minimum number of personal Patrol Hours required for the period of 1st January to 31st December of the preceding year of any SLSA Championship shall be twelve (12) hours. Any shortfall in these hours will not be allowed for any SLSA Championship Competition eligibility purposes.

**4.15.4** Hours shall only be calculated on the personal Patrol Hours completed by the competitor:

- Rostered
- Substitute for other Members
- Voluntary Patrols
- Rostered Water Safety for Junior Activities
- Specialist Services e.g. Helicopter, Offshore Rescue Boats, Radio Commands.

**4.15.5** Patrol hours must be recorded in the Patrol or Service Logbook and uploaded to SLSA in **either** Surfguard as appropriate.

## **4.16 Exemption from Patrol Hour Requirements**

**4.16.1** A Club may give special consideration for full or partial exemption from Patrol obligations to Members who fall into any of the following categories:

- (a)** Principal Club Office Bearers e.g. President, Deputy President, Club Captain, Director of Lifesaving, Director of Education.
- (b)** Life Members (automatic full exemption is provided under SLSA Regulations).
- (c)** Long Service Members (automatic full exemption is provided under SLSA Regulations).
- (d)** Reserve Active Members. (Automatic partial exemption is provided under SLSA Rules and Regulations).
- (e)** Members carrying out duties in other areas such as offshore rescue boat, aerial services, support services and similar areas of active surf lifesaving.
- (f)** Members holding particular office at Branch, State or National level.
- (g)** Members on special SLSA assignment e.g. Members of representative and instructional teams.
- (h)** Special deployment on Military Service.

## **5.0 CLUBHOUSE AND GENERAL**

### **5.1 Hours**

- 5.1.1** The Clubhouse shall be open to Members for the purposes of the Club from 6:00am to 9:00pm daily and shall not be open outside those hours without the approval of the BOM.
- 5.1.2** Subject to any direction by the BOM, Junior Activities Group (JAG) Members and Parent/Guardian Members shall be entitled to use the Clubhouse on Sundays only, and between the hours of 8:00am and 12:00 noon or when organised training has been arranged.

### **5.2 Cleanliness and Club Facilities**

- 5.2.1** Each Member shall take all reasonable action to preserve the cleanliness of the Club.
- 5.2.2** Members entering into The Founders Room must ensure that they abide by the rules set by the Leasee of The Founders Room.
- 5.2.3** Male Members and Female Members are not to use the other toilets or change rooms at any time.
- 5.2.4** Members may forfeit their rights to any Club trophy if they have, in the option of the BOM, failed to perform their Club duties satisfactory

### **5.3 Children**

- 5.3.1** A child under the age of thirteen (13) years, shall not be permitted into the Clubhouse unless accompanied by a Member.
- 5.3.2** A Member who accompanies a child to have the child permitted to enter the Clubhouse shall adequately supervise the child at all times while the child remains in the Clubhouse.

### **5.4 Animals**

- 5.4.1** No animals shall be permitted in the Clubhouse.

### **5.5 Liquor and Prohibited Drugs**

- 5.5.1** Intoxicating liquor shall not, without the approval of the BOM be consumed on Club premises unless approved by the BOM.
- 5.5.2** A Member shall not come on to the Club premises under the influence of intoxicated liquor.
- 5.5.3** No prohibited drugs shall be brought onto the Club premises.
- 5.5.4** A Member shall not come onto Club premises under the influence of a prohibited drug.

## **5.6 Conduct**

- 5.6.1** A Member shall not, in the Clubhouse, engage in unseemly conduct such as bad language, bullying, harassment or other form of misconduct likely to interfere with the comfort of other Members - refer to SLSA Policy on Conduct.

## **5.7 Smoking**

- 5.7.1** Smoking in the Clubhouse is prohibited.

## **5.8 Showers**

- 5.8.1** No one under the age of ten (10) years shall enter the shower area unless accompanied by a parent or guardian.

- 5.8.2** A Member should not remain more than three (3) minutes at a time under the shower with the hot water tap turned on.

- 5.8.3** Wetsuits should not be worn in the shower.

## **5.9 Keys / Electronic Access Cards**

- 5.9.1** A Member may be supplied with key / electronic access tag for Clubhouse access for a nominal fee.

- 5.9.2** Lost or misplaced key / electronic access tags shall be replaced at a fee fixed from time to time by BOM.

- 5.9.3** Keys / electronic access tags are for the sole use of the Member to whom they are issued and shall not be transferable.

## **5.10 Honorary Resident Member**

- 5.10.1** The BOM may from time to time appoint a person, who may or may not be a member of the Club, to be an Honorary Resident Member and reside within the designated quarters of the Clubhouse.

- 5.10.2** The Honorary Resident Member shall carry out such duties with regards to security and cleanliness of the Clubhouse as allocated to them by the BOM.

- 5.10.3** The Honorary Resident Member shall act with the authority of the BOM in respect to these Club's Regulations and may call upon any Member who is in breach of such Regulations to cease or remedy the breach.

- 5.10.4** The Honorary Resident Member may report to the BOM any Member who is in breach of these Club's Regulations.

## **5.11 Honorary Office Administration Staff**

- 5.11.1** The BOM, may from time to time appoint people, who may or may not be a Member of the Club, to be Honorary Office Administration Staff.
- 5.11.2** The Honorary Office Administration staff must join the Club as a Member.
- 5.11.3** The Honorary Office Administration staff shall report to the Director of Administration or President of any concerns.
- 5.11.4** The Honorary Office Administration Staff shall carry out such duties as defined by the Director of Administration or the BOM.
- 5.11.5** The Honorary Office Administration Staff cannot be on Office Bearer of the Club at any time while in this role.
- 5.11.6** Members shall at all times display courtesy and respect to the Club Honorary Office Administration Staff.

## **5.12 Club Property**

- 5.12.1** No Member shall remove Club property or use Club property for any purpose other than that for which it is intended.
- 5.12.2** No Member shall use any Lifesaving, Competition or Carnival gear/equipment of the Club without approval of the Director of Lifesaving, Director of Sports or Director of Education
- 5.12.3** No Member shall use any other property of the Club without the approval of a Member of the BOM or designated representative.

## **5.13 Gymnasium**

- 5.13.1** Only Members holding a current Gymnasium Membership are permitted to access and use the Gym Area and equipment contain in that area.
- 5.13.2** Gym Members are not permitted to invite or provide access to the gymnasium to persons who are not Financial Members of the Gym.
- 5.13.3** Gym Members shall comply with the Gymnasium Rules as displayed in the Gym.
- 5.13.4** Gym Members shall promptly report any damage or malfunction of equipment to the Gym Manager or a Club Officer.

**5.13.5** A child under the age of thirteen (13), whether or not a member shall not be permitted to enter the Club Gymnasium.

**5.13.6** A Member under the age of fifteen (15) years shall not use the Club Gymnasium except under the supervision of an adult Active Member.

#### **5.14 Membership Fees**

**5.14.1** The Club shall charge an Annual Membership Subscription Fee to its Members, which shall be reviewed Annual by the Board of Management who shall recommend any changes to the Member at the Annual General Meeting for the following season.

- Active, Active Reserve and Long Service \$ 60.00
- Award and Associate \$100.00
- Life Members & Distinguished Service *Free*
- 50 Year Service *Free*
- Honorary, auxiliary membership *Free*
- Late Payment Fee \$ 30.00

#### **5.15 Gym Fees**

**5.15.1** The Club shall charge an Annual Gym Membership Fee to Members who wish to use the gym, which shall be reviewed annually by the Board of Management who shall recommend change to the Annual General Meeting for endorsement for the following season

- Active Patrolling Members \$ 80.00
- All other Members \$120.00
- Associate Members (from 1 May 2019) \$400.00

#### **5.16 Insurance**

**5.16.1** The Club shall ensure that all current insurance policies are reviewed annually and updated as required to ensure that the Club had adequate insurance cover for equipment and members.

#### **5.17 Serious Criminal Offences Policy**

**5.17.1** The Club shall abide by the SLSA Policy in regards to Serious Criminal Offences Policy and abide by the Guidelines as set down in the SLSA Regulations.

#### **5.18 SLSA Policies**

**5.18.1** The Club shall refer to all SLSA Policies for any matters not covered in this document or for reference in regards to policies such as Conduct, Bullying and Grievance Policies etc.

## 6.0 CLUB FUNDRAISING

### 6.1 Fundraising

- 6.1.1 Fundraising may be conducted by various groups within the club community.
- 6.1.2 Individuals are **not permitted** to fundraise within the Club community but may take suggestions to the Social Organiser.
- 6.1.3 Any requests for advertising or sponsorship must be made in writing to the Finance and Sponsorship Committee (F&S Committee) for approval.
- 6.1.4 Any fundraising must have Board of Directors approval in advance.
- 6.1.5 In giving its approval the BOD will consider:
- The nature and date of the proposed event / activity.
  - The purpose for which the funds are to be used and the expected benefit for the Club /Section.
  - Financial impact on Club Members.
  - The number of other fundraising events and the timing.
  - The issue of equity across all Sections of the Club.
  - The commitment and capacity of the organising group to conduct the fundraiser effectively.
  - Does the fundraising event clash with any contractual arrangements with the Lessors of The Founders Room or any other Lessors.
- 6.1.6 All approved fundraising activities are to be documented in Board of Directors Minutes.

### 6.2 Cash / Funds Collection and Management

- 6.2.1 When handling money the organisers undertaking the fundraising must ensure that:
- (a) The Director of Finance is aware of any proposed fundraising activity and arrangements made regarding the secure storage of money well in advance of the activity/event;
  - (b) At least two (2) adults are present at all times in a secure environment when cash is tallied at the conclusion of the activity/event;
  - (c) All funds must be handed to the Director of Finance or other nominated Club Officer on the day of the activity/event or as negotiated with the Director of Finance.
  - (d) Appropriate record keeping, income and expenditure including all proof of expenses (receipts) incurred with the event/activity must be provided to the Director of Finance within 48 hours of the event.

**Note:** A Club Fundraising Spreadsheet is available from the Office

- (e) All donations for the event must be listed in a spreadsheet and include donor name, item and estimated value

**Note:** A Club Fundraising Spreadsheet is available from the Office.

### **6.3 Use of Funds**

- 6.3.1** Funds must be used in a way that is consistent with the organiser's purpose and communications to the Members.
- 6.3.2** When seeking approval any minor or major fundraising activities should clearly state the purpose for which funds will be used. The purpose should be advertised to the Club community.
- 6.3.3** This information should be as specific as possible under the circumstances. At the conclusion of the fundraising activity, the exact amount of money raised and how it has/will be spent should be reported to the Board of Directors and included in the Minutes.

### **6.4 Ethical Behaviour / Transparency**

- 6.4.1** Those involved in fundraising activities/events for the Club are expected to act honestly and ethically. It is appreciated that Members of the Club community may have a personal or vested interest in fundraising (for example, where their own business or children are specifically involved). Whilst this is entirely appropriate, it is important that any personal interest is clearly stated so that open, informed and transparent decisions are made.

## 7.0 DOCUMENT HISTORY

DATE	REVISION	BY WHOM SECTION
Aug-23 (v2)	<p>Update to Wanda SLSC logo, general formatting, spelling</p> <p>2.2.3.3 - Remove Clause - To prepare nominations for Surf Life Saving Sydney 'Annual Awards of Excellence', in conjunction with the Director responsible for the area nominating.</p> <p>2.2.9.9 Included the wording '<b>Lifesaving &amp;</b>'</p> <p>2.2.23.1 Included the wording '<b>Leasee</b>' (ie Bar Manager / Leasee)</p> <p>2.2.30 Included the wording '&amp; Education'</p> <p>3.1.1 Life Saving &amp; Education Committee - addition of <b>Junior Captain</b></p> <p>3.1.2, 3.1.3 – included the wording <b>Lifesaving &amp; Education</b> Committee</p> <p>3.3.2 – change Competition Committee to <b>Surf Sports Committee</b></p>	
Oct 23(v3)	2.2.32 Child Safe Coordinator <b>inclusion</b>	
Nov 23 (v4)	<p>3.15 Inclusion of Building Committee</p> <p>3.16 Inclusion of Future Focus (Stage III) Committee</p>	
Apr 24 (v5)	<p>1.7.2 Patron Emeritus (inclusion) (Apr-24 Board Meeting)</p> <p>2.2.1.4 Removal of text "The term maybe extended by the Board of Directors from time to time" (Apr-24 Board Meeting)</p> <p>2.2.2.26 Update position title from Publicity Officer to Social Media Officer (Feb-24 Board Meeting)</p>	
Jun 24 (v6)	<p>1.11.1 Senior Vice Patron</p> <p>1.11.2 Vice Patron</p> <p>1.11.3 Probationary Members (numbering update)</p>	
Oct 24 (v7)	3.16 Future Focus (Stage III) Committee – removal of committee Background (a) pg4 – update from Rule 22 to Rule 23 to align with correct clause in Constitution	July 2024 BOM Sep 2024 BOM

