BY-LAWS

WANDA SURF LIFE SAVING CLUB INCORPORATED (REGISTRATION NO. 60 850 705 106)

Date: 20th October 2026 (APPROVED)

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1. BACKGROUND

(a) These By-Laws are made under **Clause 25** of the Club Constitution. They contain various directions and requirements of the Club, which are binding on the Club and Members of the Club (**rule 25.2**), but are not of a nature, which justifies inclusion in the Club Constitution. These By-Laws are to be interpreted in accordance with, and are subject to, the Constitution.

(b) The Constitution overrides any provisions in these By-Laws that are inconsistent with the Constitution (**rule 25.1(b)**).

(c) These By-Laws override any provisions in the Branch, SLSNSW and SLSA constitutions, by-laws or procedures that are inconsistent with these By-Laws (**rule 25.1(a)**).

(d) Defined terms used in these By-Laws have the same meaning as in the Constitution.

(e) References to **rules** and **clauses** in these By-Laws are references to the corresponding rules or clauses in the Constitution.

(f) References to **by-laws** in these By-Laws are references to the corresponding numbered by-laws in these By-Laws.

2. MEMBERSHIP SUB-CATEGORY ADDITIONAL REQUIREMENTS

The Members of the Club, the various categories, description, and rights and responsibilities are detailed in the Constitution (**rule 8.3**). Where **rule 8.3** of the Constitution explicitly allows for additional requirements for the granting of a membership sub-category they are outlined below and are incremental to the requirements outlined in **rule 8.3** for the member sub-category.

2.1 Reserve Active Members

(a) A Member who applies in writing to the Board may, with the approval of the Board, be transferred to Reserve Active Membership under **rule 8.3**. The following additional requirements and interpretations apply to the granting of this membership sub-category:

(i) The Member must be a minimum age of 23 years;

(ii) When computing the period referred to in **rule 8.3**, the Board shall require no less than 25 hours per year for the year to count towards the required period of patrol service;

(iii) 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 with the required hours per year being satisfied;

(iv) Time spent on leave of absence other than the leave referred to in **by-law 2.1(a)(iii)**, including leave due to injury or maternity/paternity leave, is not to be counted as time spent as an Active Member; and

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(v) Notwithstanding any other requirement in **by-law 2.1(a)**, the Board may approve Reserve Active Membership where the Member has performed fewer than the required years of Active Membership under **rule 8.3**. For the avoidance of doubt, this includes the requirement to complete 25 hours per year of patrol service as defined in **by-law 2.1(a)(ii)**.

(b) Reserve Active Members are required to perform a minimum number of hours of patrol service and further patrol duties (**rule 8.3**). The following are additional requirements for this Member Sub-Category;

(i) The Member must perform no less than twelve (12) patrol hours per season to maintain their Reserve Active Membership; and

(ii) Should a Member who failed to comply with **by-law 2.1(b)(i)** seek to renew their membership under **rule 8.6**, and the Board accepts their application under **rule 8.5**, the Member's sub-category will revert to Active Member (Aged 18+); and

(iii) Should a Member who has been subject to **by-law 2.1(b)(ii)** wish to be granted the membership sub-category of Reserve Active Member again, they must re-apply in writing to the Board under **rule 8.3** and **by-law 2.1**. The decision to accept or reject such an application, considering the breach of **by-law 2.1(b)(i)**, is at the sole discretion of the Board.

2.2 Long Service Members

(a) A Member who applies in writing to the Board may, with the approval of the Board, be transferred to Long Service Membership under **rule 8.3**. The following additional requirements and interpretations apply to the granting of this membership sub-category;

(i) The Member must be a minimum age of 25 years;

(ii) When computing the period referred to in **rule 8.3**, the Board shall require no less than 25 hours per year for the year to count towards Active Service, and no less than 12 hours per year for the year to count towards Reserve Active Service, in satisfying the required period of patrol service;

(iii) 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, with the required hours per year being satisfied; and

(iv) Time spent on leave of absence other than the leave referred to in **by-law 2.2(a)(iii)**, including leave due to injury or maternity/paternity leave, is not to be counted as time spent as an Active Member.

(b) Long Service Members have no additional obligations beyond those set out in **rule 8.3**.

2.3 Leave Restricted Members

(a) A Member who applies in writing to the Board may, with the approval of the Board, be transferred to Leave Restricted Membership under **rule 8.3**. The following

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additional requirements and interpretations apply to the granting of this membership sub-category:

(i) None.

(b) Leave Restricted Members have no additional obligations beyond those set out in **rule 8.3**.

2.4 Award Members

(a) Award Members are defined under **rule 8.3**. The following additional requirements and interpretations apply to this membership sub-category:

(i) None.

(b) Award Members have no additional obligations beyond those set out in **rule 8.3**.

3. CLUB POSITIONS

As allowed under **rule 18.4**, Club Positions consist of Club Officers (Directors appointed under **rule 19**), Non-Club Officers (established in **by-law 5**), Honorary Position holders (established in **by-law 6**, **by-law 9.10** and **by-law 9.11**), and Committee Position holders (established in **by-law 7**).

3.1 Appointment to Club Positions

(a) The appointment of Club Officers is defined in the Constitution (**clause 19**).

(b) The appointment of Honorary Positions is defined in **by-law 6**, the Honorary Resident Member in **by-law 9.10** and the Honorary Office Administration Staff in **by-law 9.11**;

(c) Except for Club Officers and Honorary Positions, the Board will call for expressions of interest for candidates for appointment to Club Positions not less than fourteen (14) days prior to the AGM. When calling for expressions of interest, the Club must provide details of any required qualifications and the job description for the position, as determined by the Board from time to time. Expressions of interest must be submitted in writing by the interested Member and do not require nomination or endorsement by any other Member. Expressions of interest must be delivered to the Club by 5:00pm on the day after the AGM.

(d) Except for Club Officers and Honorary Positions, the Board will appoint each Club Position at its first meeting following the AGM. In doing so, the Board may consider:

(i) Any candidate who has submitted an expression of interest;

(ii) Any candidate recommended by the relevant Portfolio Director; and

(iii) Any other candidate the Board deems appropriate.

(e) Except for Club Officers and Honorary Positions, appointments are at the sole discretion of the Board; and

(f) The Board will ensure that Club Position appointments are published on the Club's website within seven (7) days and communicated to Members through the Club's other communication channels.

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3.2 Club Position Holder Additional Obligations

(a) Individuals holding a Club Position must comply with the following obligations. They are in addition to any other obligations the individual may have under the Act, the ACNC Act, the Constitution and these By-Laws:

(i) To the extent required by, and to the extent allowed by, the NSW Working With Children Check (WWCC) legislation:

(A) Shall ensure that their name has been verified through the WWCC and provide their WWCC number to be recorded in the Register of Members;

(B) Shall comply with all WWCC renewal requirements and notify the Club of any renewal so that the Register of Members may be updated; and

(C) Must notify the Director of Administration or the Child Safe Coordinator within twenty-four (24) hours if their WWCC status changes for any reason.

4. CLUB OFFICERS

Club Officers are defined in **rule 18.2** of the Constitution. Each Club Officer is a type of Club Position (**by-law 3**) and is responsible for a Portfolio as set out in **rule 18.2(a)**. Pursuant to **clause 18**, **clause 19** and **clause 20** of the Constitution, the following additional requirements, position descriptions and interpretations apply to Club Officers.

4.1 Club Officer Additional Obligations

(a) Club Officers must comply with the following obligations, in addition to any other obligations under the Act, the ACNC Act, the Constitution and these By-Laws:

(i) Must comply with the Club Position Holder Additional Obligations (**by-law 3.2**);

(ii) Must not be the Honorary Resident Member (**by-law 9.10**); and

(iii) Must not be an Honorary Office Administration Staff Member (**by-law 9.11**).

4.2 Duties of Club Officers

In addition to the duties set out in **clause 23** of the Constitution, each Club Officer must:

(a) Lead their Portfolio as defined in **rule 18.2(a)**;

(b) Perform the duties of a Portfolio Director as set out in **by-law 7.2;**

(c) Actively participate in each Committee where their Portfolio is listed as a Committee Position under **by-law 7.6**, in accordance with the relevant Terms of Reference;

(d) Execute the Club's Strategic Plan (**by-law 7.6(q)(ii)**);

(e) Prepare an annual Business Plan for their Portfolio that aligns with the Strategic Plan and submit it to the Board for approval;

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(f) Prepare an annual Budget to support the implementation of their Business Plan and submit it to the Board for approval;

(g) Implement their approved Business Plan within their approved Budget;

(h) Implement the Club's Succession Plan for their Portfolio;

(i) Guide and support Non-Club Officers assigned to their Portfolio (**by-law 5.3**); and

(j) Attend Board meetings, unless they have provided an apology in advance.

4.3 Club Officer Portfolios

Each Club Officer is responsible for a Portfolio as defined in **rule 18.2a**. This section outlines the additional duties specific each Portfolio[1].

(a) Club Captain – shall lead the Captain's Portfolio by;

(i) Subject to SLSA policies, be responsible for the general conduct of Members during Club activities;

(ii) To have authority to make immediate decisions during any Club activity per **by-law 11** Urgent Operational and Conduct Authority;

(iii) To liaise with Council Lifeguards regarding activities on the beach that may include lifesaving, beach patrol matters, education matters including the conduct of educational training on the beach, competition matters including the conduct of surf sports training on the beach, club championships and carnivals ensuring effective communication and coordination between Council Lifegaurds, Officers, Non-Club Club Offices and Position Holders;

(iv) Representing the Club at District and Surf Lifesaving Sydney (SLSS) lifesaving meetings as required.

(b) Director of Administration - is responsible for the administrative governance of the Club and the oversight of all administrative systems, processes and records. In addition to the duties set out in **clause 23** of the Constitution, the Director of Administration must;

(i) Oversee the Club's administrative systems, processes and governance-related administrative functions;

(ii) In consultation with the President, oversee, on behalf of the Board, the performance, conduct and administrative duties of the Club's paid employees, including providing direction, support and supervision appropriate to the size and structure of the Club;

(iii) Oversee the office and clerical administration of the Club, ensuring that appropriate systems, processes and support are in place for paid employees and volunteers;

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[1] Club Officer Portfolios are listed alphabetically in this by-law. The ordering of Club Officer Portfolios is not intended to show or represent any type of hierarchy or relative importance of any given Club Officer Portfolios vs another.

(iv) Oversee the management of the Club's correspondence, address records, and the publication of Notices and Minutes of Meetings in accordance with **clause 10**, **clause 24**, **clause 26**, **clause 35** and **clause 36** of the Constitution;

(v) Ensure that all Club documents, records and photos are recorded, filed, secured and retained in accordance with **rule 26.2** of the Constitution;

(vi) Coordinate the preparation of the Club's Annual Report, ensuring it includes the Financial Statement and Auditor's Report in accordance with **clause 26** and **clause 29**, for presentation at the Annual General Meeting (**clause 13**);

(vii) Ensure that the Club's Annual Report is distributed to Sutherland Shire Council, SLSA governing bodies and all Members, in accordance with **clause 26**;

(viii) Ensure that current copies of the Constitution and By-Laws are maintained and made available to Members upon request;

(ix) Ensure that current copies of each Committee's Terms of Reference (**rule 8.8(f)**, **rule 36(m)** and **by-law 7.5**) are maintained and made available to Members upon request;

(x) Ensure that the Club's ACNC reporting obligations are met in accordance with **clause 26**;

(xi) Ensure that all compliance documentation required by SLSNSW is completed, signed and submitted as required;

(xii) Oversee the maintenance of the Register of Members in accordance with **clause 10** of the Constitution**;**

(xiii) Ensure that all Club insurances are appropriate and maintained in accordance with **by-law 9.16(a)**, and liaise with the Director of Finance to ensure premiums are paid in accordance with **by-law 4.3(f)(vii)**

(xiv) Ensure that the Club's handling of personal information complies with applicable privacy and data protection laws; and

(xv) Ensure that all Club records are retained for the required period under **rule 26** and applicable legislation.

(c) Director of Commercial Services – shall lead the Commercial Services Portfolio by;

(i) Oversee the management of the Club's commercial tenancies and lease arrangements, including liaising with tenants and monitoring compliance with lease obligations;

(ii) Maintain regular communication with commercial tenants and provide monthly reports to the Board on tenancy performance, issues and opportunities;

(iii) Liaise with Sutherland Shire Council regarding matters relating to the Club's head lease, including compliance, reporting obligations and matters relating to the Asset Renewal Fund;

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(iv) Provide oversight of the repair and maintenance of Club facilities and report to the Board on facilities issues, requirements and priorities.;

(v) Oversee, on behalf of the Board, building, maintenance and infrastructure works undertaken by the Club, including coordination with contractors, consultants and relevant stakeholders where delegated;

(vi) Work collaboratively with other Directors and Club sections to ensure the Club's facilities and commercial arrangements support Club operations, programs and activities;

(vii) Provide reports and recommendations to the Board on commercial operations, tenancy matters, facilities issues and related risks or opportunities;

(viii) Identify and monitor risks associated with commercial operations, tenancies and facilities, and report such risks to the Board with recommended mitigation strategies; and

(ix) Ensure that the Club's commercial and facilities operations comply with applicable lease conditions, regulatory requirements and safety obligations.

(d) Director of Education – shall lead the Education Porfolio by;

(i) Holding a current Training Officer award or obtaining it as soon as is personally practical;

(ii) Oversee the development of the Education Strategy for the Club;

(iii) Oversee the promotion of education and courses to Members and prospective Members;

(iv) Liaise with the Director of Lifesaving, the Club Captain, the Patrol Captain Representative and Patrol Captains to identify candidates for Higher awards;

(v) Oversee the recruitment of Members to become educators;

(vi) Oversee the delivery of member education and training programs, ensuring members are appropriately qualified and maintain required currency in accordance with SLSA and SLSNSW requirements;

(vii) Oversee the work of the Coordinator of Education and any associated committees or coordinators supporting these functions;

(viii) Ensure, through appropriate oversight, that the Club's education activities comply with relevant SLSA and SLSNSW policies, procedures, operational requirements and WHS obligations;

(ix) Maintain relationships with District and Branch education representatives, ensuring compliance with policies, standards and reporting requirements set by them;

(x) Oversee the preparation and implementation of education assessments, education WHS plans and education operational readiness checks, ensuring risks are identified, monitored and mitigated;

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(xi) Oversee the maintenance of education equipment;

(xii) Monitor proficiency & skills maintenance completion, and report any gaps or risks to the Board with recommended actions; and

(xiii) Provide reports and recommendations to the Board on education capability, compliance, training outcomes and operational matters.

(e) Director of Events – shall lead the Events Portfolio by;

(i) Oversee the planning and coordination of major Club events, including community, fundraising and externally facing events approved by the Board, ensuring appropriate delegation to event teams or volunteers;

(ii) Oversee the development of event plans, budgets and operational requirements for major events, including logistics, risk management and stakeholder coordination, and submit these for Board approval;

(iii) Liaise with sponsors, partners, suppliers and relevant stakeholders to support the successful governance and delivery of Club events;

(iv) Work collaboratively with the Director of Commercial Partnerships, Director of Member Services and other Directors to maximise event opportunities and outcomes;

(v) Oversee and support the coordination of internal Club functions and activities by engaging relevant sections or sub-committees to assist with the planning and delivery of smaller member events;

(vi) Ensure that all Club events comply with the Club's Child Safe policies and procedures, including appropriate supervision, screening and reporting requirements;

(vii) Oversee the preparation and implementation of event risk assessments and WHS plans, ensuring risks are identified, monitored and mitigated; and

(viii) Provide reports and recommendations to the Board on event planning, delivery and outcomes.

(f) Director of Finance – shall lead the Finance Portfolio by;

(i) Oversee all Club financial matters and ensure compliance with statutory, regulatory and constitutional financial requirements;

(ii) Oversee the preparation of the Club's financial reports and ensure they are submitted for audit in accordance with **clause 29** of the Constitution;

(iii) Oversee the Club's financial operations, including ensuring that accounts approved by the Board are paid in accordance with authorised financial procedures;

(iv) Ensure that all monies received by the Club are deposited into an account in the Club's name as soon as practicable and without deduction;

(v) Ensure that bank records and financial reports required by the Board are prepared and presented at each Board meeting.;

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(vi) Representing the Club at all Association Seminars on financial matters;

(vii) Ensure that all Club insurance premiums are paid on time in accordance with **by-law 9.16(a)**, and report to the Board on insurance renewals and coverage;

(viii) Prepare the annual Club budget in consultation with all Directors and present it to the Board for approval, and monitor performance against the approved budget; and

(ix) Identify and monitor financial risks and report such risks to the Board with recommended mitigation strategies.

(g) Director of Junior Activities Group – shall lead the Junior Activities Group (JAG) Portfolio by;

(i) Represent the Junior Activities Group on the Board and report regularly to the Board on JAG activities, issues and priorities;

(ii) Provide governance oversight of the Junior Activities Group, ensuring that the JAG Committee manages day-to-day operations in accordance with the Constitution, By-Laws and SLSA requirements;

(iii) Oversee the delivery of the surf lifesaving and education program within the guidelines set by SLSA, ensuring appropriate delegation to qualified Age Managers, Trainers and JAG Committee members;

(iv) Be accountable for governance oversight of compliance, safety, child protection, education, communication, beach and surf sports, and JAG financial management, ensuring appropriate delegation to the JAG Committee and alignment with SLSA, SLSNSW and Child Safe requirements;

(v) Ensure that all JAG activities comply with the Club's Child Safe policies and procedures, including supervision ratios, WWCC verification, reporting obligations and safe-recruitment practices; and

(vi) Oversee the preparation and implementation of JAG risk assessments and water safety plans, ensuring risks are identified, monitored and mitigated in accordance with SLSA and SLSNSW requirements.

(h) Director of Lifesaving – shall lead the Lifesaving Portfolio by;

(i) Provide governance oversight of the Club's lifesaving operations to ensure patrol obligations and operational readiness are maintained;

(ii) Oversee the work of the Coordinator of Lifesaving and any associated committees or coordinators supporting these functions;

(iii) Ensure, through appropriate oversight, that the Club's lifesaving activities comply with relevant SLSA and SLSNSW policies, procedures, operational requirements and WHS obligations;

(iv) Work collaboratively with other Directors and Club sections to promote participation in lifesaving, training and operational activities;

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(v) Liaise with Council Lifeguards regarding lifesaving and beach patrol matters; ensuring effective communication and coordination;

(vi) Maintain relationships with District and Branch lifesaving representatives, ensuring compliance with policies, standards and reporting requirements set by them;

(vii) Oversee the preparation and implementation of patrol risk assessments, WHS plans and operational readiness checks, ensuring risks are identified, monitored and mitigated;

(viii) Monitor patrol capability and operational readiness, and report any gaps or risks to the Board with recommended actions; and

(ix) Provide reports and recommendations to the Board on lifesaving capability, compliance and operational matters.

(i) Director of Membership Services – shall lead the Member Portfolio by;

(i) Promote and oversee strategies that enhance member engagement and participation across all sections of the Club, including youth members, and encourage pathways for members to become actively involved in Club activities and volunteering;

(ii) Oversee and support initiatives that assist with the induction and integration of new members, including communicating opportunities, pathways and ways members can contribute to the Club;

(iii) Support and oversee initiatives that strengthen members' connection to the Club and enhance member retention;

(iv) Oversee programs that recognise and celebrate the contribution of members and volunteers, including Club recognition programs and nominations for local and community awards (e.g., Cook Awards, NSW Volunteer of the Year awards, et al);

(v) Oversee and support the coordination of member-focused social events and functions, in collaboration with the Director of Events, the Coordinator of Events and relevant sub-committees;

(vi) Oversee the accuracy, privacy and appropriate use of member information in collaboration with the Director of Administration, ensuring compliance with privacy and data protection requirements;

(vii) Oversee member feedback and engagement mechanisms, ensuring that member concerns, suggestions and grievances are appropriately referred, managed and reported to the Board; and

(viii) Provide reports and recommendations to the Board on matters relating to member engagement, services and initiatives.

(j) Director of Partnerships – shall lead the Partnerships Portfolio by;

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(i) Oversee the development and maintenance of strategic partnerships and sponsorships that support the Club's financial sustainability, facilities, programs and community presence;

(ii) Identify and evaluate partnership opportunities with businesses, corporate organisations and community stakeholders, and lead strategic engagement to progress suitable opportunities;

(iii) Oversee the development of sponsorship proposals and partnership packages for potential partners;

(iv) Oversee relationships with sponsors and partners, working with the Director of Events and Honorary Office Administration Staff to ensure agreed benefits, recognition and exposure are delivered;

(v) Identify and oversee grant opportunities that support Club programs, facilities and initiatives, working with relevant Directors to prepare and submit applications;

(vi) Work collaboratively with other Directors and Club sections to maximise partnership opportunities across events, programs and facilities;

(vii) Oversee the negotiation and management of partnership and sponsorship agreements, ensuring contractual obligations, risks and deliverables are appropriately managed and reported to the Board;

(viii) Ensure that partner and sponsor recognition, branding and marketing activities comply with Club policies, contractual obligations and SLSA, SLSNSW and Club brand guidelines; and

(ix) Report to the Board on partnership and grants opportunities, performance and related commercial matters.

(k) Director of Surf Sports – shall lead the Surf Sports Portfolio by;

(i) Oversee and promote strategies that encourage the recruitment and development of Members as competitors across all surf sports disciplines;

(ii) Provide governance oversight of the Surf Sports section, ensuring Sectional Captains manage day-to-day operations in accordance with Club policies and SLSA requirements;

(iii) Ensure, through appropriate oversight, that Club competitions are conducted by the responsible Members in accordance with SLSA Guidelines, the Competition Manual and the Club's Constitution and By-Laws;

(iv) Prepare the annual Surf Sports budget and submit it to the Director of Finance for endorsement and subsequent approval by the Board;

(v) Communicate changes to competition rules and equipment specifications to relevant Club position holders, ensuring compliance across all surf sports activities;

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(vi) Oversee the process for compiling and lodging competition entries and entry fees with the appropriate bodies, based on recommendations of the Selection Committee;

(vii) Oversee the conduct of Club Championships and ensure accurate point scoring is maintained by the responsible officials;

(viii) Oversee the development of coaching and athlete development programs, ensuring they align with SLSA standards and support pathways from JAG to senior competition;

(ix) Liaise with Council Lifeguards regarding surf sports training and competition matters; ensuring effective communication and coordination;

(x) Oversee the maintenance, safety and compliance of Surf Sports equipment, ensuring it meets SLSA specifications and is fit for purpose; and

(xi) Oversee the preparation and implementation of risk assessments and WHS plans for Surf Sports training and competition.

(l) President – shall lead the Executive Portfolio by;

(i) Act as Chairperson of any Board meeting or General Meeting at which they are present;

(ii) Determine the order of business at meetings and ensure discussion is confined to matters that, under the Constitution, By-Laws and Terms of Reference, fall within the authority of the Board or General Meeting;

(iii) Provide strategic leadership by guiding the development and review of the Strategic Plan, ensuring Board decisions align with the long-term sustainability and best interests of the Club, and chair the Strategic Committee to bring recommendations to the Board for consideration and approval;

(iv) Facilitate effective Board performance by encouraging informed, independent and respectful debate, and ensuring Directors act in the best interests of the Club as a whole rather than sectional or personal interests.

(v) Promote and model a culture of integrity, respect, accountability and professionalism within the Board and across the Club;

(vi) Oversee the effective operation of the Club's governance frameworks, including conflict-of-interest management, compliance systems and adherence to procedural fairness;

(vii) Act as a media spokesperson for the Club;

(viii) Attend, as far as practicable, special events, meetings, conferences and forums relevant to the Club or its Members;

(ix) Serve, at their discretion, as an ex-officio member of all Committees except the Judiciary Panel and the Life Member and Honours Committee, without voting rights;

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(x) Provide consultative support to the Director of Administration in relation to the oversight of the Club's paid employees, ensuring alignment with Board expectations and the Club's governance framework;

(xi) Represent the Club in dealings with key external stakeholders, including government, community organisations and Surf Life Saving bodies, where appropriate and in alignment with Board direction.

5. NON-CLUB OFFICERS

Non-Club Officer Positions are defined by these By-Laws and are given effect by **rule 18.4** and **rule 18.5**. Each Non-Club Officer Position is a type of Club Position (refer **by-law 3**). The following are requirements and position descriptions, for Non-Club Officers.

5.1 Non-Club Officer Additional Obligations

(a) Non Club Officer's must comply with the following obligations. They are in addition to any other obligations the individual may have under the Act, the ACNC Act, the Constitution and these By-Laws.

(i) Club Position Holder Additional Obligations (**by-law 3.2**);

(ii) Not be a Club Officer (**rule 18.2(a)**); and

(iii) Hold no more than one (1) Non-Club Officer Position at any given time.

5.2 Duties of Non-Club Officers

The duties of Non-Club Officers are outlined in the Act, the ACNC Act and the Constitution. This section outlines additional duties of Non-Club Officers. Each Non-Club Officer will;

(a) Assist and act under the direction of their respective Portfolio Director and comply with any lawful direction of the Board. Non-Club Officers must not exercise governance authority, bind the Club, or make decisions reserved for the Board;

(b) Actively participate in each Committee where their Non-Club Officer Position is listed as a Committee Position (**by-law 7.6**);

(c) In the absence of their respective Portfolio Director from any meeting, provide operational advice to the Board relating to their area of responsibility, but must not assume the authority, powers or voting rights of a Director;

(d) Not incur expenditure or enter into financial commitments on behalf of the Club unless expressly delegated by the Board or the relevant Portfolio Director;

(e) Not represent the Club publicly, speak on behalf of the Club, or enter into agreements unless expressly authorised by the Board or the President; and

(f) Ensure that all operational activities within their area of responsibility comply with relevant SLSA and SLSNSW policies, procedures and operational requirements.

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5.3 Non-Club Officer Positions

Non-Club Officers are appointed by the Board. Each Non-Club Officer is responsible for a Position as defined in these By-Laws. This section outlines the additional duties specific to each Position[2].

(a) Beach Captain shall undertake their duties by;

(i) Undertaking the duties of a Sectional Captain (**by-law 5.3(z)**); and

(ii) Coordinating and managing the operational activities of the Beach section under the direction of the Director of Surf Sports.

(b) Board Captain shall undertake their duties by;

(i) Undertaking the duties of a Sectional Captain (**by-law 5.3(z)**); and

(ii) Coordinating and managing the operational activities of the Board section under the direction of the Director of Surf Sports.

(c) Board Riding Captain shall undertake their duties by;

(i) Undertaking the Duties of a Sectional Captain (**by-law 5.3(z)**); and

(ii) Coordinating and managing the operational activities of the Board Riding section under the direction of the Director of Surf Sports.

(d) Boat Captain shall undertake their duties by;

(i) Undertaking the Duties of a Sectional Captain (**by-law 5.3(z)**);

(ii) Coordinating and managing the operational activities of the Boat section under the direction of the Director of Surf Sports.

(e) Child Safe Coordinator shall undertake their duties by;

(i) Assisting and acting under the direction of the Director of Member Services;

(ii) Coordinating the Club's child safe activities, promoting the importance of child safety to Members, and supporting the Club's compliance with relevant child safety legislation and SLSA and SLSNSW requirements; and

(iii) Coordinating verification that individuals who are required to hold a WWCC under NSW legislation in connection with a Club Position, and who are not exempt under that legislation, comply with **by-law 3.2(a)**, and maintaining appropriate records of those verifications;

(iv) Supporting the induction and education of Members on child safe practices, including codes of conduct and reporting processes;

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[2] Non-Club Officer Positions are listed alphabetically in this by-law. The ordering of Non-Club Officer Positions is not intended to show or represent any type of hierarchy or relative importance of any given Non-Club Officer Position vs another.

(v) Supporting the reporting and escalation of child safety concerns in accordance with Club procedures, ensuring confidentiality and appropriate referral to the Director of Member Services; and

(vi) Liaising with SLSNSW and SLSA on child safe matters and communicating relevant updates to the Director of Member Services.

(f) Club Safety Officer shall undertake their duties by;

(i) Assisting and acting under the direction of the Director of Member Services;

(ii) Supporting the health and safety of Members, volunteers and visitors to the Club and lifesaving environments by coordinating WHS activities and promoting safe practices in accordance with SLSNSW Work Health & Safety requirements;

(iii) Conducting regular inspections of the Club's premises, equipment and surroundings, identifying and assessing health and safety risks, and coordinating appropriate corrective actions;

(iv) Supporting the reporting, documentation and escalation of WHS incidents, hazards and near misses in accordance with Club procedures and SLSNSW reporting requirements, including SurfGuard where applicable;

(v) Supporting WHS inductions and safety briefings for Members, volunteers and visitors, including emergency procedures, hazard awareness and safe work practices;

(vi) Coordinating the inspection and maintenance of WHS-related equipment, including first aid kits, AEDs, oxygen equipment, emergency signage and other safety equipment;

(vii) Assisting with the preparation and review of risk assessments for Club activities, training, events and facility use, ensuring alignment with SLSNSW risk management frameworks; and

(viii) Liaising with Branch and SLSNSW WHS Officers on safety matters and communicating relevant updates to the Director of Member Services.

(g) Coordinator of Education shall undertake their duties by;

(i) Assisting and acting under the direction of the Director of Education;

(ii) Holding a current Training Officer award or obtaining it as soon as is personally practical;

(iii) Promoting and coordinating training to meet the Club's lifesaving capability targets, working with relevant Directors to increase member participation and strengthen patrol capability;

(iv) Coordinating the delivery of lifesaving education programs, including training new Members to Bronze Medallion standard and supporting existing Members to maintain proficiency and progress to higher awards;

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(v) Coordinating the Annual Proficiency Testing Procedures in accordance with SLSNSW requirements;

(vi) Supporting the development, mentoring and ongoing training of Trainers, Assessors and Facilitators within the Club;

(vii) Ensuring training equipment and resources are adequate, current and maintained in good working order;

(viii) Coordinating course scheduling, trainer and assessor allocation, and venue and equipment requirements for all Club education training activities;

(ix) Maintaining accurate training and proficiency records, including SurfGuard entries, attendance records and award outcomes;

(x) Ensuring training resources, assessment tools and course materials used by the Club are current and compliant with SLSNSW Education standards; and

(xi) Liaising with Branch and SLSNSW Education personnel on training matters and communicating relevant updates to the Director of Education.

(h) Coordinator of Facilities shall undertake their duties by;

(i) Assisting and acting under the direction of the Director of Commercial Services;

(ii) Coordinating the maintenance, repair and upkeep of the Club building, facilities and associated equipment, including arranging contractors, obtaining quotes and coordinating access as required;

(iii) Conducting regular inspections of the Club's facilities to identify defects, maintenance needs and operational issues, and reporting these to the Director of Commercial Services;

(iv) Maintaining facility-related records, including maintenance logs, contractor information and the facilities asset register;

(v) Coordinating cleaning, waste management and general upkeep of the Club's premises to ensure a safe, clean and functional environment;

(vi) Supporting the management of building security and access control, including keys, fobs and alarm systems;

(vii) Supporting compliance with facility-related obligations, including council lease requirements, fire safety, electrical test and tag, and other statutory or SLSNSW facility standards;

(viii) Liaising with tenants, hirers and other users of the Club's facilities as directed by the Director of Commercial Services; and

(ix) Working with the Gym Coordinator as necessary to support the maintenance and safe operation of the gym facilities.

(i) Coordinator of Finance shall undertake their duties by;

(i) Assisting and acting under the direction of the Director of Finance;

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(ii) Supporting the day-to-day financial administration of the Club, including processing invoices, preparing payment batches, reconciling receipts and maintaining petty cash records;

(iii) Maintaining accurate financial records and documentation, including invoices, receipts, bank statements, grant documentation and supporting materials required for audit and compliance purposes;

(iv) Assisting with banking activities, including preparing deposits, reconciling bank accounts and monitoring incoming payments;

(v) Supporting the preparation of financial reports and budget tracking by collating financial data and maintaining up-to-date financial registers;

(vi) Assisting with compliance requirements relating to financial management, including documentation needed for audits, ACNC reporting and SLSNSW financial standards;

(vii) Liaising with suppliers, Members and Directors regarding financial matters, including outstanding invoices, reimbursements and financial information requests; and

(viii) Supporting the financial administration of fundraising, events and commercial activities, including reconciliation of takings and tracking income and expenditure.

(j) Coordinator of Lifesaving shall undertake their duties by;

(i) Assisting and acting under the direction of the Director of Lifesaving;

(ii) Holding a current Bronze Medallion;

(iii) Preparing the annual patrol roster, taking into account the Club calendar, patrol composition and operational requirements;

(iv) Liaising with the office administration staff to publish patrol dates and communicate information relating to patrol requirements and obligations;

(v) Coordinating patrol leave requests in accordance with Club procedures, noting that leave for more than two consecutive patrols may only be granted by the Board;

(vi) Contacting and interviewing Members who are in arrears of two or more patrols, and supporting appropriate follow-up actions;

(vii) Monitoring patrol attendance, capability and operational readiness, ensuring each patrol has sufficient Members with appropriate higher-award qualifications;

(viii) Supporting Patrol Captains by providing operational information, coordinating substitutions where necessary, and assisting with the resolution of patrol-related issues;

(ix) Maintaining accurate patrol records, including SurfGuard patrol logs, attendance records, leave records and patrol capability data;

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(x) Supporting the reporting and documentation of patrol-related incidents and ensuring they are escalated in accordance with SLSNSW and Club procedures;

(xi) Liaising with Branch lifesaving personnel on patrol operations, proficiency requirements and lifesaving updates, and communicating relevant information to Patrol Captains and the Director of Lifesaving; and

(xii) Working with the Coordinator of Education and relevant Directors to identify and address patrol capability gaps, including training and recruitment needs.

(k) Coordinator of Member Protection shall undertake their duties by;

(i) Assisting and acting under the direction of the Director of Member Services;

(ii) Coordinating the Club's Member Protection activities, including promoting safe, respectful and inclusive behaviour in accordance with SLSNSW Member Protection and Child Safe policies;

(iii) Supporting the Club's compliance with relevant Member Protection, Child Safe and safeguarding legislation by coordinating operational processes, maintaining required records and communicating relevant updates to the Director of Member Services;

(iv) Supporting Members to understand behavioural expectations, Codes of Conduct, complaint pathways and reporting obligations, including those relating to child safety, harassment, bullying and discrimination;

(v) Supporting the reporting, documentation and referral of Member Protection concerns, ensuring matters are escalated appropriately and confidentially in accordance with Club and SLSNSW procedures;

(vi) Maintaining Member Protection-related records, including training attendance, declarations, and other documentation required under SLSNSW policies;

(vii) Liaising with SLSNSW and Branch member protection personnel on safeguarding matters and communicating relevant updates to the Director of Member Services; and

(viii) Supporting the delivery of Member Protection education and awareness activities for Members, including induction content, behavioural expectations and safe-club practices.

(l) Coordinator of Surf Sports shall undertake their duties by;

(i) Assisting and acting under the direction of the Director of Surf Sports;

(ii) Supporting the coordination of Surf Sports activities across all disciplines, including communication with Sectional Captains and ensuring alignment with Club priorities and SLSNSW and SLSA requirements;

(iii) Coordinating the preparation and publication of the Surf Sports calendar, including training schedules, carnivals, selection events and key dates;

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(iv) Supporting the coordination of carnival entries, team nominations, logistics and communication with Members, Sectional Captains and relevant Directors;

(v) Maintaining Surf Sports-related records, including training attendance, carnival entries, team selections and equipment allocations as required;

(vi) Supporting the coordination of Surf Sports equipment needs by liaising with Sectional Captains and reporting equipment issues or requirements to the Director of Surf Sports;

(vii) Supporting communication between the Director of Surf Sports, Sectional Captains, the Head Coach, Coaches and Members regarding training, competition, selection policies and operational updates;

(viii) Assisting with the coordination of coaching and athlete development activities across surf sports disciplines, in collaboration with the Head Coach and Sectional Captains;

(ix) Liaising with Branch and SLSNSW surf sports personnel on operational matters and communicating relevant updates to the Director of Surf Sports and Sectional Captains; and

(x) Supporting the implementation of Club surf sports policies, procedures and selection processes, ensuring Members receive clear and timely information.

(m) Coordinator of Youth shall undertake their duties by;

(i) Assisting and acting under the direction of the Director of Member Services;

(ii) Being aged between eighteen (18) and twenty-three (23) years of age (inclusive);

(iii) Fostering the activities, engagement and development of Cadet Members (aged 13–15) and Active Members (aged 15–18) in accordance with **rule 8.3**;

(iv) Representing Cadet and Active Members at Lifesaving & Education Committee meetings and communicating relevant information back to youth Members;

(v) Submitting a report to each meeting of the Lifesaving & Education Committee;

(vi) Supporting youth participation in patrols, training, surf sports and Club activities, and encouraging pathways into leadership roles;

(vii) Supporting the transition of Members from Junior Activities into Cadet and Active membership, and working with the Junior Activities Group as required;

(viii) Acting as a point of contact for youth Members, gathering feedback and communicating youth-related issues or opportunities to the Director of Member Services;

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(ix) Supporting the delivery of youth-focused activities, programs and events that promote engagement, retention and development; and

(x) Promoting safe, respectful and inclusive behaviour among youth Members in alignment with the Club's Member Protection and Child Safe policies, and escalating concerns in accordance with Club procedures.

(n) Event Organiser(s)/Coordinator(s) shall undertake their duties by;

(i) Assisting and acting under the direction of the Director of Events;

(ii) Coordinating the planning and operational delivery of designated major Club events, including logistics, scheduling, site setup, pack-down and on-the-day coordination;

(iii) Chairing and coordinating the event working group or Committee established for the specific event, ensuring tasks are allocated and progress is monitored;

(iv) Liaising with internal stakeholders, including relevant Directors, Sectional Captains, office administration staff and volunteer teams, to support event planning and delivery;

(v) Coordinating external stakeholders, including suppliers, contractors, sponsors, Council representatives and emergency services, as required for the safe and effective delivery of the event;

(vi) Supporting the development of event plans, risk assessments, WHS considerations and operational documentation in accordance with Club procedures and SLSNSW requirements;

(vii) Coordinating volunteer recruitment, rostering and briefing for the event, ensuring all volunteers understand their roles and responsibilities;

(viii) Supporting event promotion and communication by providing operational information to the Director of Events and relevant Club communication channels;

(ix) Monitoring event budgets and expenditure in consultation with the Director of Events and Director of Finance, ensuring accurate record-keeping for reconciliation; and

(x) Providing a post-event report to the Director of Events, including outcomes, issues, recommendations and key learnings for future events.

(o) Gear Steward shall undertake their duties by;

(i) Assisting and acting under the direction of the Director of Lifesaving;

(ii) Liasing with the Director of Education as needed regarding training equipment;

(iii) Coordinating the maintenance, repair and servicing of all Club lifesaving and radio equipment, ensuring issues are identified promptly and reported to the Director of Lifesaving;

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(iv) Ensuring all lifesaving equipment is operational, serviceable and available for patrols, training and emergency response, including coordinating regular equipment checks;

(v) Preparing and maintaining the Club's Gear and Equipment Register in accordance with SLSNSW requirements, including recording serial numbers, service dates and condition status;

(vi) Coordinating the preparation of all lifesaving and radio equipment for annual Gear Inspection, including ensuring compliance with SLSNSW standards, documentation requirements and rectification of identified issues;

(vii) Liaising with Patrol Captains, IRB Officers, Sectional Captains and Trainers to identify equipment needs, defects or operational issues and coordinating appropriate follow-up;

(viii) Coordinating the storage, organisation and accessibility of lifesaving equipment to ensure efficient patrol and training operations;

(ix) Supporting the procurement process for replacement or new lifesaving equipment by providing operational information, quotes and recommendations to the Director of Lifesaving; and

(x) Maintaining records of equipment repairs, servicing, inspections and replacements to support compliance, audit and operational planning

(p) Gym Coordinator shall undertake their duties by;

(i) Assisting and acting under the direction of the Director of Member Services;

(ii) Ensuring that all people using the Club gym are current and financial Members of the Club and meet any eligibility or induction requirements set by the Club;

(iii) Coordinating the day-to-day operation of the gym, including monitoring usage, promoting safe behaviour and ensuring Members understand gym rules and expectations;

(iv) Ensuring all gym equipment is in good working order, conducting regular checks, identifying defects and reporting repair or replacement needs to the Director of Commercial Services;

(v) Maintaining gym-related records, including equipment condition logs, incident reports and Member access records as required;

(vi) Supporting WHS compliance within the gym by identifying hazards, promoting safe practices and escalating issues to the Director of Member Services or Safety Officer as appropriate;

(vii) Coordinating cleaning, hygiene and general upkeep of the gym area to ensure a safe and functional environment;

(viii) Working with the Coordinator of Facilities as necessary to support maintenance, repairs, access control and facility-related requirements; and

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(ix) Supporting communication with Members regarding gym access, rules, temporary closures, maintenance schedules and safety updates.

(q) Head Coach shall undertake their duties by;

(i) Assisting and acting under the direction of the Director of Surf Sports;

(ii) Leading and coordinating the coaching program across all Surf Sports disciplines, ensuring training is aligned with Club priorities and SLSNSW coaching standards;

(iii) Working with Sectional Captains to develop, implement and review training programs for all athletes, ensuring programs cater for varying skill levels, age groups and competition pathways;

(iv) Supporting the recruitment, development and mentoring of Coaches and Assistant Coaches, including promoting consistent coaching practices and athlete-centred approaches;

(v) Coordinating communication between Coaches, Sectional Captains and the Director of Surf Sports regarding training schedules, athlete development, selection policies and operational updates;

(vi) Monitoring athlete progress and development, identifying opportunities for skill advancement, higher-award training and competition readiness;

(vii) Supporting the safe conduct of training sessions by promoting safe practices, identifying risks and escalating safety concerns to the Director of Surf Sports or Safety Officer as appropriate;

(viii) Liaising with the Coordinator of Surf Sports regarding training logistics, equipment needs, facility requirements and carnival preparation; and

(ix) Maintaining coaching-related records as required, including attendance, training plans and athlete development information.

(r) IRB Captain shall undertake their duties by;

(i) Undertaking the duties of a Sectional Captain (**by-law 5.3(z)**);

(ii) Coordinating and managing the operational activities of the IRB section under the direction of the Director of Surf Sports;

(iii) Holding a current Bronze Medallion;

(iv) Holding a current Silver Medallion IRB Driver award;

(v) Coordinating the operation, maintenance and repair of all Club IRBs and SSVs, ensuring they are safe, compliant and serviceable; and

(vi) Assisting the Coordinator of Education with the training and development of new IRB Crew Members and IRB Drivers.

(s) IRB Racing Captain shall undertake their duties by;

(i) Undertaking the Duties of a Sectional Captain (**by-law 5.3(z)**); and

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(ii) Coordinating and managing the operational activities of the IRB Racing section under the direction of the Director of Surf Sports.

(t) Life Saving Events Captain shall undertake their duties by;

(i) Undertaking the Duties of a Sectional Captain (**by-law 5.3(z)**); and

(ii) Coordinating and managing the operational activities of the Life Saving Events section under the direction of the Director of Surf Sports.

(u) Masters Captain shall undertake their duties by;

(i) Undertaking the Duties of a Sectional Captain (**by-law 5.3(z)**); and

(ii) Coordinating and managing the operational activities of the Masters section under the direction of the Director of Surf Sports.

(v) Patrol Captain Representative shall undertake their duties by;

(i) Assisting and acting under the direction of the Director of Lifesaving;

(ii) Representing the views, needs and operational experiences of Patrol Captains to the Club, ensuring effective two-way communication between Patrol Captains and the Director of Lifesaving;

(iii) Liaising with the Coordinator of Lifesaving regarding patrol operations, roster issues, capability needs, attendance concerns and any matters raised by Patrol Captains;

(iv) Liaising with the Director of Education and the Coordinator of Education regarding training needs, proficiency requirements, higher-award pathways and skill gaps identified by Patrol Captains;

(v) Liaising with the Gear Steward regarding equipment needs, defects, readiness issues and operational feedback from Patrol Captains;

(vi) Liaising with the IRB Captain regarding IRB capability, crew/driver availability, equipment issues and operational requirements raised by Patrol Captains;

(vii) Supporting consistent patrol operations by communicating relevant updates, procedures and operational information to Patrol Captains as directed by the Director of Lifesaving;

(viii) Identifying common issues, trends or challenges affecting patrol operations and providing consolidated feedback to the Director of Lifesaving; and

(ix) Supporting the induction and mentoring of new Patrol Captains by sharing operational knowledge, expectations and best-practice approaches.

(w) R & R Captain shall undertake their duties by;

(i) Undertaking the Duties of a Sectional Captain (**by-law 5.3(z)**); and

(ii) Coordinating and managing the operational activities of the Rescue & Resuscitation section under the direction of the Director of Surf Sports.

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(x) Race Secretary shall undertake their duties by;

(i) Assisting and acting under the direction of the Director of Member Services;

(ii) Coordinating the organisation and conduct of internal Club competitions, including scheduling, event formats, marshalling requirements and operational arrangements;

(iii) Liaising with the Director of Events as necessary to support logistics, site setup, volunteer requirements and operational needs for internal Club competitions;

(iv) Liaising with the Director of Surf Sports to ensure internal competitions align with Surf Sports priorities, athlete development pathways and SLSNSW competition expectations;

(v) Coordinating the publication of competition details on Club noticeboards and communication channels, maintaining accurate records of events conducted, entries received and results achieved;

(vi) Supporting the conduct of internal competitions in accordance with SLSA Competition Rules and any event-specific rules developed by the Sports Committee and approved by the Board;

(vii) Maintaining competition-related records, including results, point scores, participation data and historical records for Club championships and perpetual trophies; and

(viii) Liaising with Sectional Captains, Coaches and the Coordinator of Surf Sports to ensure internal competitions are appropriately resourced and communicated to Members.

(y) Registrar shall undertake their duties by;

(i) Assisting and acting under the direction of the Director of Administration;

(ii) Maintaining accurate and up-to-date records of all Members in accordance with **clause 10** of the Constitution, including membership details, status, category, activities, awards and achievements;

(iii) Processing membership applications, renewals, transfers and category changes in accordance with Club procedures and SLSNSW requirements;

(iv) Maintaining Member records in SurfGuard, including updating personal details, award information, patrol status and membership history as required;

(v) Supporting the verification and recording of Working With Children Checks (WWCC) only for individuals who are required to hold a WWCC under NSW legislation in connection with their Club role and who are not exempt under that legislation, together with other Member Protection-related requirements in consultation with the Coordinator of Member Protection and Director of Member Services;

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(vi) Maintaining accurate records of Member participation in Club activities, including patrols, training, surf sports and volunteer contributions, as required for reporting and recognition purposes;

(vii) Liaising with Directors, Coordinators and Office Administration staff regarding membership information, reporting needs and Member status updates;

(viii) Preparing membership-related reports for the Director of Administration, Board and relevant Committees as required; and

(ix) Ensuring membership records and documentation are securely stored and managed in accordance with privacy, data protection and SLSNSW requirements.

(z) Sectional Captains shall undertake their duties by;

(i) Assisting and acting under the direction of the Director of Surf Sports, and coordinating the day-to-day operational activities of their surf sports discipline;

(ii) Promoting and supporting the development of a strong and competitive standard within their section, and assisting in identifying suitable competitors and teams to represent the Club in their surf sports discipline;

(iii) Encouraging and supporting the recruitment, development and retention of competitors within their section;

(iv) Maintaining and preparing Club equipment assigned to their section, ensuring it is safe, compliant, serviceable and ready for training and competition;

(v) Recommending the purchase or replacement of equipment as appropriate for their surf sports discipline;

(vi) Undertaking regular stocktakes of the section's Club equipment and reporting any issues to the Director of Surf Sports;

(vii) Supporting the coordination of coaching and athlete development activities in collaboration with coaches, other Sectional Captains and the Head Coach for their surf sports discipline;

(viii) Contributing to team selection processes for events in their surf sports discipline in accordance with Club selection policies;

(ix) Managing the allocation and tracking of Club equipment to individuals and teams within their section, ensuring appropriate use and accountability;

(x) Providing guidance, support and discipline-specific leadership to competitors within their section, including communication of training expectations, competition requirements and relevant SLSA and SLSNSW standards;

(xi) Assisting with the setup, pack-down and conduct of training and competition activities for their surf sports discipline as directed by the Director of Surf Sports or Head Coach;

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(xii) Supporting the coordination of coaching and athlete development activities for their surf sports discipline in collaboration with coaches, other Sectional Captains and the Head Coach; and

(xiii) Ensuring that training and competition activities in their surf sports discipline comply with SLSA and SLSNSW competition, safety and equipment requirements.

(aa) Ski Captain shall undertake their duties by;

(i) Undertaking the Duties of a Sectional Captain (**by-law 5.3(z)**); and

(ii) Coordinating and managing the operational activities of the Ski section under the direction of the Director of Surf Sports.

(bb) Social Organiser shall undertake their duties by;

(i) Assisting and acting under the direction of the Director of Member Services;

(ii) Coordinating the planning and operational delivery of member-focused social events and functions, ensuring they support member engagement and align with the Club's calendar and priorities;

(iii) Liaising with the lessee, where applicable, to coordinate venue access, hospitality arrangements and operational requirements for Club social events;

(iv) Coordinating volunteers, suppliers and internal stakeholders involved in the delivery of social events, including communicating roles, responsibilities and event requirements;

(v) Supporting the promotion of social events by providing relevant information to the Director of Member Services and the Club's communication channels;

(vi) Supporting the preparation of event plans, risk considerations and operational arrangements in accordance with Club procedures and SLSNSW expectations, escalating issues to the Director of Member Services as required;

(vii) Maintaining records of event details, attendance and feedback to support future planning and continuous improvement;

(viii) Reporting regularly to the Board through the Director of Member Services on planned and completed social events, including seeking approval before incurring any expenditure or making financial commitments; and

(ix) Working with the Coordinator of Facilities, Director of Events and other relevant officers as necessary to support the smooth delivery of social events.

(cc) Swim Captain shall undertake their duties by;

(i) Undertaking the Duties of a Sectional Captain (**by-law 5.3(z)**);

(ii) Coordinating and managing the operational activities of the Swim section under the direction of the Director of Surf Sports.

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6. HONORARY POSITIONS

Honorary Positions are defined by these By-Laws and are given effect by **rule 18.4** and **rule 18.5**. Each Honorary Position is a type of Club Position (refer **by-law 3**). The following are the requirements and position descriptions, for Honorary Positions.

6.1 Honorary Position Additional Obligations

(a) Honorary Position holders must comply with the following obligations. These obligations are in addition to any other obligations the individual may have under the Act, the ACNC Act, the Constitution and these By-Laws.

(i) Except for Vice Patrons who are not Members of the Club in their own right (**clause 8**), comply with Club Position Holder Additional Obligations (**by-law 3.2**); and

(ii) Hold no more than one (1) Honorary Position at any given time.

6.2 Duties of Honorary Positions

The duties of Honorary Position holders are outlined in the Act, the ACNC Act and the Constitution. This section outlines additional duties of Honorary Position holders. Each Honorary Position holder will;

(a) Follow the directions of the Board; and

(b) Positively promote the Club.

6.3 Honorary Positions

This section outlines the Honorary Positions of the Club, any associated processes for the appointment and removal of individuals to the Honorary Position and any additional Duties specific to the Honorary Position.

(a) Patron

(i) Where the Patron role is vacant, or the existing Patron's term is expiring, the retiring Board shall recommend one (1) nomination for the position of Patron;

(ii) The Patron shall be nominated from among the Club's existing Life Members who have made significant contributions to the Club and who have shown interest in accepting the position;

(iii) Such nomination shall be submitted to the Annual General Meeting (**clause 13**) for consideration and endorsement by a Vote (**clause 16**) of Members requiring a Majority;

(iv) Under the Board's Right to Co-Opt (**rule 18.4**), the Patron may provide support, advice and guidance to the Board, if requested, and shall have full access to Club facilities, be welcome at all Club functions. In doing so, the Patron must comply with **rule 18.4**;

(v) Under the Board's Right to Co-Opt (**rule 18.4**), the Patron may attend and speak at Board Meetings, but without the right to vote. In doing so, the Patron must comply with **rule 18.4**;

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(vi) The Patron shall be appointed for a period of three (3) years. The Board may recommend extending the Patron's term for up to three (3) total terms in accordance with **by-law 6.3(a)(i)** and **by-law 6.3(a)(ii)**;

(vii) The Patron is subject to the same revocation rules and processes that apply to Life Membership (**rule 11.9**); and

(viii) The Patron may voluntarily resign from the role by following the same rules and processes that apply to the resignation of life membership (**rule 11.10**).

(b) Patron Emeritus

(i) When a Patron (**by-law 6.3(a)**) retires from the role or completes their term, the Board may elect to recommend that the Club bestow the honorary title of "Patron Emeritus", if the retiring patron has served five (5) or more years and has rendered exemplary service in the role of Patron;

(ii) The Board's nomination shall be submitted to the Annual General Meeting (**clause 13**) for consideration and endorsement by a Vote (**clause 16**) of Members requiring a 75% Majority;

(iii) A Patron Emeritus shall have full access to Club facilities and be welcome at all Club functions; and

(iv) Subject to the following exceptions, the title of Patron Emeritus shall be bestowed for life;

(A) The title of Patron Emeritus is subject to the same revocation rules and processes that apply to Life Membership (**rule 11.9**); and

(B) A Patron Emeritus may voluntarily relinquish the title by following the same rules and processes that apply to the resignation of life membership (**rule 11.10**).

(c) Senior Vice Patron

(i) The retiring Board shall recommend up to five (5) nominations for the title of Senior Vice Patron;

(ii) The Senior Vice Patron(s) shall be nominated from among existing Life Members of the Club who have made significant contributions to the Club and who have indicated their willingness to accept the position;

(iii) The Board's nomination shall be submitted to the Annual General Meeting (**clause 13**) for consideration and endorsement by a Vote (**clause 16**) of Members requiring a Majority;

(iv) The Board may at their sole discretion remove individuals from the position of Senior Vice Patron;

(v) Under the Board's Right to Co-Opt (**rule 18.4**), the Senior Vice Patron(s) may provide support, advice and guidance to the Board and Patron, if requested, and be welcome at all Club functions. In doing so, the Senior Vice Patron(s) must comply with **rule 18.4**;

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(vi) The Senior Vice Patron(s) may attend functions and represent the Club when the Patron is unavailable; and

(vii) The Senior Vice Patron(s) may be considered for Patron as per the criteria of Patron (**by-law 6.3(a)**).

(d) Vice Patrons

(i) The Board may appoint honorary Vice Patrons for any period not exceeding one (1) year, without requiring any application for membership. Vice Patrons may include Club benefactors (who may also be Members) and prominent community figures;

(ii) The Board may, at its sole discretion, remove an individual from the position of Vice Patron;

(iii) Vice Patrons, who are not otherwise Members in their own right (**clause 8**) are not covered under the SLSA Insurance Policy;

(iv) Vice Patrons, who are not otherwise Members entitled to be elected to the Board in their own right (**clause 8** and **rule 18.2**) are not eligible to be elected to the Board.

(v) Vice Patrons, who are not otherwise Members entitled to speak at General Meetings in their own right (**clause 8**) are not eligible to speak at General Meetings unless invited to do so by the Chair of the General Meeting.

(vi) Vice Patrons, who are not otherwise Members entitled to vote at General Meetings in their own right (**clause 8** and **rule 16.1**) are not eligible to Vote (**clause 16**) at General Meetings.

(e) Junior Activities Group Patron

(i) As at March 2026, two individuals hold the honorary title of Junior Activities Group (JAG) Patron. This honorary title is preserved for the current incumbents for the duration of their tenure. Once an incumbent ceases to hold the title for any reason, the title is retired and will not be conferred again.

(ii) The JAG Patron may provide support, advice and guidance to the Junior Activities Group Committee if requested, and shall have full access to Club facilities and be welcome at all Club functions. In doing so, the JAG Patron must comply with **rule 18.4**.

(iii) The JAG Patron may attend and speak at Junior Activities Group Committee Meetings, but does not have the right to vote. In doing so, the JAG Patron must comply with **rule 18.4**.

(iv) The Junior Activities Group Committee may, at its sole discretion, remove an individual from the position of JAG Patron.

(f) Auxiliary Patron and Auxiliary Vice Patron

(i) As at March 2026, one individual holds the honorary title of Auxiliary Patron and one individual holds the honorary title of Auxiliary Vice Patron. These honorary titles are preserved for the current incumbents for the duration of

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their tenure. Once an incumbent ceases to hold the title for any reason, that title is retired and will not be conferred again.

(ii) The Auxiliary Patron and Auxiliary Vice Patron may provide support, advice and guidance to the Auxiliary Committee if requested, and shall have full access to Club facilities and be welcome at all Club functions. In doing so, they must comply with **rule 18.4**.

(iii) The Auxiliary Patron and Auxiliary Vice Patron may attend and speak at Auxiliary Committee Meetings, but do not have the right to vote. In doing so, they must comply with **rule 18.4**.

(iv) The Auxiliary Committee may, at its sole discretion, remove an individual from the position of Auxiliary Patron or Auxiliary Vice Patron.

7. COMMITTEES

The Constitution establishes certain Standing Committees (**rule 22.4**) and authorises the Board to establish additional Committees (**rule 22.1**). These By-Laws govern the operation of all Committees. Standing Committees are Committees for the purposes of these By-Laws, and all provisions applying to Committees apply equally to Standing Committees unless expressly stated otherwise.

7.1 Committee Structure

Each committee will consist of;

(a) A Portfolio Director who must be a Director (**rule 18.2(a)**).

(b) A Chairperson who may be the Portfolio Director (except in the case of the Life Member and Honours Committee (**by-law 7.6(k)**) and the Judiciary Committee (**by-law 7.6(i)**)) or another member of the Committee appointed under **by-law 7.2(a)**.

(c) Committee Position(s) which may be;

(i) A named Club Officer role (**rule 18.2(a)** and **by-law 4**);

(ii) A named Non-Club Officer role (**by-law 5**);

(iii) A named Honorary role (**by-law 6**);

(iv) A Position filled by a Member (**rule 8.3**) who has been appointed to the Committee by the Board;

(v) In the case of the Auxiliary Committee, a Position filled by Majority at a General Meeting to be held prior to the Annual General Meeting; or

(vi) In the case of the Junior Activities Group Committee, a Position filled by Majority at a General Meeting to be held prior to the Annual General Meeting; or

(vii) In the case of a JAG Position, a position appointed by the Junior Activities Group Committee (**by-law 7.6(j)(i)(L)**).

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7.2 Portfolio Director

The Portfolio Director shall;

(a) Except where a Chairperson is explicitly specified in **by-law 7.6**, at their sole discretion choose to be the Chairperson of the Committee or appoint one of the Committee Position holders as the Chairperson;

(b) Where they are not the Committee Chairperson, assist and guide the Committee Chairperson in the completion of their duties (**by-law 7.3**);

(c) Ensure the conduct of the Committee is in accordance with the Constitution, By-Laws and Committee Terms of Reference;

(d) Where they are not the Committee Chairperson, assume the authority and powers of that role in the absence of the Committee Chairperson, subject to the Constitution and the Act;

(e) Produce Minutes of Committee Meetings and provide these to the Director of Administration for Club records (**rule 26.2**);

(f) Present the activities, deliverables and decisions of the Committee to the Board for review and approval. Where deemed necessary by the Portfolio Director, they may be assisted by one or more Committee Position holders;

(g) Ensure the Committee Terms of Reference (**by-law 7.5**) are initially created and approved by the Board; and

(h) Ensure the Committee Terms of Reference (**by-law 7.5**) are reviewed annually, updated as needed and approved by the Board.

7.3 Committee Chairperson

The Committee Chairperson shall;

(a) Act as the Chairperson of any Committee meeting at which they are present;

(b) Decide the order of business and ensure discussion is limited to matters within the Committee's authority under the Constitution, By-Laws and Terms of Reference;

(c) Ensure Committee Meetings are conducted in accordance with the Constitution, By-Laws and Committee Terms of Reference; and

(d) Guide Committee Position holders assigned to their Committee in the conduct of their respective duties.

7.4 Committee Position

Committee Positions are defined by these By-Laws and are given effect by **rule 18.4** and **rule 18.5**. Each Committee Position is a type of Club Position (refer **by-law 3**). The following are additional requirements for Committee Position holders.

(a) Committee Position Additional Obligations

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Committee Position holders must comply with the following obligations, in addition to any other obligations the individual may have under the Act, the ACNC Act, the Constitution and these By-Laws:

(i) Comply with the Club Position Holder Additional Obligations (**by-law 3.2**);

(ii) Attend Committee Meetings or provide notice of their inability to attend. A Committee Position holder who misses three (3) consecutive meetings without providing notice in advance of each meeting automatically forfeits their position, and the Board may appoint an alternative; and

(iii) Where the Committee Position holder is paid by the Club in any capacity they may not Vote during Committee proceedings.

(b) Duties of Committee Positions

Committee Position holders must:

(i) Assist and act under the direction of their Committee Chairperson;

(ii) Actively participate in each Meeting of the Committee;

(iii) Undertake activities, work and duties outside of Committee Meetings as assigned by the Committee Chairperson;

(iv) In the absence of both the Committee Chairperson and the Portfolio Director, assume the authority and powers of the Committee Chairperson, subject to the limitations in the Constitution (**clause 22**) and the Act; and

(v) Undertake any roles and responsibilities defined for their position in the Committee's Terms of Reference.

7.5 Committee Terms of Reference

(a) Each Committee shall have a Terms of Reference;

(b) The Terms of Reference will guide the Committee on how to achieve the outcomes expected of the Committee (**by-law 7.6**); and

(c) The Terms of Reference may include;

(i) Committee Operations;

(ii) Committee Position Roles and Responsibilities;

(iii) Committee Calendar;

(iv) Communication between Committee and Board; and

(v) Any Board approved deliverables of the Committee attached as Attachments.

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7.6 Club Committees

The Club shall have the following Committees[3].

(a) Auxiliary Committee

(i) The Committee Positions shall be defined in the Committee Terms of Reference and consist of the following:

(A) Auxiliary Activities Co-ordinator;

(B) Auxiliary Assistant Secretary/Treasurer;

(C) Auxiliary Chairperson, who shall be the Chairperson;

(D) Auxiliary Deputy Chairperson;

(E) Auxiliary Equipment Coordinator;

(F) Auxiliary Secretary;

(G) Auxiliary Treasurer; and

(H) Director of Member Services, who shall be the Portfolio Director.

(ii) The Director of Administration shall call a General Meeting, prior to the Annual General Meeting of the Club, to:

(A) Discuss the functioning of the Auxiliary; and

(B) Elect the Committee Positions for the following season;

(iii) The Committee shall be responsible for:

(A) Assist the Board and other Committees as requested from time-to-time.

(b) Building Committee

(i) The Committee Positions shall consist of the following:

(A) Six Members; and

(B) The Director of Commercial Services, who shall be the Portfolio Director.

(ii) The Committee shall be responsible for:

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[3] Committees are listed alphabetically in this by-law. Committee Positions within each Committee are also listed alphabetically in this by-law. The ordering of Committees and Committee Positions is not intended to show or represent any type of hierarchy or relative importance of any given Committee vs another or any given Committee Position vs another.

(A) Supporting the planning, coordination and oversight of the Club's building, refurbishment and infrastructure projects, including the Stage 3 plans approved by the Members;

(B) Providing advice, recommendations and progress updates to the Board regarding building works, capital projects and facility requirements;

(C) Assisting the Director of Commercial Services in liaising with contractors, consultants, authorities and stakeholders as required;

(D) Supporting the Director of Commercial Services in planning and coordinating the day-to-day operational use, compliance requirements, and functional management of the new Wanda Club room; and

(E) Undertaking any additional tasks assigned to it by the Board relating to building, maintenance or infrastructure matters.

(c) Constitution Committee

(i) The Committee Positions shall consist of the following:

(A) Four (4) Members; and

(B) Director of Administration, who shall be the Portfolio Director.

(ii) The Committee shall be responsible for:

(A) Reviewing the Constitution and By-Laws of the Club, as required, to ensure compliance with the Act and the ACNC Act;

(B) Reviewing the Constitution and By-Laws of the Club, as required, to ensure alignment, where appropriate, with the By-Laws and governance instruments of SLSA, SLSNSW and Branch;

(C) Reviewing any proposed changes to the Constitution or By-Laws submitted by Members to ensure they are compliant with the Act, the ACNC Act, and the By-Laws and governance instruments of SLSA, SLSNSW and Branch;

(D) Advising and providing guidance to the Board on matters concerning the Club Constitution, Club By-Laws and any Committee Terms of Reference; and

(E) Meeting as required to fulfil its responsibilities.

(d) Education Committee

(i) The Committee Positions shall consist of the following:

(A) Coordinator of Education;

(B) Coordinator of Youth; and

(C) The Director of Education, who shall be the Portfolio Director.

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(ii) The Committee shall be responsible for:

(A) Managing all matters concerning education operations and compliance with SLSA and SLSNSW education operational requirements;

(B) Managing all matters concerning member education and training, including award delivery, instructor development, and training compliance;

(C) Managing all matters concerning annual skills maintenance (proficiency) of Awards; and

(D) Meeting monthly during the patrol season, and as required during the off-season.

(e) Events Committee(s)

(i) The Committee Positions shall consist of the following:

(A) Director of Events, who shall be the Portfolio Director;

(B) Director of Finance or the Coordinator of Finance;

(C) Event Organiser/Coordinator, who shall be the Chairperson;

(D) Event Workforce Coordinator; and

(E) Any other persons approved by the Board.

(ii) A separate Events Committee shall be established and appointed by the Board for each Event conducted by the Club (e.g., Presentation Night, Woman of Wanda);

(iii) Major ongoing Events, The Sutherland-to-Surf (**by-law 7.6(s)**) and the Wanda OneClub Carnival (**by-law 7.6(t)**), shall each have a Committee, which is a type of Events Committee;

(iv) There shall not be a single overarching Events Committee responsible for all Events;

(v) Each Events Committee shall be responsible for:

(A) Coordinating and delivering the operational planning and conduct of the Event on behalf of the Club; and

(B) Meeting as necessary and presenting a final written report to the Board within three (3) months after the Event.

(f) Executive Committee

(i) The Committee Positions shall consist of the following:

(A) Club Captain;

(B) Director of Administration;

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(C) Director of Commercial Services;

(D) Director of Finance ;

(E) President, who shall be the Portfolio Director; and

(F) Other Directors that the Executive Committee deems necessary from time-to-time to advise on specific matters.

(ii) The Committee shall be responsible for:

(A) Undertaking urgent operational business on behalf of the Club in accordance with **by-law 11**.

(g) Facilities Committee

(i) The Committee Positions shall consist of the following:

(A) Gym Coordinator;

(B) Maintenance Coordinator;

(C) Coordinator of Facilities, who shall be the Chairperson; and

(D) Director of Commercial Services, who shall be the Portfolio Director.

(ii) The Committee shall be responsible for:

(A) Supporting the Director of Commercial Services and the Coordinator of Facilities in the maintenance, upkeep and operational management of the Club's facilities as required; and

(B) Meeting as required to fulfil its responsibilities.

(h) Finance and Compliance Committee

(i) The Committee Positions shall consist of the following:

(A) Director of Administration;

(B) Director of Commercial Services;

(C) Director of Finance, who shall be the Portfolio Director;

(D) Director of Partnerships;

(E) JAG Treasurer;

(F) Coordinator of Finance; and

(G) Two (2) Members to be appointed by the Board with either accounts background or business background.

(ii) The Committee shall be responsible for:

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(A) Preparing a draft budget at the start of the season for consideration and approval by the Board;

(B) Supporting the Director of Finance in overseeing the financial accounts of the Club, including monitoring income, expenditure, and financial controls;

(C) Reviewing and reporting to the Board on the Club's investments, leases and property-related financial matters;

(D) Maintaining, reviewing and reporting on the Asset Register of all Club property and equipment;

(E) Working with the Director of Partnerships to ensure that sponsorship arrangements are maintained and appropriately recorded; and

(F) Meeting monthly, or as otherwise required to fulfil its responsibilities.

(i) Judiciary Committee

(i) The Committee Positions shall consist of the following:

(A) Fifteen (15) Members; and

(B) Director of Administration, who shall be the Portfolio Director.

(ii) To avoid conflicts of interest and ensure impartiality in Judiciary Matters:

(A) Committee Positions (**by-law 7.6(i)(i)**), except for the Director of Administration, shall not be held by Club Officers (**rule 18.2(a)**);

(B) Notwithstanding **by-law 7.2(a)**, the Portfolio Director may not be the Committee Chairperson of this Committee;

(C) The Portfolio Director may not be appointed to a Judiciary Panel; and

(D) Notwithstanding **by-law 4.3(l)(ix)**, the President may not participate in a Judiciary Panel.

(iii) A matter becomes a Judiciary Matter when it is formally referred to the Judiciary Committee in accordance with the Constitution, By-Laws, or SLSA Judicial Regulations;

(iv) For each Judiciary Matter:

(A) The Board shall select a Judiciary Panel of two (2) Members from the Judiciary Committee to join the Committee Chairperson; and

(B) These three (3) Members shall constitute the Judiciary Panel for that Judiciary Matter.

(v) If the Committee Chairperson has a conflict of interest in a Judiciary Matter the Board shall select an alternative Chairperson from the Judiciary Committee; and

(vi) Each Judiciary Panel shall be responsible for:

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(A) Ensuring the Judiciary Matter is conducted in accordance with the SLSA By-Laws and Judicial Regulations;

(B) Determining the facts in the Judiciary Matter;

(C) Making findings in the Judiciary Matter; and

(D) Making recommendations to the Board regarding consequences for any Member found to be in the wrong.

(j) Junior Activities Group Committee

(i) The Committee Positions shall be defined in the Committee Terms of Reference and shall consist of the following:

(A) Director of Junior Activities Group, who shall be the Portfolio Director;

(B) JAG Administration Coordinator;

(C) JAG Administration Administrator;

(D) JAG Communication Coordinator;

(E) JAG Finance Administrator;

(F) JAG Lifesaving & Education Administrator;

(G) JAG Member Services Administrator;

(H) JAG Nipper Program Coordinator;

(I) JAG Surf Sports Coordinator;

(J) JAG Team Manager;

(K) JAG Water Safety Coordinator; and

(L) Up to three (3) other JAG Positions as determined by the Junior Activities Group Committee.

(ii) Notwithstanding **by-law 7.2(a)**, the Portfolio Director will be the Committee Chairperson for this Committee:

(iii) The Director of Administration shall call a General Meeting, prior to the Annual General Meeting of the Club, to:

(A) Discuss the functioning of the Junior Activities Group; and

(B) Elect the Committee Positions for the following season.

(iv) The Junior Activities Group Committee may define additional JAG Positions required for the running of the Junior Activities Group. Such JAG Positions, and their associated Job Descriptions, shall be documented in the Committee Terms of Reference;

(v) JAG Positions are appointed by the Junior Activities Group Committee;

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(vi) Any such JAG Position is a Committee Position for the purpose of **by-law 7.4**; and

(vii) However, unless appointed under **by-law 7.6(j)(i)(L)**, they shall not have the right to:

(A) Attend Junior Activity Committee Meetings or Vote at such Meetings (**by-law 7.4(b)(ii)**); or

(B) Assume like authority and powers of the Chairperson or Portfolio Director (**by-law 7.4(b)(iv)**).

(viii) The Committee shall be responsible for:

(A) Managing the business, activities, funds and property of the Junior Activities Group;

(B) Conducting training of Junior Activity Members in surf education Awards, water competency and competition in accordance with SLSA and SLSNSW requirements;

(C) Running all events under the SLSA Competition Handbook; and

(D) Meeting monthly, or more often as required.

(k) Life Member and Honours Committee

(i) The Committee Positions shall consist of the following:

(A) Director of Administration, who shall be the Portfolio Director;

(B) One (1) Active Member (18+);

(C) Two (2) Long Service and/or Active Reserve Members; and

(D) Four (4) Life Members.

(ii) To ensure impartiality in Life Member and Honours matters:

(A) Except for the Director of Administration, Committee Positions (**by-law 7.6(k)(i)**) shall not be held by Club Officers (**rule 18.2(a)**);

(B) Notwithstanding **by-law 7.2(a)**, the Portfolio Director may not be the Committee Chairperson of this Committee;

(C) The Portfolio Director must not participate in deliberations regarding Life Member nominations; and

(D) Notwithstanding **by-law 4.3(l)(ix)**, the President must not participate in deliberations regarding Life Member nominations.

(iii) The Committee shall be responsible for:

(A) Assessing Life Member nominations in accordance with **rule 8.8**;

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(B) Making a recommendation to the Board regarding each Life Member nomination;

(C) Maintaining confidentiality of all Committee discussion; and

(D) Meeting as required to fulfil its responsibilities.

(l) Lifesaving Committee

(i) The Committee Positions shall consist of the following:

(A) Gear Steward;

(B) IRB Captain;

(C) Coordinator of Education;

(D) Coordinator of Lifesaving;

(E) Coordinator of Youth;

(F) Patrol Captain Representative; and

(G) The Director of Lifesaving, who shall be the Portfolio Director.

(ii) The Committee shall be responsible for:

(A) Managing all matters concerning lifesaving and patrol operations, including patrol capability, readiness, rostering, and compliance with SLSA and SLSNSW operational requirements; and

(B) Meeting monthly during the patrol season, and as required during the off-season.

(m) Member Services Committee

(i) The Committee Positions shall consist of the following:

(A) Coordinator of Education;

(B) Coordinator of Member Services;

(C) Coordinator of Youth;

(D) Director of Junior Activities Group;

(E) Director of Member Services, who shall be the Portfolio Director; and

(F) Registrar.

(ii) The Committee shall be responsible for:

(A) Developing and supporting programs for Cadet Members (13–15) and Active Members (18+) that promote skills, engagement, leadership, and retention;

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(B) Encouraging Members to nominate for development programs offered by SLSA, SLSNSW, and Branch, and ensuring Members are informed of these opportunities;

(C) Encouraging Member participation in lifesaving, surf sports, and general Club activities; and

(D) Meeting monthly.

(n) Memorabilia Committee

(i) The Committee Positions shall consist of the following:

(A) Nine (9) Members; and

(B) The Director of Commercial Services, who shall be the Portfolio Director.

(ii) The Committee shall be responsible for:

(A) Preserving, documenting and showcasing the history, achievements and heritage of the Club, ensuring the Club's legacy is honoured and accessible for future generations.

(o) Partnerships & Sponsorship Committee

(i) The Committee Positions shall consist of the following:

(A) Four Members;

(B) The Director of Partnerships, who shall be the Portfolio Director; and

(C) Any other persons approved by the Board.

(ii) The Committee shall be responsible for:

(A) Supporting the Director of Partnerships in developing and coordinating the Club's partnerships and sponsorship strategy;

(B) Reviewing partnership and sponsorship opportunities to ensure they are consistent with the Club's Strategic Plan, align with Club culture, enhance the Club brand, and contribute positively to the Club's financial sustainability; and

(C) Assisting the Director of Partnerships in ensuring that agreements with partners and sponsors align with the Club's branding guidelines and recognition frameworks.

(p) Selection Committee

(i) The Committee Positions shall consist of the following:

(A) Committee Positions as required by the Surf Sports Committee; and

(B) The Director of Surf Sports, who shall be the Portfolio Director.

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(ii) The Committee shall be responsible for:

(A) Meeting to select teams to represent the Club in competition, in accordance with the Club's selection policies and Surf Sports Committee guidelines;

(B) Meeting on an as-needs basis to fulfil its responsibilities; and

(C) Notwithstanding by-law 7.4(a)(iii), where a paid coach or the Head Coach, should they be paid, has been appointed to the Selection Committee, they may Vote on the selection of individuals to teams, however they may not Vote on any other matters.

(q) Strategic Committee

(i) The Committee Positions shall consist of the following:

(A) Four (4) Members; and

(B) The President, who shall be the Portfolio Director.

(ii) The Committee shall be responsible for:

(A) Preparing updates to, or recommending replacement of, the Club's Strategic Plan on an annual basis for consideration and approval by the Board;

(B) Monitoring and reporting on the Board's progress against the Strategic Plan;

(C) Advising the Board and individual Directors, when requested, on the development of Business Plans that align with the Strategic Plan;

(D) Developing and maintaining a Succession Plan for the Club covering Club Officer and Non-Club Officer positions, for consideration and approval by the Board; and

(E) Meeting as required to fulfil its responsibilities.

(r) Surf Sports Committee

(i) The Committee Positions shall consist of the following:

(A) Beach Captain;

(B) Board Captain;

(C) Board Riding Captain;

(D) Boat Captain;

(E) Head Coach;

(F) IRB Racing Captain;

(G) JAG Sports Manager;

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(H) Lifesaving Events Captain;

(I) Coordinator of Surf Sports, who shall be the Chairperson;

(J) Masters Captain;

(K) R&R Captain;

(L) Ski Captain;

(M) Swim Captain;

(N) Team Manager, as defined in the Committee Terms of Reference; and

(O) Director of Surf Sports, who shall be the Portfolio Director;

(ii) The Committee shall be responsible for:

(A) Coordinating and supervising surf sports training and competition activities for all Members, in accordance with SLSA and SLSNSW requirements;

(B) Encouraging Member participation in surf sports activities, including Sunday surf races and other Club-based competition initiatives; and

(C) Meeting monthly to fulfil its responsibilities.

(s) Sutherland to Surf (S2S) Committee

(i) The Committee Positions shall consist of the following:

(A) Director of Finance or the Coordinator of Finance;

(B) S2S Event Organiser, who shall be the Chairperson;

(C) S2S Workforce Coordinator;

(D) S2S Promotions and Entertainment Organiser;

(E) S2S Race Secretary;

(F) Director of Events, who shall be the Portfolio Director; and

(G) Any other persons approved by the Board.

(ii) The Committee shall be responsible for;

(A) Planning, coordinating and conducting the Sutherland to Surf “Foot Race” on behalf of the Club; and

(B) Meeting as necessary and presenting a final written report to the Board within three (3) months after the event.

(t) Wanda OneClub Carnival Committee

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(i) The Committee Positions shall consist of the following:

(A) Director of Events, who shall be the Portfolio Director;

(B) Director of Finance or Coordinator of Finance;

(C) Director of Surf Sports;

(D) JAG representative, who shall be appointed by the JAG Committee;

(E) OneClub Carnival Organiser, who shall be the Chairperson;

(F) OneClub Secretary;

(G) OneClub Workforce Coordinator;

(H) Referee, who may be appointed in consultation with the Branch; and

(I) Any other persons approved by the Board.

(ii) The Committee shall be responsible for:

(A) Planning, coordinating and conducting the Wanda OneClub Carnival on behalf of the Club; and

(B) Meeting as necessary and presenting a final written report to the Board within three (3) months after the event.

8. PATROLS

8.1 Patrol Guidelines

(a) The Director of Lifesaving shall appoint Patrol Captains, Vice Captains to each Patrol before the start of the season.

(b) The Director of Lifesaving and Coordinator of Lifesaving shall allocate Members to Patrol Teams ensuring that the requirements of Surf Lifesaving Agreement is met for every Patrol.

(c) The Director of Lifesaving and the Coordinator of Lifesaving shall produce a Patrol Roster covering all patrol dates as per the Surf Lifesaving Agreement with SLSNSW and the Sutherland Shire Council.

(d) Notification to be sent to all Patrol Members seeking their intention for the new season before Patrol Rosters are published to ensure that all Patrols have adequate Members.

(e) 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.

(f) 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.

(g) A Member of a Patrol shall not absent themselves from Patrol during their period of Patrol Duty without the permission of the Patrol Captain.

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(h) A Member of a Patrol shall, at all times during their period of Patrol Duty, wear a Club Patrol Cap, adequately tied, and shall wear the SLSA Patrol Uniform and such additional uniform as required by SLSA or the Club.

(i) A Member who fails to carry out their Patrol Duties or wear their Patrol Uniform shall be guilty of a breach of these By-Laws and shall be reported to the Director of Lifesaving.

8.2 Patrol Duties

(a) The Patrol Captain shall:

(i) In addition to any other obligations the individual may have, comply with the Club Position Holder Additional Obligations (**by-law 3.2**);

(ii) Set up the beach for Patrol following SLSA Risk Management Guidelines, including the utilisation of static and roving patrols;

(iii) Assume responsibility for the overall management of the Patrol and its designated patrol area;

(iv) Be aware of the location of all Patrolling Members at all times;

(v) Liaise with Sutherland Shire Council Lifeguards;

(vi) Encourage Members of their Patrol to undertake new awards;

(vii) Ensure that Members of their Patrol are correctly attired in Patrol Uniforms at all times;

(viii) Ensure that Patrol Equipment is cleaned and properly stored at the conclusion of a Patrol and report any repairs or re-stocks required to the Director of Lifesaving;

(ix) Ensure that Club areas used by their Patrol (including the Lifeguard Tower) are kept clean;

(x) Sign On and Sign Off both the Patrol and the IRB with SurfCom at the beginning and completion of Patrols;

(xi) Detail the role of each person in the event of Rescues or Incidents;

(xii) Be held responsible for the efficiency and well-being of their Patrol;

(xiii) Before ceasing duty, complete and check the Patrol Log, accurately record all Incidents, Reports and Statistics and sign off the Patrol Log;

(xiv) 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 Director of Lifesaving; and

(xv) Ensure that their Patrol is active and does not just sit in the Patrol Area for the duration of the patrol. Encourage patrol members to:

(A) Maintain an active and healthy lifestyle to be fit for lifesaving duties;

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(B) Practice and rehearse lifesaving skills at regular intervals;

(C) Participate in other Club activities such as Water Safety, Club races; and

(D) Be diligent while undertaking Patrol Duties.

(b) The Patrol Vice-Captain shall:

(i) In addition to any other obligations the individual may have, comply with the Club Position Holder Additional Obligations (**by-law 3.2**);

(ii) Understudy and assist the Patrol Captain in all aspects of Patrol management and leadership;

(iii) Ensure that all necessary lifesaving equipment is available at commencement of Patrol;

(iv) Assemble Radios at the commencement of Patrol and put radios back on the radio charger at the completion of Patrol; and

(v) Be responsible for the cleanliness and general presentation of the Patrol Shelter, including the removal of all rubbish.

(c) The ART Operator shall:

(i) In addition to any other obligations the individual may have, comply with the Club Position Holder Additional Obligations (**by-law 3.2**);

(ii) Work under the leadership of the Patrol Captain;

(iii) Ensure resuscitation equipment is inspected and in good working order prior to the commencement of a Patrol; and

(iv) Provide their expertise in First Aid and Rescue situations.

(d) The IRB Driver shall:

(i) In addition to any other obligations the individual may have, comply with the Club Position Holder Additional Obligations (**by-law 3.2**);

(ii) Work under the leadership of the Patrol Captain;

(iii) 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;

(iv) Maintain constant radio contact with the Patrol Base and Patrol Captain; and

(v) Maintain the IRB Log Book including reporting any damage to equipment.

(e) The IRB Crewperson shall:

(i) In addition to any other obligations the individual may have, comply with the Club Position Holder Additional Obligations (**by-law 3.2**);

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(ii) Assist the IRB Driver with Pre-Operational Checks, including but not limited to:

(A) Radios;

(B) Inflating the IRB hull to the correct pressure;

(C) Assisting the IRB Driver in filling the fuel cell;

(D) Removing the IRB from the trailer to its beach position; and

(E) Other duties as directed by the IRB Driver.

(f) Patrolling Members shall:

(i) In addition to any other obligations the individual may have, comply with the Club Position Holder Additional Obligations (**by-law 3.2**);

(ii) Carry out lifesaving duties and any other Club work as required by the Patrol Captain, Director of Lifesaving, ~~C~~coordinator of Lifesaving, or in their absence, any Senior Active Member appointed in their place or Branch Official; and

(iii) 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, and shall hose and/or sweep out, as necessary, the gear storage areas. The Patrol Tower shall always be kept clean and tidy and shall only be occupied by Members on Patrol Duty.

(g) Conduct of Patrolling Members

(i) Patrolling Members must comply with their duties as outlined above, and as representatives of the Club and of SLSA are to always act with maturity and respect; and

(ii) Beach users are to be treated with courtesy by Members, and assistance rendered must be appropriate and in conformity with SLSA directives.

(h) Patrol Area

(i) The Club Patrol Area, as per the Branch 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.

(i) Please remember that:

(i) Members of the public are not permitted to enter the Patrol Area Enclosure or Patrol Tower;

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(ii) Patrol Members must not leave the Patrol Area without permission from the Patrol Captain or their delegate; and

(iii) The Club may also undertake or assist with preventive actions, rescues and render First Aid outside of the designated Patrol Area.

(j) Patrol Strength

(i) The patrol strength and qualifications of Patrolling Members shall comply, at all times while on duty, with at least the minimum requirements of the Branch Policy and the Branch Patrol Service Agreement.

(k) Leave from Patrol Duties

(i) Leave from Patrol Duties may be granted by the Coordinator of Lifesaving, except where a Member seeks leave from more than two consecutive Patrols, in which case approval must be obtained from the Board. Applications should be forwarded in writing to the Coordinator of Lifesaving. Approval for all leave must be obtained in writing, where possible, before the leave is taken; and

(ii) Where approval for leave is not granted, the Member is to be advised in writing of the reason(s) for the non-approval.

(l) Rostered Patrol Hours

(i) All Patrolling Members are expected to complete all Rostered Patrols;

(ii) 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;

(iii) Members wishing to carry out duties with affiliated bodies (e.g., Cronulla District RWC, SurfCom etc.) are expected to fulfil the minimum Patrol Hours at the Club;

(iv) 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; and

(v) 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.

(m) Substitutes

(i) 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; and

(ii) If the Substitute Member does not attend or complete the required Patrol Hours then the Rostered Member (not the Substitute) is deemed to have

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'defaulted' on the Patrol. The exception to this is where the Member can prove the agreement to substitute in writing prior to the Patrol.

(n) Patrol Default

(i) If Rostered Patrol Hours are missed without arranging a Substitute Member, this constitutes a Patrol Default; and

(ii) The following rules apply:

(A) 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, and must also complete a Penalty Patrol for failing to attend and arrange a substitute;

(B) If a Patrolling Member misses two (2) consecutive Patrols, they are to be contacted by the Coordinator of Lifesaving to determine the cause of the default and to develop remedial strategies;

(C) Members who have missed three (3) Patrols or more may be referred to the Board for consideration of suspension, unless a written explanation is accepted by the Director of Lifesaving;

(D) Members who have more than ten (10) hours in arrears, including deficit hours, will not be able to compete for the Club until these are reduced and kept under control; and

(E) Roving Patrol Members may accrue default hours on missing a monthly patrol (see section on Roving Patrols below).

(o) 100% Patrol Attendance

(i) One hundred percent - '100% Patrol Attendance' will only be awarded to those Members who complete all of their Rostered Patrol Hours within their allocated Patrol at Wanda beach.

(p) Voluntary Patrols

(i) Members may volunteer, or be requested, to attend patrols in addition to their normal Rostered Patrols to supplement the patrol strength at the time. Such patrols will not be credited towards a Member's 100% Patrol Attendance record but will be credited to their Patrol Records for the purpose of satisfying Competition Eligibility Requirements.

(q) Roving Patrols

(i) Active Members may make written application to the Coordinator of Lifesaving for Roving Patrol status if they are unable to regularly attend normal Rostered Patrols due to personal commitments, such as employment. Roving Patrol Members are not eligible to use substitutes;

(ii) The grant of Roving Patrol status requires approval and must be provided in writing before a Member may commence Roving Patrols. If approval is not granted, the reasons for the decision are to be advised to the Member in writing by the Director of Lifesaving;

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(iii) Roving Patrol Members must complete the equivalent average hours of Patrol Duty each month as a Rostered Patrol Member is required to complete for that season. This calculation will be made prior to the commencement of each season; and

(iv) Roving Patrol Members are not eligible for 100% Patrol Attendance recognition.

(r) Competition Requirements

(i) The Award, Proficiency and Lifesaving requirements to be eligible to participate in Surf Lifesaving Competitions shall be those prescribed by SLSA, SLSNSW and/or Branch Policy as promulgated from time to time.

(s) Skills Maintenance:

(i) All continuing Members are required to undertake the SLSA Skills Maintenance Test relevant to their Award each season, as required by SLSA. Completion of Skills Maintenance is also required to be eligible to compete at any SLSA Championships;

(ii) Any Member completing their Skills Maintenance after the due date (as per SLSA Policy) shall not be eligible to patrol until the Skills Maintenance is obtained, and shall not be permitted to participate in any SLSA Competitions until the Skills Maintenance is obtained and competition eligibility is restored in accordance with SLSA Policy;

(iii) 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 Skills Maintenance Requirements for entry to competition;

(iv) 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 Skills Maintenance date for Competition eligibility purposes. An Extension Application must be submitted and, if approved, the Skills Maintenance 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;

(v) New Members who gain their respective Award (or Skills Maintenance in the case of recognition of an ILS overseas equivalent Member Country Award) after the closing date of entries are not permitted late entry to that competition; and

(vi) Members who gain their Surf Rescue Certificate, or who hold a current Surf Rescue Certificate and gain their Bronze Medallion after the close of entries, are considered continuing Members, not new Members, and therefore may be entered as a late entry into competition.

(t) Minimum Patrol Hours Requirements

(i) 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 Board;

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(ii) Any Member who has more than ten (10) hours in arrears at the time of any carnival throughout the season will be ineligible to compete;

(iii) For Reserve Active Members, the minimum number of personal Patrol Hours required for the period 1 January to 31 December of the preceding year of any SLSA Championship shall be twelve (12) hours. Any shortfall in these hours will render the Member ineligible for SLSA Championship competition; and

(iv) Only the following personal Patrol Hours completed by the competitor shall be counted:

(A) Rostered

(B) Substitute for other Members

(C) Voluntary Patrols

(D) Rostered Water Safety for Junior Activities

(E) Specialist Services e.g. Helicopter, Offshore Rescue Boats, Radio Commands.

(u) Patrol hours must be recorded in the Patrol or Service Logbook and uploaded to SLSA in SurfGuard, or any other SLSA-approved system, as appropriate;

(v) Exemption from Patrol Hour Requirements

(i) The Club may give special consideration for full or partial exemption from Patrol obligations to Members who fall into any of the following categories. Exemptions shall be assessed by the Coordinator of Lifesaving and approved by the Director of Lifesaving:

(A) Club Officers;

(B) Life Members (automatic full exemption is provided under SLSA By-Laws);

(C) Long Service Members (automatic full exemption is provided under SLSA By-Laws);

(D) Reserve Active Members (automatic partial exemption is provided under SLSA Rules and By-Laws);

(E) Members carrying out recognised duties in other areas of active surf lifesaving, such as offshore rescue boat, aerial services, support services and similar SLSA/SLSNSW-approved operations;

(F) Members holding particular office at Branch, State or National level;

(G) Members on special SLSA assignment, including representative or instructional teams; and

(H) Members on special deployment for Military Service.

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9. CLUBHOUSE AND GENERAL

9.1 Hours

(a) The Clubhouse shall be open to Members for authorised Club purposes from 6:00am to 9:00pm daily and shall not be open outside those hours without the prior approval of the Board; and

(b) Subject to any direction by the Board, Junior Activities Group (JAG) Members and Parent/Guardian Members are entitled to use the Clubhouse on Sundays only, between the hours of 8:00am and 12:00 noon, or when organised training has been arranged.

9.2 Cleanliness and Club Facilities

(a) Each Member shall take all reasonable action to preserve the cleanliness and good order of the Club;

(b) Members entering The Founders Room must comply with the rules and conditions set by the lessee of The Founders Room while using that space;

(c) Members should use the toilet and change room facilities that align with their gender. Members who are transgender, non-binary, or who prefer additional privacy may use the accessible bathroom facilities; and

(d) Members may forfeit their rights to any Club trophy if, in the opinion of the Board, they have failed to perform their Club duties satisfactorily.

9.3 Children

(a) A child under the age of thirteen (13) years shall not be permitted in the Clubhouse unless accompanied by a Member who accepts responsibility for the child; and

(b) A Member who accompanies a child into the Clubhouse must actively supervise the child at all times while the child remains in the Clubhouse.

9.4 Animals

(a) No animals shall be permitted in the Clubhouse, except for assistance animals as recognised under Australian law. Any assistance animal must always remain under the control of its handler.

9.5 Liquor and Prohibited Drugs

(a) Intoxicating liquor shall not be consumed on Club premises without the prior approval of the Board;

(b) A Member shall not enter or remain on Club premises while intoxicated;

(c) No prohibited or illicit drugs shall be brought onto the Club premises; and

(d) A Member shall not enter or remain on Club premises while under the influence of a prohibited or illicit drug.

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9.6 Conduct

(a) A Member shall not, while in the Clubhouse, engage in inappropriate or unacceptable conduct, including but not limited to abusive language, bullying, harassment, or any other behaviour likely to interfere with the safety, wellbeing, or comfort of other Members. Such conduct is subject to the SLSA and SLSNSW Codes of Conduct and Member Protection Policies.

9.7 Smoking

(a) Smoking, including the use of e-cigarettes or vaping devices, is prohibited in the Clubhouse and in any enclosed or partially enclosed areas of the Club.

9.8 Showers

(a) No child under the age of ten (10) years shall enter the shower area unless accompanied and supervised by a parent or legal guardian;

(b) A Member should not remain under the shower with the hot water tap running for more than three (3) minutes at a time; and

(c) Wetsuits and other neoprene garments are not to be worn in the shower.

9.9 Keys / Electronic Access Cards

(a) A Member may be issued with a key or electronic access tag for Clubhouse access upon payment of a fee determined by the Board;

(b) Lost or misplaced keys or electronic access tags shall be replaced at a fee determined by the Board; and

(c) Keys and electronic access tags remain the property of the Club, are for the sole use of the Member to whom they are issued, and are not transferable.

9.10 Honorary Resident Member

(a) The Board 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;

(b) The Honorary Resident Member is a Club Position for the purposes of **by-law 3**;

(c) The Honorary Resident Member must comply with the Club Position Holder Additional Obligations set out in **by-law 3.2**;

(d) The Honorary Resident Member shall carry out such duties relating to the security and cleanliness of the Clubhouse as allocated to them by the Board;

(e) The Honorary Resident Member shall act with the authority of the Board in respect of these By-Laws and may direct any Member who is in breach of these By-Laws to cease or remedy the breach; and

(f) The Honorary Resident Member shall report to the Board any Member who is in breach of these By-Laws.

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9.11 Office Administration Staff

(a) The Board may from time to time appoint a person, who may or may not be a Member of the Club at the time of appointment, to be Office Administration Staff;

(b) Any person appointed as Office Administration Staff must become a Member of the Club;

(c) Office Administration Staff are a Club Position for the purposes of **by-law 3**;

(d) Office Administration Staff must comply with the Club Position Holder Additional Obligations set out in **by-law 3.2**;

(e) Office Administration Staff shall report to the Director of Administration, or to the President where appropriate;

(f) Office Administration Staff shall carry out such duties as defined by the Director of Administration or the Board;

(g) Office Administration Staff cannot be a Club Officer at any time while holding this role;

(h) Office Administration Staff cannot be on a Committee at any time while holding this role. Should they hold a Non-Club Officer role (**by-law 5**) in the course of their ordinary volunteer Membership of the Club they may attend Committee meetings where their Non-Club Officer role is defined as a Committee Position (**by-law 7.4** and **by-law 7.6**), however they may not be paid for participating in the Committee nor may they Vote at such Committees;

(i) Whilst performing their paid duties, Office Administration Staff are entitled to be covered by Workers Compensation insurance as defined from time-to-time by the relevant legislation;

(j) Whilst performing volunteer duties as a Member of the Club, Office Administration Staff are entitled to SLSA insurance per their Membership sub-category (**rule 8.3**); and

(k) Members shall at all times treat Office Administration Staff with courtesy and respect.

9.12 Club Property

(a) No Member shall remove Club property from the Club premises, or use Club property for any purpose other than that for which it is intended, without approval;

(b) No Member shall use any lifesaving, competition, or carnival equipment of the Club without the approval of the Director of Lifesaving, Director of Surf Sports, or Director of Education, or their delegate; and

(c) No Member shall use any other property of the Club without the approval of a Member of the Board or their designated representative.

9.13 Gymnasium

(a) Only Members holding a current Gymnasium Membership are permitted to access and use the Gym Area and the equipment contained in that area;

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(b) Gym Members are not permitted to invite or provide access to the Gymnasium to any person who is not a financial Gymnasium Member;

(c) Gym Members shall comply with the Gymnasium Rules as displayed in the Gym;

(d) Gym Members shall promptly report any damage to, or malfunction of, equipment to the Gym Coordinator or a Club Officer;

(e) A child under the age of thirteen (13), whether or not a Member, shall not be permitted to enter the Club Gymnasium; and

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

9.14 Membership Fees

(a) The Club shall charge an Annual Membership Subscription Fee to its Members. These fees shall be reviewed annually and determined by the Board (**clause 10**); and

(b) The current Annual Membership Subscription Fees are:

(i)	Junior Activity Member	As recommended by the JAG Committee and approved by the Board
(ii)	Cadet Member (Aged 13-15)	$60
(iii)	Inclusive/Adaptive Program Participant	As recommended by the JAG Committee and approved by the Board
(iv)	Active Member (Aged 15-18)	$60
(v)	Active Member (aged 18+)	$60
(vi)	Reserve Active Member	$60
(vii)	Award Member	$100
(viii)	Associate Member	$100
(ix)	General Member	Free
(x)	Leave Restricted Member	$60
(xi)	Nipper Parent	As recommended by the JAG Committee and approved by the Board
(xii)	Long Service Member	$ 60.00
(xiii)	Honorary Member	Free
(xiv)	Life Members	Free

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(xv)	50+ Year Members	Free
(xvi)	Late Payment Fee	$30.00

9.15 Gym Fees

(a) The Club shall charge an Annual Gym Membership Fee to Members who wish to use the Gymnasium. These fees shall be reviewed annually and determined by the Board; and

(b) The current Annual Gym Membership Fees are:

(i)	Active Patrolling Members	$80.00
(ii)	All other Members	$120.00
(iii)	Life Members	$120.00
(iv)	Associate Members (from 1 August 2018)	$400.00

9.16 Insurance

(a) The Club shall ensure that all current insurance policies are reviewed annually, and upon renewal, and updated as required to ensure that the Club has adequate insurance cover for its equipment, Members, volunteers, and activities.

9.17 Serious Criminal Offences Policy

(a) The Club shall comply with the SLSA Serious Criminal Offences Policy and the associated guidelines set out in the SLSA By-Laws.

9.18 SLSA Policies

(a) The Club shall comply with all relevant SLSA and SLSNSW policies and procedures in relation to any matters not otherwise addressed in these By-Laws.

10. CLUB FUNDRAISING

10.1 Fundraising

(a) Fundraising activities may be conducted by recognised Sections, Committees, and groups within the Club community;

(b) Individuals are not permitted to conduct fundraising within the Club community but may submit suggestions to the Director of Member Services or Director of Events for consideration;

(c) Any requests for advertising or sponsorship must be made in writing to the Director of Partnerships, with review by the Finance and Compliance Committee in accordance with **by-law 7.6(h)**;

(d) All fundraising activities must receive prior approval from the Board;

(e) In determining whether to approve a fundraising activity, the Board may consider:

(i) The nature and proposed date of the event or activity;

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(ii) The purpose for which funds are to be used and the expected benefit to the Club or Section;

(iii) The financial impact on Members;

(iv) The number and timing of other fundraising events;

(v) Equity across all Sections of the Club;

(vi) The commitment and capacity of the organising group to conduct the fundraiser effectively; and

(vii) whether the activity conflicts with any contractual arrangements with Lessors of Club facilities.

(f) All approved fundraising activities shall be recorded in the Board Minutes.

10.2 Cash / Funds Collection and Management

(a) When handling money, the organisers of any fundraising activity must ensure that:

(i) The Director of Finance is notified in advance of the proposed fundraising activity and of the arrangements for the secure storage of money;

(ii) At least two independent adults are present at all times in a secure environment when cash is counted or tallied at the conclusion of the activity;

(iii) All funds are handed to the Director of Finance, or to a Club Officer authorised under **by-law 4.3**, on the day of the activity or as otherwise agreed with the Director of Finance;

(iv) Appropriate records of income and expenditure, including all receipts and supporting documentation, are provided to the Director of Finance within 48 hours of the activity; and

(v) All donations received for the activity are recorded in a spreadsheet, including the donor's name, the item donated, and its estimated value.

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

10.3 Use of Funds

(a) Funds raised must be used for purposes consistent with the Objects of the Club set out in **clause 3** and with any communications made to Members regarding the fundraising activity;

(b) When seeking approval for any fundraising activity, the organising group must clearly state the purpose for which the funds will be used, and this purpose must be communicated to the Club community; and

(c) The stated purpose should be as specific as reasonably possible. At the conclusion of the fundraising activity, the exact amount raised and details of how the funds have been, or will be, used must be reported to the Board and recorded in the Minutes.

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10.4 Ethical Behaviour / Transparency

(a) All persons involved in fundraising activities or events for the Club must act honestly, ethically, and in the best interests of the Club. Where a person has a personal or vested interest in a fundraising activity (including, for example, where their business or family members may benefit) that interest must be clearly disclosed so that decisions can be made in an open, informed, and transparent manner.

11. URGENT OPERATIONAL AND CONDUCT AUTHORITY

(a) Where practicable, urgent matters affecting the operation of the Club may be referred to the Executive Committee for consideration and decision;

(b) Where an immediate decision is required during Club activities and it is not practicable to convene the Executive Committee, authority rests with the following Club Officers:

(i) In relation to operational lifesaving activities, the Director of Lifesaving has authority over patrols, training and other lifesaving operations conducted by the Club. In the absence of the Director of Lifesaving, the most senior authorised lifesaving Member present, including the Patrol Captain, has authority to make immediate operational and safety decisions and all Members must comply with such directions; or

(ii) The Club Captain is responsible for managing Member behaviour during Club activities and may take reasonable and immediate action where necessary to maintain safety, order and the reputation of the Club.

(c) Any action taken under this by-law does not prevent the matter being considered in accordance with the Club's Constitution, By-Laws and Complaints Handling or disciplinary procedures; and

(d) Excluding routine lifesaving decisions made during patrol or rescue operations, any decisions made under this by-law must be presented to the next meeting of the Board for endorsement or for alternative decision.

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12. DOCUMENT HISTORY

Date	Revision	By Whom
24th May 2026	Regulations deprecated and By-Laws established according to 2026 Constitution. Version Approved by the Board on 20th April 2026, subject to 2026 Constitution being approved by Member Special Resolution on 24th May 2026.	Constitution Committee
20th October 2026	(1) Amended the following by-laws to align with updated SLSNSW advice on NSW Working With Children Check (WWCC) legislation (**Resolution 2026-10-03**): 3.2(a) – Clarified that Club Position Holders must comply with WWCC requirements only where required by NSW legislation. The Club will not require a WWCC from a Club Position Holder who is not covered by, or is exempt under, that legislation. 5.3(e)(iii) – Clarified that the Child Safe Coordinator must coordinate WWCC verification and compliance only for people who are required to hold a WWCC under NSW legislation and are not exempt. 5.3(y)(v) – Clarified that the Registrar must support WWCC verification and record-keeping only for people who are required to hold a WWCC under NSW legislation and are not exempt. (2) Removed the Operations Committee and transferred its responsibility for the Wanda Club room to the Building Committee (**Resolution 2026-10-03**). (3) Corrected internal cross-references to align with the current numbering of Club Officer portfolios and Club Committees (**Resolution 2026-10-03**). (4) Updated Gym Membership fee for Life Members (**Resolution 2026-10-09**).	Constitution Committee

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