

*Coolum Beach Surf Life Saving Club Inc*

# *By-Laws*

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**PART 2 – THE BY LAWS**

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**PREAMBLE**

*All members of the Club agree to follow and be bound by all SLSA and SLSQ policies as to member protection equity and harassment and codes of conduct as may be determined from time to time.*

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**SECTION 1: THE CONSTITUENTS**

**1.1 EXECUTIVE OFFICERS**

The following executive officers shall be elected at the annual general meeting as provided for in the Constitution Section C(1):

President, Deputy President, Secretary, Treasurer, and Captain.

**1.2 OTHER OFFICERS**

- a) All or any of the following officers, may be elected at the annual general meeting viz.: Patron, Chief Training Officer, Surf Boat Officer, IRB Officer, Board & Ski Officer, Gear & Equipment Officer, First Aid Officer, Transport Officer, Clubhouse Director, Registrar, Communications Officer, Cadet/Youth Officer, Team Manager, and Surf Sports Officer.

Nomination for Junior Activities Chairperson shall be subject to endorsement by the Junior Activities Committee.

- b) Officers, as assistants may also be elected and eligible to attend management committee meetings without voting rights viz.:

Asst. Secretary, Asst. Treasurer, Vice Captain, Surf Boat Vice-Captain, Asst. First Aid Officer, Asst. Chief Training Officer, Asst. Gear & Equipment Officer, and Deputy Surf Sports Officer. (these members so elected may act as proxies in the absence of the officer for whom they act as assistants.)

- c) The Club shall appoint (by invitation) at its annual general meeting the Club Auditor and Club Solicitor.
- d) Officers shall comply with the following principles of statutory and common law duties:-
- (i) To act honestly and in good faith in the interest of the Club;
  - (ii) To exercise a degree of care, skill, and diligence that a responsible person in a like position would exercise in the Club's circumstances;
  - (iii) To exercise powers honestly and for the purposes for which they were conferred and not for collateral purposes;
  - (iv) To avoid any actual or potential conflict between their obligations owed to the Club and their personal interests;
  - (v) To keep information obtained confidential;
  - (vi) To prevent insolvent trading by the Club.
- e) The nature and interest of an officer regarding an arrangement or contract involving the Club must be declared by such person at the meeting at which the contract or arrangement is first raised.
- f) All officers must within 45 days of their appointment to the Management Committee have read the Constitution and By-Laws and agree to be bound to the rules and principles contained therein.

**1.3 LIFE MEMBERS**

Life members of the Club shall be entitled to attend council meetings and hold office if elected.

**1.4 MEMBERS**

- a) Membership may be granted to any applicant in any category, subject to the Constitution and By-Laws of the Club and the Association and having completed the prescribed Association form and submitted the required fee.
- b) Membership shall be limited by category qualifications, the Constitution Section B1, and/or the adequacy of clubhouse facilities to cope with the existing situation.
- c) A person joining as an associate member shall be required to undertake all duties other than patrols
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including collections and fundraising. Failure to do so will relegate such person to 'inactive' status and attract a higher membership fee.

### **1.5 COUNCILLOR**

The Club President shall be the Branch Councillor and a member of the Branch Council, and an alternate shall be appointed from the executive officers of the Club to act as proxy should the need arise.

### **1.6 AUXILIARY ORGANISATION**

Auxiliary organisations may be formed as authorised in the Constitution Section A(2) provided that the constitution and activities of such organisations are subject to the approval of the Club and further provided that delegate representation to and from such organisation shall be as determined by the Club from time to time.

## **SECTION 2: CONDITIONS PERTAINING TO OFFICERS AND MEMBERS**

### **2.1 OFFICERS**

- a) Officers of the Club shall be elected from the members of the Club.
- b) The senior executive officers of the Club shall be the President, Deputy President, Secretary, Treasurer, Club Captain, and nominees for these positions may first require an interview by a small panel of selected club officers with respect to the applicable work role, the applicant's ability, and availability to carry out duties of the office for which the nomination is received.
- c) Chief Training Officer shall hold a current training officers certificate.
- d) Only current proficient surf bronze medallion awardees shall be eligible for election to the following positions; Club Captain, Chief Training Officer, Surfboat Officer, Board & Ski Officer, IRB Officer, and deputies to these positions.

### **2.2 DUTIES AND PRIVILEGES OF MEMBERSHIP**

- a) All financial active, long service, active reserve, and life members, and officers shall have the right to attend and vote at the annual general meeting, general meetings and special general meetings of the Council. All other members may attend such meetings but have no voting rights.
- b) All active and cadet members may apply in writing for leave of absence from their duties, stating the reasons and time for such leave.
- c) All members shall abide by the Constitution, By-Laws and Rules of the Club and the Association.

### **2.3 RENEWAL OF MEMBERSHIP**

- a) Members shall apply annually for renewal of membership by submission of the prescribed Association form and payment of the prescribed fee.
- b) Should the application for renewal of membership be refused the member shall have the right of appeal, in writing through the Secretary.
- c) For a member to be eligible to vote at the annual general meeting he shall be required to have paid his fees and had his membership application accepted prior to or on the date of the meeting.
- d) Any member who fails to renew his subscription by the required date shall lose all rights and privileges in the Club and shall cease to be a member. In these circumstances application for membership re-acceptance is permitted, provided the prescribed form is submitted, accompanied by the current fees, and further provided that the relevant committee shall have the sole right to grant or refuse such application.

## **SECTION 3: MEETINGS**

### **3.1 ANNUAL GENERAL MEETING**

- a) The annual general meeting of the Club shall be held prior to the annual general meeting of the Branch on a date determined by the Council. The purpose of such a meeting shall be the presentation and adoption of the annual report and financial statements, the election of officers for the ensuing year, to deal with 'notices of motion' correctly moved, and to transact 'general business'.
- b) Written notice of the meeting shall be given at least 14 days prior to the meeting and the posting of such notice shall be deemed as notice received.

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- c) The order of business shall be:-
- Recording of attendance and apologies
  - Confirmation of the previous annual general meeting minutes
  - Presentation and adoption of the annual report and financial statements
  - Election of officers
  - Endorsement of Branch Councillor (Club President)
  - Endorse Junior Activities Committee
  - Endorse Finance, Building, House, Social or any other committees
  - Election of life members (if any)
  - Notice of motion
  - General business
- d) All members may attend and participate as determined by the chairperson but voting rights are as provided for in the Constitution Section E(3).

### 3.2 GENERAL MEETINGS

General meetings of the Club or Council are to be held as required for the benefit of the Club and the members. The meeting shall follow the management committee meeting format provided that all members may ask questions and expect competent answers.

### 3.3 SPECIAL GENERAL MEETINGS

- a) Special general meetings of the Club or Council shall be called as directed in the Constitution Section E(2) to deal with special business only as detailed in the 'notice of the meeting'.
- b) Such meeting shall be held within 21 days of receipt of such request or directive and at least 9 clear days notice on the club notice board shall be given stating the business to be discussed. The quorum and time limit for such a meeting shall be as detailed in the Constitution Section E(5).
- c) Nothing in this section shall prevent the chairperson from convening a general meeting immediately following if the possibility of such occurrence has been properly advised.

### 3.4 MANAGEMENT COMMITTEE MEETINGS

- a) The Management Committee shall comprise those officers and members as listed in the Constitution Section B(10).
- b) The Committee shall meet at least once every calendar month and the meeting dates shall be determined at the first meeting of the Committee.
- c) Should any member of the Committee absent himself without satisfactory reason for three (3) consecutive meetings, his office shall be declared vacant and the position filled in accordance with the Constitution Section C(1). Any appeal by the member against the Committee's decision shall be in accordance with the Constitution Section C(1.7).

The order of Business shall be:-

- Apologies and proxies
- Confirmation of previous minutes
- Business arising out of minutes
- Correspondence
- Treasurers report
- Membership
- Delegates' sub-committees and other reports
- Notices of motion
- General business

### 3.5 OTHER COMMITTEE MEETINGS

Other committees shall meet and operate in the area for which they are specifically created at times and places as required or as decided by the executive or committee chairperson.

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**SECTION 4: DUTIES OF OFFICERS AND OTHERS****4.1 THE PRESIDENT**

Shall -

- a) be the nominal head of the Club and shall be a member ex-officio of all committees;
- b) be Chairperson of the council, management and executive committee meetings;
- c) preside at all meetings of the Club and shall exercise his authority by generally supervising the affairs of the Club in conjunction with the Executive and Management Committees;
- d) when presiding at a meeting, have a deliberative and a casting vote;
- e) have unlimited authority on every question of order, only to what is equitable and just in the circumstances;
- f) be the club representative on the Branch.

**4.2 THE DEPUTY PRESIDENT**

Shall –

- a) Be Chairperson of the Building Committee;
- b) The Deputy President shall assist the President and shall deputise for him in his absence, and shall carry out special assignments as directed by the President or the Executive Committee;
- c) Be a member of the Executive and Management Committees.

**4.3 THE CAPTAIN**

Shall –

- a) be Chairperson of the Selection Committee for patrol captains and patrol teams;
- b) be responsible for the conduct and discipline of all active members in all club matters, and the general education of members in surf life saving;
- c) arrange patrols and a minimum of three (3) conferences with patrol captains during the season to discuss suggestions and observations made by him or them regarding the general efficiency of the Club in surf life saving, refer to Appendix C;
- d) have the power to refuse the use of club gear or property to any person;
- e) Call upon any members to perform such duties as he deems necessary in the interests of the Club;
- f) ex-officio, be a member of sub-committees associated with his duties;
- g) Shall have the sole responsibility to recommend to the Management Committee the penalty for those members who have not fulfilled their patrol obligations;
- h) Be a member of the Executive, Management, and Surf Sports Selection Committees.

**4.4 THE SECRETARY**

Shall -

- a) be Chairperson of the Planning & Administration Committee;
  - b) oversee the recording and keeping of a register of all members and an up-to-date record of their addresses, and shall file all application forms whether or not the nominees have been accepted;
  - c) forward notices of all meetings and the business to be transacted thereat to members in accordance with the By-Laws;
  - d) oversee the recording and keeping of minutes of all annual general, general, special general, management committee, and executive committee meetings;
  - e) oversee the correspondence of the Club and be responsible for the custody of all documents and instruments of incorporation belonging to the Club and for the disposition thereof;
  - f) oversee the drafting of the annual report by the administration staff to be submitted to the Management Committee for approval before printing and circulation to all members at least seven (7) days prior to the annual general meeting;
  - g) carry out all duties arising from decisions of annual, special, general and/or committee meetings;
  - h) be responsible for the day to day supervision and reporting to the Management Committee of the
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Administration Office and employees;

- i) Be a member of the Executive and Management Committees.

#### **4.5 THE TREASURER**

Shall –

- a) be Chairperson of the Finance & Property Committee which shall comprise of at least two other members and provide a written report of the minutes of the meeting each quarter;
- b) ensure that all money received by the Club is properly recorded and receipts issued for same, and shall report to the Management Committee for such monies. All monies received on behalf of the Club shall be banked within seven (7) days of receipt thereof and all payments over \$100 shall be made by cheque or electronic funds transfer;
- c) ensure that the necessary records as required by the relevant Government Act are kept, viz., a receipt book to acknowledge collections, a cheque book issued by the Club's bankers for the purposes of payments, and a financial accounting system to record income and expenditure. Details of cheque payments are to be recorded by the Administration Section, and duly presented by the Treasurer to a meeting as set out in the Constitution Section D(2.5). The Treasurer shall ensure that the submission of the annual audited statement, applicable statements, and returns are submitted to SLSQ and/or the relevant Government Department, as and when required;
- d) at each Management Committee Meeting present reports reflecting the overall financial liquidity of the Club, including:
- (i) Cost centre transaction reports showing all income and expenditure postings;
  - (ii) Cost centre summary reports reflecting the total amount of income/expenditure posted to individual accounts ;
  - (iii) a bank account/cash book reconciliation statement for all bank accounts;
  - (iv) an overall profit and loss statement and a balance sheet;
- e) Be a member of the Executive and Management Committees.

#### **4.6 THE CHIEF TRAINING OFFICER**

Shall -

- a) Hold a current training officers certificate;
- b) arrange classes of instruction and prepare all probationary members for award examinations;
- c) arrange a drill roster and deputise other qualified and trainee-training officers to assist in the preparation of such probationary members;
- d) arrange for the training and preparation of all members for inter and intra club competition as per the Competition Manual;
- e) maintain an up-to-date knowledge of the latest methods of surf life saving and the training manuals and impart such knowledge to all qualified club training officers;
- f) Organise the annual proficiency tests for all awards as may be required each year;
- g) Be a member of the Life Saving Selection Committee.

#### **4.7 THE SURF BOAT OFFICER**

Shall -

- a) be responsible for the care, maintenance and housing of the surf boat(s) and all gear appertaining thereto, refer to Appendix E(2);
- b) at all times be subject to the direction of the Surf Sports Officer;
- c) be responsible for the training and supervision of all surf boat crews in consultation with the Surf Sports Officer;
- d) chair a sub-committee of the Surf Sports, to manage the affairs relating to boats.

#### **4.8 THE IRB OFFICER**

Shall -

- a) be a qualified IRB driver;
- b) at all times be subject to the direction of the Club Captain;



- c) be responsible for the care, maintenance and housing of club IRB;
- d) be responsible for the supervision of all IRB drivers and crew in consultation with the Club Captain.

#### **4.9 THE BOARD AND SKI OFFICER**

Shall -

- a) be responsible for all the Club's boards & skis and their orderly housing;
- b) be responsible for the housing of boards & skis belonging to members, refer to Appendix E(1);
- c) in consultation with the Captain permit or prohibit the use of any club craft or Association gear;
- d) assist in the selection and the supervision of the training of individuals and or teams board & ski competitors;
- e) maintain club boards & skis in a serviceable condition.

#### **4.10 THE COMMUNICATIONS OFFICER**

Shall -

- a) be a qualified Radio Officer;
- b) at all times be subject to the directions of the Club Captain;
- c) be responsible for the care, maintenance and availability of serviceable radio equipment.

#### **4.11 THE GEAR AND EQUIPMENT OFFICER**

Shall -

- a) be responsible to the Club Captain for all the life saving gear (with the exception of boards & skis, surf boat or its gear) belonging to the Club, refer to Appendix E;
- b) keep all such gear in good repair and condition, and report to the Club Captain any damage which he or she is unable to repair. Any expense shall require the approval of the Management Committee;
- c) at the request of the Captain, prepare gear, other than boats and craft, required for carnivals and competitions of all kinds and be responsible for its transport to and from such carnival or competitions;
- d) for the purpose of implementation of such duties and with the approval of the Captain, have power to call on the services of any member.

#### **4.12 THE FIRST AID OFFICER**

Shall -

- a) possess a current SLSA first aid award;
- b) maintain adequate stocks of approved first aid material and equipment provided that he must first obtain the approval of the Committee for the purchase of materials;
- c) maintain the First Aid Room in a clean and orderly condition and for the purpose, may, with the approval of the Captain, call on the services of any member;
- d) keep a record of names and addresses of patients treated for major first aid and also a record of the number of patients treated for minor first aid.

#### **4.13 THE TRANSPORT OFFICER**

Shall -

- a) oversee all the Club's vehicles;
- b) oversee the care, registration, insurance, maintenance and housing of the Club vehicles.

#### **4.14 THE CLUB HOUSE DIRECTOR**

Shall -

- a) be Chairperson of the Clubhouse Committee;
- b) be responsible for the general conduct of members in accordance with the clubhouse rules, the Club By-Laws and Appendix D;

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- c) call a meeting of the Clubhouse Committee when necessary to review the over-all position of the clubhouse, catering and accommodation.

#### **4.15 THE TEAM MANAGER**

Shall -

- a) prepare and present to the Surf Sports Officer a budget covering all financial matters associated with Club teams;
- b) be responsible for any outfitting and funding of competitors;
- c) submit progress reports regularly to the Surf Sports Officer;
- d) be responsible for the assembly (after selection), transport, accommodation and general behaviour of the team;
- e) in the case of large financial commitment submit a statement with receipts and invoices within thirty (30) days after the completion of the events;
- f) assist with any displays or demonstrations required, where the Club is involved;
- g) himself or his appointed proxy attend all official briefings at events where the Club is represented.

#### **4.16 THE CADET/YOUTH officer**

Shall -

- a) be responsible for the supervision of and liaising with members making the transition from junior activities membership and/or for those new members joining the Club under the cadet membership category;
- b) at all times be subject to the direction of the Club Management Committee;
- c) provide educational material in a wide range of subjects and skills for members within the cadet/ranks;
- d) in conjunction with the Club Secretary, Captain and Chief Training Officer, co-ordinate all matters pertaining to the responsibilities and obligations of cadet membership;
- e) assist with the enhancement of membership recruitment and retention through the age levels;
- f) pursue issues and activities of benefit to cadets/ members;
- g) foster recognition of the important role cadet members play within the Club;
- h) be a member of the Management Committee.

#### **4.17 THE JUNIOR ACTIVITIES CHAIRPERSON**

Shall -

- a) be chairperson of the Junior Activities Committee;
- b) be responsible for the conduct and co-ordination of all matters relating to junior activities, refer to Appendix F;
- c) in conjunction with the Club Captain and Chief Training Officer provide for junior members, an education experience in a wide range of subjects and skills within the aquatic/marine environment;
- d) prepare junior members (nippers) for their eventual transition to the marine and patrol environment of surf life saving;
- e) participate in all such activities;
- f) be a member of the Club Management Committee.

Note: Where the Club appoints a committee to manage junior activities act as its Chairperson and shall be responsible for the conduct of that committee and its activities refer to Appendix F.

#### **4.18 COUNCILLOR (OR ALTERNATE)**

The Branch Councillor shall be the Club President and shall:

- (i) attend all branch council meetings as the elected club representative on that body;
- (ii) act as liaison between the Branch and the Club and fully and regularly report to the Club in writing or in person on the Branch activities;
- (iii) Appoint an executive officer as proxy as and when required.

**4.19 SURF SPORTS officer**

Shall

- a) chair surf sports meetings;
- b) be responsible for the conduct of all matters relating to surf sports;
- c) present a budget to management in August covering all matters relating to surf sports;
- d) report to management on strategies to develop competitors and improve performance;
- e) be responsible that all areas of surf sports are represented on Surf Sports Committee;
- f) receive and arrange entries for carnivals and competitions in conjunction with the Selection Committee and forward them to the administration staff for transmission to their proper destination;
- g) organise the annual club championships;
- h) be a member of the Management Committee.

**SECTION 5: STAFF AND EMPLOYEES****5.1 STAFF APPOINTMENTS**

The Management Committee, pursuant to the Constitution Section D(4), may appoint administration staff and/or other paid employees for specific assignments.

**5.2 ADMINISTRATION STAFF**

Administration staff are subject to the provisions of the Constitution and By-Laws.

Duties of administration staff shall include but not be limited to the following:

- a) carry out and implement all decisions of the council meetings, the Management Committee and the Executive and within the scope of such decisions use his or her best endeavours to further the policies of the Club and the advancement of surf life saving;
- b) co-ordinate the activities of the club officers and assist wherever possible or as directed;
- c) may be required to attend meetings and act as Minute Secretary for all council general or special meetings as well as the executive and management committee meetings;
- d) be responsible to the President or his delegate on the Management Committee on matters of day to day routine business;
- e) be available at all reasonable times for consultation with and assistance in matters which are within the jurisdiction of the Club to the officers and members;
- f) maintain close contact with Branch and the State levels of the Association including regular visits provided that he shall inform the President or his delegate of proposed visits;
- g) approach and develop club donors and sponsors with the assistance of the executive officers, apply for grants, and oversee all fund raising activities as directed by the Management Committee;
- h) in all aspects of his or her activities observe and comply with existing procedures of the Club as regards correspondence and communications;
- i) prepare and issue notices and agendas for general meetings of the Council, the Management Committee and the Executive;
- j) attend to the preparation and presentation of the annual report, or any other prepared matter for club distribution.

**SECTION 6: COMMITTEES****6.1 GENERAL**

- a) The Club President is an ex officio member of all committees.
- b) Composition and membership shall be as prescribed in the respective by-laws.
- c) Membership may be drawn from members of the Club.
- d) A member appointed to a committee shall retain his appointment only whilst he retains his membership of the Club: provided that the Council may, at its discretion, remove any member from membership of a committee.
- e) In the event of the absence of the Chairperson from any meeting the meeting shall appoint one of its members to act during such absence.
- f) It shall be the duty of the Club Secretary to refer for consideration and recommendation all matters as properly relate to the jurisdiction of each committee.
- g) In the event of any matter coming within the jurisdiction of two or more committees, the President may direct such committees to jointly consider and report and/or recommend to the Management Committee thereon.
- h) A quorum for a meeting of a committee shall be a simple majority of the members thereof.
- i) A committee may, at its discretion, co-opt the services of any member of the Club or other person to assist in its deliberations, but such co-opted member or person shall have no voting rights, except as may be determined by the committee.
- j) Reports and recommendations of the committees shall be presented in writing to the Secretary or appointing body.

**6.2 JUNIOR ACTIVITIES COMMITTEE**

- a) Comprise those members interested in:-
  - (i) the conduct and co-ordination of all matters relating to junior activities;
  - (ii) providing for junior members an educational experience in a wide range of subject and skills within the aquatic/marine environment;
  - (iii) preparing junior members for their eventual transition to the marine and patrol environment of the senior movement;
  - (iv) participating in such activities.
- b) Be represented on the Club Management Committee by the Junior Activities Chairperson.
- c) Operate as provided for in Appendix F.

**6.3 SELECTION COMMITTEES**

- a) Life Saving Selection Committee.

The Life Saving Selection Committee shall consist of the Club Captain, Vic Captain and Chief Training Officer and shall select patrol captains and teams for all life saving patrols.

- b) Surf Sports Selection Committee.

The Surf Sports Selection Committee shall consist of the Club Captain and Surf Sports Officer for selection of intra and inter club championships.

**6.4 FINANCE AND PROPERTY COMMITTEE**

The Finance & Property Committee shall comprise the Treasurer, and two other elected members. This committee shall monitor and report on the financial well being of the Club its assets and property. The Treasurer shall convene a meeting at least once each quarter and report to the Club Management Committee as soon as practical thereafter.

**6.5 BUILDING COMMITTEE**

The Building Committee shall comprise the Deputy President and four other elected members who shall act on and investigate matters relative to the Club's buildings and surrounds when so directed by the Club Management Committee.

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## 6.6 SOCIAL COMMITTEE

A social committee shall organise and account for all social activities of the Club and its members may be drawn from within the Club or from outside supporters. Care should be taken over the use of other than club members and adequate club insurance cover.

## 6.7 JUDICIARY COMMITTEE

The Judiciary Committee shall be appointed by the Management Committee and shall comprise a Chairperson, a Secretary (who shall keep records of findings and decisions) and three members. It shall function in accordance with the rules of procedure attached to the By-Laws as Appendix "A" and act on matters referred to it under By-Law 11.

Note: Executive officers cannot be members of the Judiciary Committee.

## SECTION 7: PROCEDURES AND RULES

### 7.1 AUXILIARY ORGANISATIONS

- a) The Club may authorise the formation and/or affiliation of auxiliary organisations, e.g. Old Boys Club, Supporters Club, etc.
- b) Each organisation's formation and function shall be reviewed annually and shall be compatible with the provisions contained in the Constitution Section A(3).
- c) The constitution of any such organisation and any amendments thereto shall at all times be subject to the endorsement of the Council.
- d) The Club may be represented on any such organisation by an officer or member of the Club appointed annually for the purpose; and such organisation may by special invitation likewise be represented on the Club.
- e) Such organisations shall be registered incorporated bodies subject to the Constitution Section A(2.2).

### 7.2 CORRESPONDENCE

- a) All correspondence from the SLSQ to the Club, or from the Club to SLSQ, Shall in the first place be transmitted through the Branch and no such correspondence shall be considered and/or attended to by SLSQ unless and until it has been so transmitted; provided that the provisions of this by-law shall not apply to correspondence which has been copied by the SLSQ to the Branch and Club for attention and/or action on the following subject matters:-
  - (i) Government subsidy and/or subsidy returns;
  - (ii) State or local government matters;
  - (iii) Workers compensation, public risk and general insurance matters;
  - (iv) Large financial investments or borrowings;
  - (v) Clubhouse buildings, extensions or alterations;
  - (vi) Cancellation or suspension of membership;
  - (vii) Purchasing orders;
  - (viii) Hire of SLSQ gear, equipment or premises;
  - (ix) Constitutional matters;
  - (x) Response to circulars;
  - (xi) Any other matter which the State Centre or Branch may, from time to time, direct be exempted from this by-law as a matter of expediency.
- b) Upon receipt of any correspondence from a club, which is required to be transmitted through a branch, the State Chief Executive officer shall, at his discretion, either forward such letter to the branch concerned for appropriate action or return it to the club concerned for transmission through the branch.

### 7.3 GOVERNMENT AUDIT

- a) The books and accounts of the Club and any affiliated auxiliary organisations shall be audited at such intervals as may be required by the appropriate State Government Department or SLSQ by an approved auditor in the State of Queensland.
- b) The appointment of auditors shall be subject to the approval of SLSQ as regards their suitability for the task.

### 7.4 COLLECTION SANCTION

- a) The Club or auxiliary organisation shall comply with the provisions of the relevant Government Acts and any subsequent amendments gazetted from time to time.

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- b) The Club shall make application to the relevant Government Department for entitlement under the 'collection sanction'. When registration is approved and a 'number' issued, all relevant requirements to maintain registration shall be complied with in every detail.

## 7.5 FUND RAISING

- a) Funding authority is vested in the Executive Committee which shall allocate a portion of its responsibilities pertaining to specific projects to the Finance, and/or Social Committees to maintain, direct and/or develop these projects.
- b) The Club is authorised to solicit monetary donation, sell art union ticket by door to door, canvass to any company, firm, newspaper or other business operation or trading or any person within the area of the Club as defined. Similar fund raising shall be permitted outside these areas after prior negotiation and with approval of the SLSQ Manager Projects.
- c) The area of the Club referred to in (b) above is all that area designated by the Branch.
- d) The Branch shall determine, from time to time, areas from within the area prescribed in (b) above, which shall be referred to as 'club fund raising areas' and it shall be incumbent upon the Club to adhere to this area in relation to fund raising activities within the branch area.
- e) In the event of any breach of the foregoing provisions of this by-law, it shall be a condition of continuance of affiliation and/or membership that the club, member or group of members concerned shall forthwith surrender to the Branch all such monies, and their right thereto, obtained as a result of such breach and the Branch shall thereupon, at its discretion, determine how, and in what proportions (if any) such monies shall be applied. A right of appeal against any decision shall lie with the Branch.

## 7.6 INSURANCE

### a) General

It is mandatory that the State Centre, branches, clubs and auxiliary organisations hold insurances approved by the council. In cases where State Centre has appointed an insurance broker, then branches and clubs which do not insure through such brokers shall submit such policies to State Centre for approval.

### b) Personal Accident Insurance

#### (i) Paid Staff and Employees –

A 'Workers Compensation Policy' shall be effected with WorkCover Queensland to cover all paid staff of the State Centre. All branches and clubs who utilise the services of paid staff shall each effect their own 'Accident Insurance Policy' with WorkCover Queensland. This requirement is to be enacted under State Government legislation.

#### (ii) Members –

'Personal Accident Insurance' is granted under the WorkCover policy to all registered members of Surf Life Saving Queensland (except junior activity members aged 7 to 13 years – non BM holders) whilst engaged in surf life saving activities.

- (iii) The benefits and conditions applying under the policy are described in the relevant Government Act and/or contracts of insurance. An application for compensation is valid and enforceable only if it is lodged in accordance with policy requirements.

#### (iv) Junior Activity Members (7-14 years)

A 'Personal Accident Policy' shall be effected by State Centre to cover all financial junior activity members (non-BM holders). The benefits cover exceptional items (refer Insurance Manual), e.g. death, liability, medical (restricted), dental, ambulance.

#### (v) Volunteer Workers

A 'Personal Accident Policy' shall be arranged by SLSQ to cover all persons engaged in work at a club, branch or SLSQ, and/or who are not eligible for workers' compensation. The benefits cover exceptional items (refer Insurance Manual), e.g. death, liability, medical (restricted), dental, ambulance. A register of workers shall be established for each relevant activity which should be signed by all volunteer workers prior to commencement of work.

### c) Public Liability Insurance

- (i) A 'Public Liability Policy' shall be negotiated to cover the State Centre, its affiliated branches, clubs, auxiliary organisations and its members against legal action instigated by a member of the public.
- (ii) Whilst the cover will apply to normal Surf Life Saving Association activities, it is suggested that a separate cover be taken out by the branch, club or auxiliary organisation entering into some activity

away from their clubhouse or beach, such as a display or fundraising activity where the public are involved.

d) Insurance on Property

- (i) State Centre shall negotiate insurance policies to cover loss or damage to its own property, or upon goods in transit destined for one of its affiliated bodies. Reassessments of values shall be carried out regularly.
- (ii) It is mandatory for all branches, clubs and auxiliary organisations to hold insurances with a reputable insurance company, and it is a requirement that such policies be submitted to the State Centre for its endorsement to ensure that the protection provided is adequate and serves the interest of the Association.
- (iii) Branches, clubs and auxiliary organisations shall make their own arrangements with regard to this type of insurance and shall be well advised to reassess values at least every second year.

e) Directors and officers Insurance

- (i) A 'Directors & Officers Policy' shall be negotiated by SLSQ to cover officers of the SLSQ and its affiliated branches and clubs against any claim first made against an officer during the policy period for a wrongful act committed before or during the policy period legal action instigated by a member of the public.
- (ii) It is noted that this is a 'Claims Made Policy', e.g. no claim can be made against the policy once it has expired or has been cancelled. Also, if a case exists where a claim may be possible, immediate notification must be given to the SLSQ's insurance broker at the earliest.

f) Professional Indemnity Insurance

- (i) A 'Professional Indemnity Policy' shall be negotiated by the SLSQ to cover members whilst engaged in the coaching and training of surf lifesavers and the organisation of carnivals and competitive events.
- (ii) The indemnity covers claims the insured is legally liable to pay for, e.g. breach of professional duty or by reason of any negligent act, error or omission.

## 7.7 FEES AND CHARGES

Fees may be payable annually for affiliation, examination, registration, carnival entry and other general life saving costs for the Club, and shall be determined by the Branch from time to time.

## 7.8 AFFILIATION

The Club and its affiliates agree that they are bound by this Constitution and By-Laws and that this Constitution and By-Laws operate to create a single, uniform entity through and by which the objects of the Club and Surf Life Saving are to be conducted, promoted and administered;

## 7.9 HONORARIUM

An honorarium may be granted to any member on the decision of the Management Committee.

## 7.10 DISSOLUTION OF AFFILIATED BODIES

- a) The constitution of every affiliated body shall contain a dissolution clause similar to that set out in the Constitution Section E(14) & (15) and should any affiliated body fail to make any such specific provision Section E(14) & (15) of this Constitution is deemed to be included in the Constitution of such affiliated body.
- b) In the event of any affiliated body becoming inactive, going into recess or having its affiliation terminated, the Club is empowered to require such body to implement the requirements of the Constitution Section E(14) and E(15) regarding dissolution. Should there be no remaining responsible officers of such affiliated body capable of carrying out the required procedures for dissolution, the Club is empowered by its Constitution to take any necessary action in this regard.
- c) Upon the dissolution of an affiliated body in terms of the preceding clauses, the books, accounts and assets of the affiliated body shall be handed over to or taken possession of by the Club to deal with as it may, in its absolute discretion, see fit.

## 7.11 EXPENDITURE & FINANCIAL AGREEMENTS

- a) Notwithstanding any other conditions contained in the Constitution and By-Laws the following basic guidelines are to be adhered to.
- b) This applies to income as well as expenditure agreements.

- c) Any proposed financial agreements with a term length of:
- (i) up to 6 (six) months require the authority of the Executive Committee;
  - (ii) up to 36 (thirty six) months require the authority of the Management Committee;
  - (iii) over 36 (thirty six) months require the authority of the Club Council.
- d) This includes but is not limited to:
- (i) General expenditure such as:
    - i. purchasing or repairing equipment;
    - ii. non-budgeted consumables;
  - (ii) Capital expenditure such as:
    - i. alterations, additions or improvements to existing facilities, acquisition of any land, buildings or other property, the building of new facilities, the building or refurbishment of any other facilities;
    - ii. purchase or investment in any business venture, community project, or other project;
  - (iii) Lease, rental & other contractual agreements such as:
    - i. equipment, vehicles or premises agreements;
    - ii. sponsorship and joint venture agreements.

## **SECTION 8: MEMBERSHIP**

### **8.1 MEMBERSHIP CLEARANCES**

- a) Any member who desires to join another affiliated club but still retain membership of his existing club(s), and any person who has ceased to be a member of an affiliated club but who desires to join another affiliated club, shall first obtain from his present affiliated club(s) or from the affiliated club of which he was last a member, a Clearance Certificate in the prescribed form which shall clearly indicate –
- any awards that may be held by such person;
  - that such person is not in debt in any way to such affiliated club(s);
  - that such person is not expelled or under suspension from such affiliated club(s);
  - the destination of such person's competition rights.
- b) The member desiring the clearance shall obtain the prescribed duplicate 'Controlling Authority Clearance Form', and after entering the relevant details lodge the original with the 'losing' club and the duplicate with the relevant controlling authority.
- c) The 'losing' club shall or it's executive shall, with fourteen (14) days of receiving the original, approve or reject the application and after recording its decision on the application, immediately forward the original with the club's decision to the controlling authority.
- d) If the 'losing' club approves the application, the controlling authority shall record the approval on the original form and return same to the member. The duplicate shall be retained by the controlling authority with a notation of the decision.
- e) If the 'losing' club objects to the application, the application shall be considered at the next meeting of the controlling authority for a decision. Such controlling authority decisions shall be final. The decision shall be recorded on the original and returned to the member forthwith. The duplicate shall be retained by the authority with a notation of the decision. The 'losing' club shall be advised, in writing, of the controlling authority decision.
- f) If the controlling authority does not receive a decision or the original form from the 'losing' club within twenty-one (21) days of the receipt of the duplicate form, the application shall be dealt with at the next meeting of the controlling authority for a decision. Any decision made at the meeting shall be final. The 'losing' club and the member shall be advised of such decision in writing.
- g) Clearance of transferring members shall automatically take effect from the date when the application is approved by the controlling authority.

### **8.2 COMPETITIVE RIGHTS TRANSFERS**

A member of an affiliated club who desires to transfer competitive rights to another affiliated club during the currency of a competitive season may do so under the following conditions.



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- a) A member shall not compete in more than one (1) branch championship and one (1) State Centre championship in the same season.
  - b) A member desiring competitive rights transfer shall obtain the prescribed duplicate transfer form and after entering the relevant details, lodge the original with the 'losing' club and the duplicate with the relevant controlling authority.
  - c) The 'losing' club or its executive shall, within fourteen (14) days of receiving the original, endorse or reject the application, and after recording its decision on the application, immediately forward the original with the club's decision to the controlling authority.
  - d) If the 'losing' club approves the application the controlling authority shall record the approval on the original and return same to the member. The duplicate shall be retained by the controlling authority with a notation of the decision.
  - e) If the 'losing' club rejects the application, the application shall be considered at the next meeting of the controlling authority for a decision and such decision shall be final. The decision shall be recorded on the original and returned to the member. The duplicate shall be retained by the controlling authority with a notation of the decision. The 'losing' club shall be advised in writing of the controlling authority's decision.
  - f) If the controlling authority does not receive a decision or the original form from the 'losing' club within twenty-one (21) days of the receipt of the duplicate form, the application shall be considered at the next meeting of the controlling authority for a decision. Any decision at the meeting shall be final. The 'losing' club and the member shall be advised of such decision in writing.
  - g) Transfers of competitive rights shall automatically take effect from the date the application is approved by the controlling authority.

## **SECTION 9: CLUB COLOURS/BADGES, COMPETITIVE CONDITIONS**

### **9.1 COLOURS AND BADGES**

- a) Each new affiliated club shall apply to the State Centre to register its proposed colours and badge and competition cap design, which shall be subject to the endorsement of the State Centre and the approval of the Association.
- b) Existing affiliated club's colours, badges and competition cap design shall not be altered without the re-endorsement of the State Centre and the approval of the Association.
- c) Initial registration of colours and badges is subject to payment of a fee, as is each additional registration. No registration fee shall be payable with the annual club affiliation, unless a change of registration is desired. The registration fee shall be as determined from time to time by the Association.
- d) The Association from time to time shall appoint a Cap Registrar who shall be responsible for the administration of this regulation, and who shall maintain a 'Cap Colour Register'.
- e) Every three (3) years the Cap Registrar shall update the Cap Register.

### **9.2 COMPETITIONS**

- a) The SLSQ shall have power to regulate all competitions between club, branches and/or directly affiliated clubs within its boundaries.
- b) The Branch shall have power to regulate competitions between clubs affiliated with the Branch.
- c) Within the limits of their respective jurisdictions, SLSQ and the Branch through their respective Boards of Surf Sports shall have the power to allocate any competition to any affiliated club, and to appoint accredited officials to control such competitions, provided that, in the event of two or more clubs applying for permission to hold carnivals or competitions on the same date such matter shall be determined by the State Board of Surf Sports.
- d) No inter-club competition within the Branch shall be held without the approval of the Branch.
- e) The Branch, on a recommendation of the Director Surf Sports, shall appoint referees, judges and other accredited officials and subject to the Associations manuals, may make rules with respect to their powers and duties.
- f) No member shall wager or gamble on any competition conducted by State or any affiliated club or branch.

### **9.3 COMPETITIVE RIGHTS, OBLIGATIONS & QUALIFICATIONS**

Members and competitors acknowledge and agree that competing in life saving events, contests, carnivals and competitions attracts certain rights and obligations, and requires certain qualifications. In relation to rights, obligations and qualifications the following shall apply:

- 
- a) Inherent in membership of SLSA, but subject always to gaining the appropriate qualification as prescribed by SLSA and complying with the competition rules issued by SLSA, is the right to enter, participate in events, contests, carnivals and competitions conducted by SLSA.
  - b) Members are obliged to ensure they obtain and maintain the appropriate qualifications, including but not limited to, awards, age limits, patrols, proficiency tests, equipment and limiting disabilities, to enable them to enter and participate in events, contests, carnivals and competitions conducted by SLSA.
  - c) Members acknowledge and agree that should they participate in, and/or use any SLSA equipment in any event, contest, carnival and competition, which has not been licensed, sanctioned or otherwise authorised by SLSA that they will attract disciplinary action under the regulations which may result in forfeiture of their competitive rights set out in By-Law 9.3 (a) above.

#### **9.4 CLUB CHAMPIONSHIPS**

- a) The club championships shall be conducted annually on a date determined by the Club at its annual general meeting.

#### **9.5 TROPHIES, PRIZES & ELIGIBILITY**

In relation to trophies, prizes whether cash or kind, and the eligibility of individual member/s representing a section of the Association to compete for or accept such trophies or prizes the following shall apply:

- a) The Association shall reserve unto itself the authority to determine, from time to time, conditions relative to the acceptability of trophies or prizes, reimbursement of accommodation, travel and other expenses, and eligibility to compete for trophies or prizes.
- b) Wagering or gambling on any competition conducted by the Association, State, Branch or Club is not permitted.
- c) The Association shall be the authority to approve competitions involving "cash prizes" and therefore any affiliated club or other section of the Association wishing to allocate any "cash prizes" for competition events shall seek the approval of their respective branch, State Centre or in the case of events involving international or interstate competitors, the Association.
- d) "Cash prizes" shall not be awarded for any event at an Association, State or Branch championship carnival.
- e) "Cash prizes" shall not be made available from affiliate club general funds, however, sponsor income may be distributed utilising the club banking account.
- f) Notwithstanding the foregoing, sponsors should be strongly encouraged to provide items of life saving gear as prizes rather than cash but where "cash prizes" are presented they shall be portrayed as coming direct from the sponsors.

#### **9.6 TEAM MANAGEMENT**

- a) The Club when participating in any carnival or similar function shall appoint a manager of its competitors and other members of the Club selected to represent and/or assist the Club at such carnival.
- b) Every manager so appointed shall be responsible for the proper conduct of themselves and of the members under their control, and attend all briefings.
- c) A manager shall, as far as practicable, remain with the party under their control during the entire period of their managership. In the event of the party under their control separating into sections the manager shall be responsible for appointing a member of each and every section to act as his manager of the section.
- d) In the case of a carnival or similar function conducted under the control of the Branch, the name of the manager so appointed shall be notified to the Branch with the carnival entries, or, at the latest, before the commencement of the carnival.
- e) The manager shall remain in attendance with their team during the course of such carnival or similar function and shall take action to ensure that competitors under their control report to the check marshal immediately they are called upon to do so.
- f) The manager shall report to the carnival referee or other nominated official whenever called upon to do so by the carnival announcer or other authorised official and shall comply with the directions then given.

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**SECTION 10: VISITS AND TOURS**

In relation to visits and tours by Association individual members or teams who shall include all persons who travel with or under the arrangements made by the Association, State Centre, branch or affiliated club, the following directions shall be mandatory requirements.

**10.1 INTER-CLUB/INTERSTATE VISITS**

In relation to the affiliated clubs or a member or members of the club wishing to visit other clubs within Australia, the following shall apply:

- a) Visits within a State, Territory or branch shall be subject to the control of that centre or branch providing any such control provides for the appointment of a manager in all circumstances.
- b) With the exception of national surf carnivals, interstate visits shall be subject to advice to SLSQ and Branch by the intending touring party at least twenty-one (21) days prior to such visits.
- c) Such advice shall detail the proposed destination and dates of the visit, method of travel, the number intending to travel and the name and address of the team manager's who shall be deemed responsible in the event of necessity for future reference.
- d) Providing there are no grounds for objection, the State Centre of the intending touring party shall forthwith advise the relevant State Centre/s of the proposed visit to their region.

**10.2 INTERNATIONAL TOURS POLICY**

When individuals or teams are identifiable as club or Association members by uniform or insignia or the purpose of the tour is to compete in events using Association type equipment or attend Association conferences or matters identifiable with Association activities, then the following policies and conditions apply:

- a) At least six months notice of the proposed departure date shall be given by a club, branch or State Centre before permission to tour shall be granted, unless under special circumstances as approved by the Australian Council.
- b) SLSQ shall not, in any way, be responsible financially for any part of the expenses attributable to any tour by a club or branch.
- c) Appointment of officials, size and composition of the team and selection policies shall be a matter for the body making the tour however the Association strongly recommends the inclusion of educational officers in any team to tour overseas.
- d) No club or branch shall knowingly select in an overseas touring team any member who is under any form of suspension or is financially indebted to any club, branch or SLSQ.
- e) The Association shall reserve the right to set special conditions under which permission will be granted to a club, branch or State team to tour overseas countries in the same season that an Australian representative team shall be visiting those same countries.
- f) At least one month prior to the departure of any club or branch team, SLSQ and Australian Council shall be supplied with a copy of the final itinerary, points of contact, full details of the composition of the team, names and addresses of team members and the team manager.
- g) Any club, branch or State team to tour overseas shall have an appointed team manager who will be responsible for all matters concerning the team. In the event of any incident, complaint or otherwise adverse reaction to the team as a whole, or members individually, the manager shall be automatically responsible to the Association and may be called before the branch, State or Australian Council to face judiciary inquiry and possible disciplinary action.
- h) Comprehensive reports and recommendations (if any) on any tour (together with a team photograph wherever possible) must be supplied to SLSQ within ten (10) weeks of the completion of the tour.

Adequate insurance policies shall be negotiated in respect of personal accident to and/or sickness of every member of the touring team, loss or damage to the personal effects of team members and to such special life saving and/or display equipment as shall be provided for use on the tour.

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### 10.3 INTERNATIONAL TOURS – WITHOUT INVITATION

A club, branch or State Centre seeking to tour overseas without having received a specific invitation shall -

- a) make application to its branch, SLSQ or Australian Council (whichever is its immediate controlling body) for permission to conduct a tour which shall include the following;
  - (i) proposed itinerary;
  - (ii) duration of the tour;
  - (iii) proposed composition of the team (a detailed composition of team members, names, capacities, etc., should be supplied as soon as it is completed);
  - (iv) details of how the tour will be financed including any proposals of sponsorship;
  - (v) aims and objectives of the tour, having regard to surf life saving;
  - (vi) an undertaking that the branch, SLSQ or Association will not in any way be financially responsible for the tour;
  - (vii) the method of selection to be used.
- b) If the application by the club is endorsed at branch level, the branch shall then forward the application to SLSQ requesting endorsement of same and onforwarding to Australian Council, and in the case of an application to tour by a club affiliated directly to SLSQ, SLSQ shall, if it endorses the application, forward same to Australian Council.
- c) The Australian Council upon receipt of the application, and if satisfied all conditions have been met, may then seek from the overseas country, district or club concerned, permission for the tour to take place and give the club, branch or SLSQ permission to correspond direct with the overseas body.

### 10.4 INTERNATIONAL TOURS – WITH INVITATION

A club, branch or State Centre seeking to tour overseas after having received a specific invitation shall –

- a) if the invitation is accepted, make application for permission to conduct the tour, to its branch, SLSQ and the Australian Council setting out all details as required by the Association's regulations accompanied by full details and a copy of the invitation received;
- b) if the branch and SLSQ endorse the application, it shall be forwarded to the Australian Council seeking final approval for the tour to be conducted;
- c) the Australian Council, upon receipt of the application and having satisfied itself all conditions have been met, may grant permission for the tour to take place and give the club, branch or SLSQ permission to correspond direct with the overseas body. Before granting this permission, the Australian Council will ascertain from the national overseas body that the invitation has been endorsed by them.

### 10.5 TOURS TO AUSTRALIA

In relation to tours by overseas life saving organisations to a club, branch or SLSQ in Australia, the following conditions shall apply:

- a) If any club, branch or SLSQ wishes to issue an invitation to any overseas life saving body to tour in Australia, it must firstly make an application to the Australian Council through its branch/SLSQ. Such application shall include all details of the proposed tour including accommodation, financial obligations of the host body, proposed itinerary and details of any appointed liaison officer/s.
- b) Branches and/or State Centres receiving such applications shall, before endorsing the application, consider the following –
  - (i) the ability of the club and/or branch to host such a tour having in mind the membership and financial situation of the hosting club and/or branch;
  - (ii) that the proposed visit will not seriously disrupt any programming of the club, branch or SLSQ;
  - (iii) that qualifications of the host body's liaison officer/s are satisfactory to properly carry out the required duties;
  - (iv) such tours may be referred to as 'domestic tours' and once authority has been given by the applicable branch, SLSQ and Australian Council these authorities shall not bear any responsibility, financial or otherwise, in connection with the tour.
- c) The Australian Council upon receipt of the endorsed application, and provided that all the necessary conditions have been met, will consider the application, and if approved, the Australian Council shall notify the overseas association concerned. However, the tour should not be considered confirmed until the overseas association has advised the Australian Council of the invitation's acceptance.
- d) Within eight (8) weeks of the completion of any tour by an overseas body, the club shall supply the Australian Council with a comprehensive report detailing the activities and achievements of the tour.

- e) Despite a tour being classified as a 'domestic tour' it is anticipated that the host club, branch or SLSQ will take such opportunities to invite the branch, SLSQ and the Australian Council representatives to be present at receptions and to be given the opportunity of having discussions with overseas visitors.

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**SECTION 11: DISCIPLINE, PENALTIES, REFERENCES AND APPEALS**
**11.1 JURISDICTION**

- a) The penalising authority for the Club shall be vested in the following –
- The Council;
  - The Management Committee;
  - The Judiciary Committee;
  - The Carnival or Function Sub-Committee ;
  - The President.
- b) Should the Club decide the alleged offence is beyond the responsibility of the Club, the matter may be referred to the Branch for determination.

**11.2 DISCIPLINE**

- a) The Management Committee may penalise or refer to the Judiciary Committee, any member of any organisation within its jurisdiction or any member of such, whether a competitor or not, who, in the opinion of the Management Committee has practised or counselled any unbecoming conduct or conduct which reflects upon the good name of the Association or any or all of its officers, whether at any competition, meeting, function or other activity, or at any other time.
- b) Penalty decisions shall be promptly conveyed in writing to the body or member concerned and it shall be incumbent on such body to give immediate effect to such decision, and to notify SLSQ. Any 'body' or member failing in any of these requirements may be dealt with by SLSQ.

**11.3 PENALTIES**

- a) Without limiting the scope of penalties that may be imposed, the form a penalty may take includes –
- (i) Reprimand - with the offence being recorded in the books of the penalising body;
  - (ii) Suspension - may be applied as a complete or partial suspension of a member's privilege for a definite period of time or until a definite pre-set goal is reached, and partial suspension could well require the member to carry out all or part of his duties in the Club without being able to avail himself or herself of the normal facilities and privileges of a member. The extent or limit of the penalty must be set by the body imposing the said penalty, provided that a period of suspension shall not go beyond the end of a year as defined in the Constitution Section A(1.3)(C), during which the suspension is applied. In cases requiring a longer period of suspension, the penalising authority may consider making a recommendation to the incoming Management Committee that any application for renewal of membership by that member not be accepted for a further specified period of time;
  - (iii) Termination - club membership may be terminated because of the prevailing circumstances, and when the extreme action of expulsion is not warranted;  
A member whose membership is terminated may re-apply for membership of the Association at some later time.
  - (iv) Expulsion - from club membership would be applied only as a response to a very serious offence against the Club, the Association or their principles or ideals.
- b) Where an individual club member is suspended by the Club, he or she shall forfeit either completely or partially, as may be decided, all privileges as a member of an affiliated club during the period of his or her suspension. In the case of complete suspension, a member shall forfeit all rights during the currency of his suspension. Partial suspension shall limit such member's participation in inter-club or Association activities but shall not interfere with their rights as a club member.

**11.4 APPEALS**

- a) Any member penalised by a penalising authority for the Club shall have the right to lodge an appeal against such penalty to the next highest penalising authority within the Club provided that the appeal shall be lodged in writing to Club within fourteen (14) days of the notification of the penalty and shall set out clearly the grounds of the appeal. The appeal shall be placed before the next highest penalising authority within the Club, and shall be dealt with in the following manner -
- dismissed and the penalty upheld;
  - dismissed and a heavier penalty imposed;
  - upheld and a lighter penalty imposed;
  - upheld and the appellant exonerated.
- b) Any member penalised by the Club shall have the right to appeal to the Branch against the penalty, provided that –
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- (i) the appeal shall be allowed only after the party concerned has properly availed itself of the rights of appeal to the Club as may be contained in the Constitution of such body;
- (ii) the appeal shall be made within fourteen (14) days of the imposition of the penalty, or if the party concerned has exercised its right of appeal to the Club within fourteen (14) days of the notification of the decision of such appeal;
- (iii) the appeal shall be made through the Club who shall forthwith refer the appeal to the Branch, provided that the Club may at the same time submit any representations on the appeal which it may wish to make;
- (iv) upon the setting of an appeal hearing, the Branch shall either itself or by its Judiciary Committee or by a committee appointed for the purpose, hear the appeal and communicate its decision in writing to the appellant.
- (v) pending an appeal hearing by the Branch or by the Branch Judiciary Committee or by a Branch committee appointed for the purpose, the President of the Branch, after written application by the appellant and only after good cause is shown, may suspend the operation of the penalty until the appeal is heard by the Branch.

#### **11.5 REFERENCES**

- a) In addition to the matters set out in By-Law 11.1- 11.4 which are of a disciplinary nature, any interested party may submit a reference or grievance to the State Centre upon any matter touching the affairs of the Association and its members.
- b) Every reference or grievance shall be in writing setting out clearly the matters sought to be investigated by the State Centre, and the Executive shall then decide where such reference shall be directed.
- c) The hearing of a reference or grievance shall proceed in accordance with Appendix "A" to these By-Laws.
- d) The hearing of any appeal from a decision on a reference or grievance shall proceed in accordance with Appendix "A" to these By-Laws. (refer to clause 6 - Appendix "A")

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**APPENDIX A: JUDICIARY COMMITTEE**

(Rules Of Procedure)

**CLAUSE 1: DEFINITIONS**

In these Rules –

- 1.1 "The Committee" means the Judiciary Committee.
- 1.2 "Secretary" means the secretary for the time being of the Judiciary Committee.
- 1.3 "Member" for the purposes of these rules of procedure means a member of the Association, and includes a club, subject to the jurisdiction of State Centre or Branch by which the Committee shall have been appointed.
- 1.4 "Reference" includes any complaint against a member of the Club brought by any person, and any dispute under this Constitution. The term also includes grievances brought by a member of the Association against another member.

**CLAUSE 2: JURISDICTION**

- 2.1 The Committee primarily has jurisdiction to hear a reference of a disciplinary nature referred to it pursuant to By-Law 11.2.
- 2.2 The Committee may also hear references directed to it by the Management Committee pursuant to By-Law 11.5.
- 2.3 Every reference directed to the Judiciary Committee shall be dealt with by that committee or it may delegate the conduct of the reference to the Branch –
  - a) In whose area the matter for reference arises, or
  - b) having the most direct interest in the matters raised by the reference.If the reference is delegated to a branch, that branch shall appoint its judiciary committee to hear the reference and proceed in the terms of Rule 3 set out hereunder.
- 2.4 Every person bringing a reference shall have a right to be heard by the Committee provided that-
  - a) they have an interest in the subject matter of the reference;
  - b) Their reference is in clear and unambiguous terms.
- 2.5 In every case the committee is required to proceed in accordance with the rules of natural justice.

**CLAUSE 3: PROCEDURE**

The following procedures shall be followed by the Committee having conduct of a reference under Rule 2 hereof:

- 3.1 Upon receipt of a reference, the Chairperson of the Committee or his delegate may appoint an independent person to act as investigator upon the reference. Such appointment shall be in writing, enclosing a copy of the reference and instructing the investigator to make all relevant enquiries and prepare to assist the Committee within fourteen (14) days.
- 3.2 The investigator, if appointed, shall make all relevant enquiries and shall appear at the time and place appointed for the hearing by the Secretary of the Committee.
- 3.3 Upon receipt of a reference the Secretary shall forthwith appoint the time and place for the hearing suitable to the members of the Committee. He or she shall give at least seven (7) days notice of the hearing to all interested parties and such notice shall be in or to the effect of the following form –



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**"ABC" SURF LIFE SAVING CLUB**

To: .....

*Dear Sir,*

*You are hereby notified that a meeting of the Judiciary Committee of this Club will be held at ..... on ..... 19.. at ..... a.m./p.m. to enquire into the following matter, referred to the Committee by the Club.*

*You are required to be (present) (represented) at that time and place together with such witnesses as you may desire to call.*

*(Mr/Ms ..... has been appointed pursuant to the Club Constitution as an independent investigator to make all relevant enquiries and to appear to assist the Committee at the hearing.)*

*- Optional*

*The Secretary will, upon receipt of your request in writing, at least five (5) days before the day appointed for the investigation setting out the names and addresses of members of the Association who you desire to call as witnesses, require such members to be present at the investigation. If the time and place appointed are not suitable to you, you may apply for an adjournment by application in writing, to be in my hands at least three (3) days before the time appointed.*

*In any event, you are required to advise the Committee of your intention to attend or not to attend as the case may be, 3 days before the hearing is due to commence.*

*You are not entitled to legal representation as of right but you may apply at the commencement of the enquiry for such representation, and the Committee may grant or refuse such application as it thinks fit. The same provisions shall apply where representation other than legal representation is required.*

*Yours faithfully,*

*Secretary*

*Judiciary Committee*

- 3.4 The Committee shall have power to require the attendance of any member at any hearing by the Committee. The Secretary shall give reasonable notice to a member informing him or her of the time and place of the hearing, and that he or she is required to attend.
- 3.5 In the case of a complaint against a member of the Club who has been suspended, he or she shall remain under suspension until the decision of the Committee, unless the Chairperson of the Committee decides otherwise.
- 3.6 The independent investigator if appointed by the Chairperson of the Committee shall make enquiries within a reasonable time.
- 3.7 The Committee shall likewise conduct the enquiry within a reasonable time, subject to any reasonable application for an adjournment in writing and received by the Secretary at least three days before the time fixed for the enquiry.
- 3.8 No interested party shall be entitled to legal representation as of right at the committee hearing provided always that an application may be made at the commencement of the hearing for such representation. The Committee may grant or refuse such an application as it sees fit. The same provisions shall apply where an application is made for representation other than legal representation, provided that where a minor (U18) member is charged it shall be mandatory for a parent/s or guardian, or an adult approved by the parent(s) or guardian to be invited to attend at all material times, and every effort should be made to encourage these persons to be in attendance in the interests of the minor (U18) member.
- 3.9 Any notice required by the rules to be given by the Secretary shall be given in writing delivered personally or sent by prepaid post addressed to the member concerned. A notice given by post shall be deemed to have been given on the day following that on which it shall be posted.

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- 3.10 Any member who fails without reasonable excuse to comply with the requirements of any notice addressed to him by the Secretary shall be subject to such action as the Executive of the Club, shall on the report of the Committee think fit.

**CLAUSE 4: AT THE HEARING**

- 4.1 All interested parties shall be present at the hearing, provided that a hearing may proceed in the absence of an interested party only where the Committee is satisfied by evidence that the party had due notice of the meeting and has chosen to be absent from the hearing.
- 4.2 A quorum of the Committee shall be three (3) members.
- 4.3 In the case of a complaint against a member, all witnesses other than the member concerned must remain out of the hearing until called upon to give evidence.
- 4.4 The independent investigator, if appointed, shall be present to assist the Committee.
- 4.5 The reference to the Committee shall be read by the Chairperson.
- 4.6 The independent investigator, if appointed, shall present relevant evidence, including the calling of witnesses. Any submissions by the investigator, or documentary evidence submitted by him, shall be given whatever weight the Committee thinks fit, subject always to the consideration that oral evidence from a witness may be of more weight than other forms of evidence.
- If the independent investigator is not appointed, the Committee itself shall receive the evidence relevant to the reference.
- 4.7 The person, the subject of the reference shall then present relevant evidence on his or hers own behalf.
- 4.8 In all cases, witnesses called shall be examined by the party (if any) on whose behalf he has been called, and then cross-examined by the other interested parties to the reference. The party calling the witness shall have the right to re-examine the witness. The Committee members may ask questions of the witness, but no other examination or cross-examination of that witness shall be allowed except by leave of the Chairperson.
- 4.9 The Committee may, in its discretion, refuse to admit evidence which is irrelevant or of so little weight as to be properly excluded.
- 4.10 At the conclusion of all the evidence, each interested party and the investigator, if appointed, may make submissions to the Committee in such speaking order as the Chairperson may direct. Right of reply by any party shall be at the discretion of the Chairperson.

**CLAUSE 5: AT THE CONCLUSION OF THE HEARING**

- 5.1 The Committee shall meet in camera after the hearing has been completed and if the reference is found to be proved may deliberate upon an appropriate order of penalty.
- 5.2 The findings of the Committee and the order or penalty agreed upon may be by the majority, with the Chairperson having a casting vote in the event of a tied decision. The minority may furnish separate findings, but the majority findings and order or penalty shall be deemed to be the decision of the Committee.
- 5.3 The Secretary of the Committee shall forthwith give notice of the decision of the Committee to all interested parties, together with notice of any made order or penalty imposed, which upon being confirmed by the appointing authority shall become effective forthwith.
- 5.4 The Committee shall furnish its report at the first meeting of the appointing authority after the hearing is completed. That authority shall either confirm the decision of the Committee or proceed according to the next succeeding paragraph.
- 5.5 The decision of the Committee cannot be altered by the appointing authority, but a two-thirds majority of those present and voting at the meeting may return the reference to the Committee for further consideration or the hearing of additional evidence. The grounds of such return of the reference shall be clearly stated.
- 5.6 A person exonerated by the Committee may start under protest at any carnival or Association event held before the meeting of the appointing authority at which the Committee's decision is presented for confirmation or return as the case may be.

**CLAUSE 6: APPEALS**

- 6.1 Except as provide in Clause 6.3 hereof, any person aggrieved by a decision of the Committee upon a reference has a right to appeal to the next highest authority from that which appointed the committee which conducted the hearing.

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- 6.2 Except as provided in Clause 6.3 hereof, any person aggrieved by a decision of the Committee upon a reference may within twenty-eight (28) days after the decision is conveyed to that person, to appeal against the decision provided –
    - a) If the hearing was conducted by the Branch Judiciary Committee, the appeal shall be lodged with the Secretary of the Branch and it shall be forwarded immediately to the State Centre.
    - b) If the hearing was conducted by the State Centre Judiciary Committee, the appeal shall be lodged with the State Centre, and it shall be dealt with in accordance with the Constitution of the Association.
  - 6.3 Where a reference submitted pursuant to By-Law 11.5 to the State Centre has been heard by the Committee and its decision has been confirmed by the Executive, that decision shall be final and no appeal shall lie to the next highest authority, except in cases where the Committee and the Executive has decided that an interested party to the reference or grievance should be penalised in terms of By-Law 11.3.

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**APPENDIX B: RULES OF DEBATE****CLAUSE 1: GENERAL**

- 1.1 The undermentioned rules shall apply to the conduct of all meetings of the Council, and committees.
- 1.2 For the purpose of these rules, the word 'member' shall refer to members of the Club.

**CLAUSE 2: CHAIRMENS AUTHORITY**

- 2.1 Whenever the Chairperson rises during debate, the member then speaking shall be silent and resume his seat.
- 2.2 In the case of any remark considered by the Chairperson to be offensive or imputing improper motives, the Chairperson may call upon a speaker to withdraw and apologise.
- 2.3 The Chairperson may call a member to order. If such member persists in being disorderly, he or she may call upon such member to withdraw from the meeting.
- 2.4 It shall not be permissible to dispute the Chairperson's rulings, or move a motion of dissent from his ruling, on matters of procedure and points of order

**CLAUSE 3: DEBATE**

- 3.1 Any member desiring to speak shall stand up and address the Chairperson.
- 3.2 If two or more members rise to speak at the one time, the Chairperson shall decide which is entitled to priority.
- 3.3 The meeting may decide that a particular person shall or shall not be heard, provided that a motion of this nature shall not be debated.
- 3.4 No member shall interrupt another while speaking except to raise to a point of order.
- 3.5 No speaker shall digress from the subject under discussion.
- 3.6 No member shall use offensive or unbecoming words.
- 3.7 During the debate, a member may raise a point of order whereupon the member then speaking shall resume his or her seat until the point of order has been decided.
- 3.8 It shall be competent for any member to move a motion of dissent from the Chairperson's ruling other than on matters of procedure and points of order. The mover of a motion of dissent shall concisely state his point. The seconder and Chairperson only may then speak to the motion;
  - a) At any time during the debate, a member may move "that the question be now put" provided the Chairperson is satisfied that reasonable time for debate of the original motion has been allowed. The motion shall be put without debate - it need not be seconded. This motion may be applied to an amendment, in which case it is the amendment which is immediately put to the vote. It shall not be competent for the mover, seconder or any person who has spoken to the original motion or amendment to move "that the question be now put".
  - b) If carried, the original motion shall be put to the vote without further debate except that the mover thereof shall have the right of reply; if lost, the debate may proceed.
  - c) A member may move the adjournment of the debate to a subsequent meeting. If the motion for adjournment is lost, the mover thereof shall not be allowed to speak again on the question under debate. If carried, the mover shall have the right of resuming the debate at the ensuing meeting and the mover of the original motion shall have the right of reply.

**CLAUSE 4: MOTIONS AND AMENDMENTS**

- 4.1 Any member proposing a motion or an amendment shall state its nature before addressing the meeting thereon.
  - 4.2 The mover of a motion shall not occupy more than ten minutes nor any other speaker more than five minutes; provided that the meeting may, by resolution, without debate, grant an extension of time to any speaker.
  - 4.3 No member may speak more than once to a motion except with the Chairperson's permission, in explanation or reply, or to ask a question provided that he or she may speak again on any amendment to the motion.
  - 4.4 The mover of a motion's right of reply shall be exercisable at the end of the debate.
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- 4.5 The mover of an original motion must get the consent of the seconder, and the approval of the meeting, before making any alteration to the wording of his motion.
- 4.6 Any member (other than as provided in Rule 4.7 herein) may move an amendment to a motion, provided it is not a direct negative of the motion proposed.
- 4.7 The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment and vote in favour of it.
- 4.8 A particular member may move or second one amendment only to each motion, but may speak on amendments moved by others.
- 4.9 An amendment having been moved, it shall not be competent to move any further amendment, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at the one time.
- 4.10 If there is an indication of more than one amendment to be brought forward, the mover of the original motion may elect to reply at the end of the debate on the first amendment.
- 4.11 The mover of an amendment has no right of reply.
- 4.12 A member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of the debate.
- 4.13 Amendments shall be put to the meeting before the motion is put, and shall be committed to the meeting in the order in which they are received.
- 4.14 When an amendment is carried the motion as amended becomes the motion before the meeting.
- 4.15 Motions and amendments can be withdrawn only when a majority of those present at the meeting consent. A motion for withdrawal is open to debate, which however must be confined to the matter of withdrawal.
- 4.16 If, after a motion has been determined, it is considered in the general interest that the matter should be re-opened for discussion before the termination of the same meeting, the meeting may, by unanimous vote, order its recommittal.

**CLAUSE 5: VOTING**

- 5.1 Voting shall be by the voices, or at the discretion of the Chairperson or at the request of any member, by show of hands or by secret ballot.
- 5.2 Any member, supported by not less than three others, may call for a division, in which case members shall move to the right or left of the Chairperson, as directed by him.
- 5.3 In the event of a division any member declining to vote shall elect to retire behind the Chairperson or have his or her vote counted in the negative.
- 5.4 The Chairperson may appoint tellers to assist in counting a vote.

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**APPENDIX C: PATROL RULES**

The patrol season shall be as decided by the Branch, annually. The method of patrol duties shall be determined by the Management Committee prior to the commencement of each season.

1. Active members shall attend patrols as rostered or appointed provided that:-
    - a) Active cadet members and award members shall be eligible for duties only commensurate with their qualifications;
    - b) A member desirous of transferring from one patrol to another shall do so only with the consent of the Captain of the Club;
    - c) It shall be permissible to appoint a substitute, when unable to attend, the member appointing such substitute to be responsible in the event of the substitute not attending;
    - d) Representation at any carnival as a selected competitor or carnival official or at any demonstration or meeting of the Association does not constitute attendance and it shall be the responsibility of the individual to arrange substitution in these instances;
    - e) Exemption for patrol duty may be granted by the Captain in special circumstances but for extended periods of exemption written application shall be made to the Management Committee who shall decide the issue;
  2. The first patrol on duty shall see that all life saving gear including operational IRB is placed in position on the beach and the last patrol on duty shall return such gear to the clubhouse or gear room.
  3. The patrol shall assemble in the gear shed (15) fifteen minutes before the appointed hour to commence duty unless it is the first patrol of the day, in which case it shall assemble 15 minutes before the appointed hour.
  4. A member who is late for patrol duty or who misses a patrol without notifying the Patrol Captain or the Club Captain may be allotted a penalty patrol or other duties at the discretion of the Club Captain. Failure to attend penalty patrol incurs automatic suspension until the next club meeting.
  5. Patrol members shall wear Association caps and other dress as directed by the Association.
  6. Before the patrol commences duty, the Patrol Captain shall detail the position each patrol member is to take in the event of rescues, allocate qualified IRB personnel to the IRB, and shall detail a member to tower or lookout duty.
  7. In the absence of the Patrol Captain the Patrol Vice-Captain shall have like power and authority.
  8. Members of patrol and activities of the patrol are under the control and direction of the Patrol Captain, and members are not allowed to leave the patrolled area unless extenuating circumstances arise and then must first obtain permission from their Patrol Captain.
  9. In the event of the patrol having finished its term of duty, and the succeeding patrol failing to relieve it, the Patrol Captain shall ensure that an adequate patrol is maintained, whilst he or she reports to the Club Captain.
  10. Patrol captains are held responsible for the efficiency of their patrols, and are required to record in the patrol register the names of absentees from their patrols, and any irregularity such as being late, leaving early or not being in the regulation dress.
  11. Patrol captains shall regularly test their patrol on their ability and knowledge of the resuscitation methods and rescue procedures utilising the gear on patrol.
  12. A member shall obey his or her Patrol Captain, either in the actual work of life saving, or any other duty associated with the activities of the patrol within the Club.
  13. Patrol members shall at all times comply with patrol operations and training manuals of SLSQ and SLISA.
  14. Patrol Exemption Policy

In relation to patrol duties the following shall apply:-

    - a) Members, clubs and the Association generally, must recognise the obligation of all members to perform patrol duties and/or other duties within the surf life saving structure.
    - b) Exemptions from patrol, or other duties, may only be granted in the most exceptional of circumstances.
    - c) Clubs may provide exemptions for senior club officers and persons whose club duties are such that exemption is provided in the Club Constitution and By-Laws or, by special resolution of a general meeting of the Club.
    - d) The Association may provide exemption from all - or part - of club patrol duties for members of the Board of Surf Life Saving, senior Association officers or, members of Association patrols or rescue services.
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- e) Under no circumstances shall competitors be granted patrol or club duty exemptions, solely upon competition reasons.
  - f) Any patrol, or duty exemption, granted by a club - unless those provided for in (c) and (d) above must be immediately submitted for ratification to the Association (Branch or State) stating names and reasons for exemption.
15. Patrol captains are required to ensure that the patrol, radio, IRB logs, and incident reports are completed.
16. Patrol captains are to ensure that motorised equipment is driven and crewed only by members with the appropriate licences.
17. Any member who defaults their patrol obligations may upon the Club Captain producing a report containing copies of patrol logs, be subject to disciplinary action by the Management Committee.
18. Patrol Hours
- a) All operations support services (RWC, JRB, Surf Com Duty officer, Helicopter) applications must be approved by the Management Committee
  - b) The Club supports members participating in Operations Support Services however the hours accumulated will not be recognised as club patrol hours nor will they count towards the satisfaction of club patrol hours required for competition.
  - c) Operation Support Services hours shall be recognised in the club annual report.
  - d) Special event or basic club water safety hours accumulated will not be recognised as club beach patrol hours nor will they count towards the satisfaction of club patrol hours required for competition, however will be displayed in the club annual report.
  - e) Radio Room patrol hours will be accredited to beach patrol hours.
  - f) Any beach patrols undertaken at any life saving club other than the Coolum Beach SLSC will not be recognised as club beach patrol hours nor will they count towards the satisfaction of club patrol hours required for competition.

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**APPENDIX D: CLUBHOUSE RULES**

1. The benefits of club privileges shall be permitted only to members of the Club and such Association visitors as are approved by the Captain.
2. Unseemly conduct likely to interfere with the comfort of other members of the Club shall not be tolerated and members are requested to assist in preventing such conduct.
3. Damage occasioned to clubhouse facilities shall be subject to investigation and decision of liability by the Membership Committee.
4. Bad language shall not be tolerated in the clubhouse.
5. Pets shall not be allowed in the clubhouse.
6. Foodstuffs shall not be brought onto club premises or stored or consumed therein except in the kitchen or such other areas as may be designated from time to time by the Committee.
7. Junior (nippers) members shall be permitted the use of the 'club room' whilst accompanied by their parent who shall be members of the Club.
8. Members personal surf craft are not permitted in the 'club room'.

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**APPENDIX E: GEAR RULES****1. BOARD AND SKI**

- 1.1 Board & ski owned by the Club or its members shall be stored under the control of the Board & Ski Officer.
- 1.2 Members shall not use other members' board & ski without prior approval of the owner.
- 1.3 Members shall not use club gear without prior approval of the Board & Ski Officer, Gear Steward, Club Captain or Chief Training Officer.
- 1.4 The skis and boards shall never be launched or brought in near the marked surf bathing area or buffer area, nor where bathers are likely to be encountered.

**2. SURF BOAT**

- 2.1 The surf boat shall not be used for any other purpose than surf life saving and the practice thereof, and the instruction in rowing, except with the permission of the Executive Committee.
- 2.2 No members of the Club shall use the boat unless it is in charge of the Boat Officer, Boat Vice Captain or Club Captain or Vice Captain, except that if these officers are unavailable, one of them may grant permission to a member of the Club (who in his opinion is qualified to do so) to take charge of a boat and such member shall be responsible to the Committee for the conduct of the crew and the manner in which the boat is used while it is under his control and for each breach of the surf boat by-laws.
- 2.3 Save in the case of rescues, no person other than club members, shall be allowed in a boat, except with the approval of the Boat Captain or his or hers deputies.
- 2.4 The boat shall not be taken away from the area patrolled by the Club without the special permission of the Executive Committee except for the express purpose of rescuing persons in danger in the vicinity of that area or for training purposes or for carnivals.
- 2.5 The boat and gear shall be housed in the boat shed provided for that purpose and securely locked up, or a designated storage place approved by the Executive Committee. The officer last in charge of the boat each day shall be responsible for its return to the shed/storage place and shall report the Committee in writing any damage to or loss of gear that may have occurred.
- 2.6 Members, except those on patrol, may be called upon to assist in getting the boat in and out of the water, and a refusal to do so will be a matter for report to the Committee for action thereon.
- 2.7 No more than a boat crew of five (5) or less than that number shall be taken in a boat unless under special circumstances.
- 2.8 The boat shall never be launched or brought in near the marked surf bathing area or buffer area, nor where bathers are likely to be encountered.

**3. POWER BOAT RESCUE CRAFT**

The IRB Officer shall:-

- 3.1 be responsible for the general maintenance and up-keep of all powered surf rescue craft and equipment;
- 3.2 at all times ensure that the IRB is ready for patrols and adequate fuel is on hand;
- 3.3 in consultation with Club Captain, be in charge of all powered surf rescue craft operations;
- 3.4 have a IRB in attendance at all assessments where directed by the Club Captain;
- 3.5 have a IRB in attendance at the buoys on all occasions that surf events or tests are being held;
- 3.6 Liaise with the Secretary to ensure that all power craft are registered and insured including outboard motors and trailers;
- 3.7 Together with the Club Captain ensure that all power craft operations abide by the codes of conduct for the operation of SLSA power craft.

**4. CLUB VEHICLES**

- 4.1. Club vehicles shall be used only when in the control of appropriately licensed, qualified, and authorised members. Such members shall be responsible to the Club Captain, the Transport Officer and Management Committee for the conduct of the vehicle and the manner in which it is used whilst under his or her charge and for any breach of the By-Laws.
- 4.2. No person other than club members shall be allowed to use the vehicles without the permission of the President or Club Captain. Provided that, in the case of an emergency, and sufficient members cannot be located, non-members may be called upon to assist.

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- 4.3. Members using the vehicle shall at all times when practicable observe all rules of the road, and shall report to the Club Captain or Transport Officer any loss or damage to the vehicle or misconduct of members.
  - 4.4. The vehicles shall be used for patrol work, carnivals, demonstrations and uses authorised by the Committee and shall not be used for personal requirements unless authorised by the Club Captain or Transport Officer.
  - 4.5. All drivers of the club bus shall hold the relevant licence for that vehicle and be approved by the Club Captain.
  - 4.6. Drivers of the club four wheel drive vehicles shall hold an open drivers licence or provisional licence for at least twelve(12) months. Where the driver holds a provisional licence for less than twelve (12) months they shall be accompanied by a person holding an open drivers licence.
  - 4.7. Any member found guilty of a driving offence, parking or tollway infringement while operating a club vehicle shall be held responsible for full restitution of the infringement and or fine.
  - 4.8. First aid and resuscitation equipment shall be located in the club four wheel drive at all times.
  - 4.9. Club four wheel drive vehicles are not to be used for towing vehicles belonging to the public.

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## **APPENDIX F: JUNIOR ACTIVITIES COMMITTEE**

### Junior (Nipper) Activities Committee Rules

#### **1. APPOINTMENT, OBJECTS, COMPETITION, MEETINGS AND PROCEDURES**

##### **1.1 APPOINTMENT**

The Club, at its annual general meeting shall endorse the appointment of a Junior Activities Committee (hereinafter referred to as the JAC), as provided for in By-Law 6.2 of current financial members of the Club who are interested in the objects and duties of the JAC. The JAC decisions shall be subject to ratification of the Club and the general rules of the Committee controlled as provided for in By-Law 6.1 and the Constitution and By-Laws.

##### **1.2 The objects and duties of the JAC shall be:**

- a) The responsibility for the conduct and co-ordination of all matters relating to Junior Activities.
- b) To provide for junior (nipper) members an educational experience in a wide range of subjects and skills within the aquatic/marine environment.
- c) To prepare junior (nipper) members for their eventual transition to the marine and patrol environment of the senior section of the movement.
- d) To provide for the instruction and the conduct of assessments of junior (nipper) members willing to gain the junior age awards.
- e) To organise, in conjunction with the Club, the instruction and/or assessment of junior (nipper) members willing to gain the Resuscitation Certificate, and/or the Surf Rescue Certificate.
- f) To provide rules and regulations for the conduct of junior activities for junior (nipper) members who have attained the age of seven (7) but who have not attained the age of fourteen (14) years.
- g) To endeavour to raise finance to provide for the foregoing objects.

##### **1.3 Management and Composition**

- a) The JAC shall be responsible for the management of Junior Activities and shall be comprised of current financial members of the Club.
- b) The Chairperson of the JAC shall be a member of the Management Committee of the Club and shall be endorsed at the AGM of the Club following an endorsed nomination from the Annual Meeting of the JAC.
- c) The JAC shall elect all or any of the following officers to conduct the activities of the JAC – Deputy Chairperson, Secretary, Treasurer, Register, Education Officer, Carnival Nomination Officer, Clothing Co-ordinator, Awards Officer, Team Manager, Gear Steward, Chief Water Safety Officer, Publicity Officer, Canteen Co-ordinator and Age Group Managers.
- d) An executive shall be responsible for JAC decisions between JAC meetings, and shall be comprised of the Chairperson, the Deputy Chairperson, the Secretary, the Treasurer, the Registrar, the Awards Officer and the Team Manager.
- e) The Junior Activities Committees decisions shall be subject to ratification by the Management Committee of the Club.

##### **1.4 Meetings of the JAC**

- a) The annual general meeting of the JAC shall be held prior to the club annual general meeting with the following agenda:
  - Attendances
  - Apologies
  - Annual report of activities
  - Finance report
  - Endorsement of Junior Activities officer nomination(s)
  - Election of officers
  - Meeting dates
  - General business
- b) JAC meetings which shall be held monthly with the following agenda -
  - Attendances
  - Apologies
  - Confirmation of minutes of previous meeting
  - Business arising
  - Correspondence

- Reports
  - General business
- c) Executive Meetings may be held as required to deal with urgent matters providing decisions are subject to ratification by a JAC meeting, and if necessary the Club.
- d) Special Meetings with a specific agenda may be held at the discretion of the Chairperson or the JAC.
- e) A quorum shall be as provided for in the Club Constitution.
- f) Voting at meetings of the JAC shall be limited to currently endorsed members of the JAC

### 1.5 Elections

- a) Nominations for the election of officers shall be in writing and signed by the nominee signifying his willingness to stand for election, and lodged with the JA Secretary 14 days prior to the annual meeting of the JAC.
- b) If the number of candidates for any one 'office' exceeds one, a decision shall be determined by secret ballot of the members present, and voting at the meeting.

### 1.6 Finance

- a) The Club Treasurer, and where convenient assisted by the JA Treasurer, shall receive all monies, issue receipts, and bank such monies to the account of the Club to be used for club endorsed junior activities.
- b) Payment of accounts shall be effected by the Club Treasurer, following checking of the accounts by the JA treasurer.
- c) Credit and debit ledgers shall be established and maintained by the JAC to determine the financial standing of the JAC in relation to the Club.
- d) The finance of the JAC shall be supported by means approved by the Club which shall include a club budget allowance, donations, capitation levies, carnivals, socials and other functions.

### 1.7 Competition

- a) The JAC shall have power to regulate all intra-club competitions providing such competition has been approved by the Club.
- b) No inter-club contest or competition shall be held without the approval of the Club and the Branch.
- c) All junior competitors shall wear protective clothing approved by the Association in all water activities as directed by the Branch.
- d) A sub-committee comprised of the age managers and the Team Manager shall select the competitors and teams for all inter/intra club competitions and carnivals and may alter such selections at its discretion, and its decision shall be final.

### 1.8 Discipline

The conduct of members who participate in Junior Activities shall be subject to the control of the JAC in the first instance, provided that any disciplinary actions are subject to review by the Club.

## 2. OFFICERS AND THEIR DUTIES

- 2.1 The Junior Activities Chairperson: Shall chair all meetings of the committee at which he or she is present and shall exercise a general supervision over the affairs of the JAC. He or she shall represent the JAC on the Branch JAB. The Chairperson shall, when presiding at a meeting, have a deliberative and a casting vote. He or she shall submit an annual report of the JAC to the Club and submit regular reports to club management.
- 2.2 The Junior Activities Deputy Chairperson: In the absence of the Chairperson, the Deputy Chairperson shall perform all the duties usually undertaken by the Chairperson.
- 2.3 The Junior Activities Secretary: Shall attend to all the correspondence, attend all meetings, record the minutes of the meetings in a 'minute book' and assist in the preparation of the reports. He or she shall issue notices of meetings and any circulars of matters of interest to the JAC in conjunction with the Club Secretary.
- 2.4 The Junior Activities Treasurer: Shall be responsible for the overall supervision of any financial commitments of the JAC and shall submit reports to the JAC. He or she shall submit budget of income and expenditure and shall maintain 'credit and debit' ledger of the JAC financial dealings with a view to establishing the standing of the JAC. He or she shall provide and seek co-operation of the Club Treasurer.

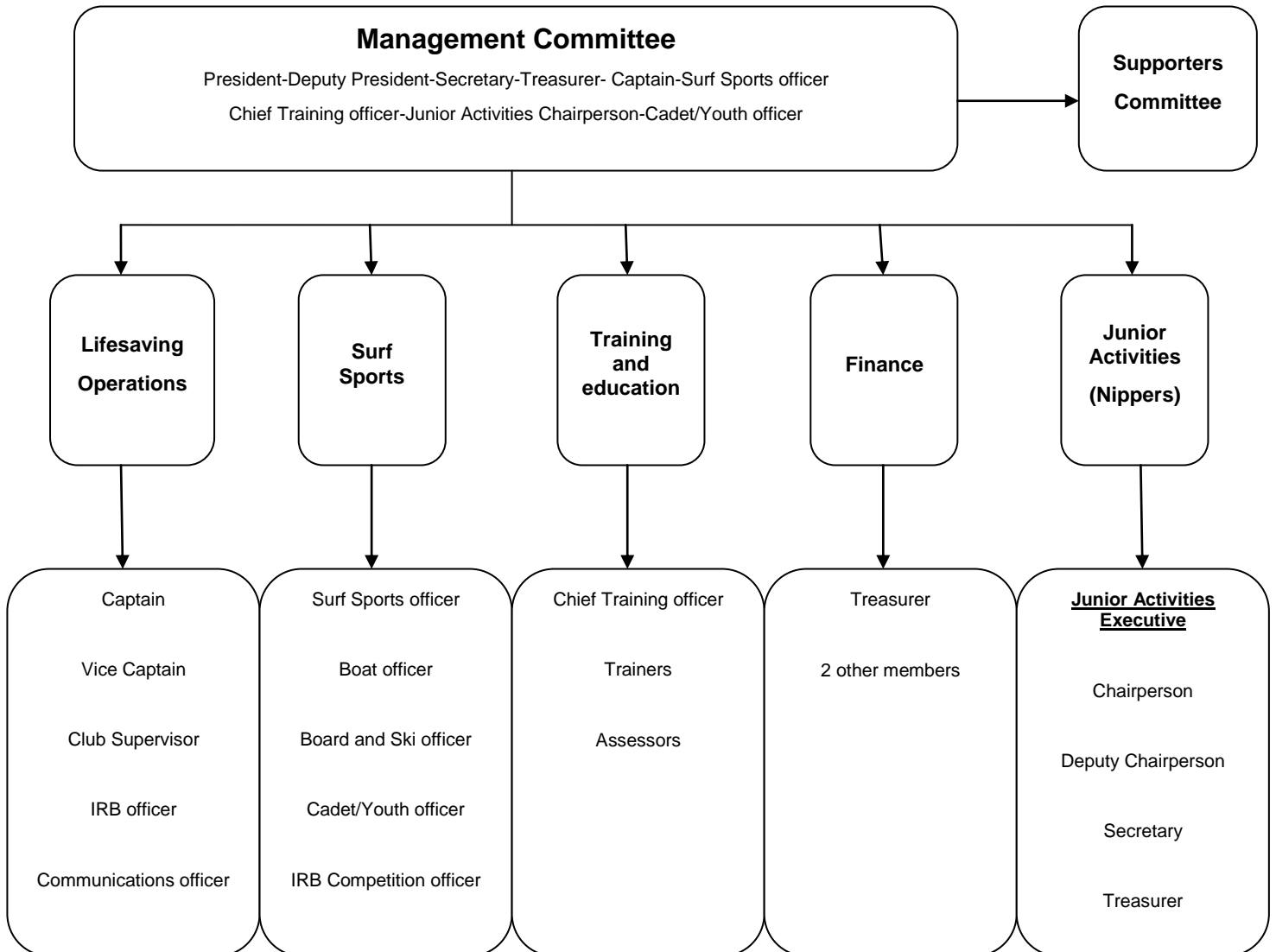
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- 2.5 The Junior Activities Registrar: Shall be responsible for keeping a true and correct record of the birth dates of all juniors (nippers), compiling the registration of all competitors for annual submission to the Registrar of the Branch, and provide other relevant information as required.
  - 2.6 The Junior Activities Awards Officer: Shall be responsible for the training and examination arrangements for the junior age awards. He or she shall be responsible to and work in conjunction with the Club Chief Training Officer.
  - 2.7 The Junior Activities Team Manager: Shall be responsible for the control and conduct of the competitors and shall submit a team report following each major carnival. He or she or the age managers shall record the attendance of the competitors at carnivals. He or she shall be responsible for preparing the age competitors and teams as selected by the Selection Committee for their respective events and ensure the competitors are at the marshalling area at the prescribed time for such events. He or she shall be responsible for lodging all protests as per the Association handbook. He or she shall be assisted by an assistant JA Team Manager and the JA age group managers.
  - 2.8 The Junior Activities Gear Steward: Shall be responsible for all the JAC equipment, making sure such equipment is in good condition and repair and properly housed and co-ordinate beach setup for training.
  - 2.9 The Junior Activities Chief Water Safety officer: Shall be responsible for water safety at JAC training days.
  - 2.10 The Junior Activities Education officer: Shall be responsible for organising specific educational programs and events to further the education of the JAC membership.
  - 2.11 The Junior Activities Carnival Nomination officer: Shall be responsible for carnival nominations in conjunction with the JA age managers and JA Team Manager.
  - 2.12 The Junior Activities Clothing Co-Ordinator: Shall be responsible for obtaining and marketing costumes and clothing following decisions by the JAC.
  - 2.13 The Junior Activities Publicity officer: Shall be responsible for the publicity of the Committee, to publish the results of the Committee activities and carnivals from time to time as well as points of interest from the committee meetings. He or she shall also work in conjunction with the club's Publicity Officer.
  - 2.14 The Junior Activities Canteen Co-ordinator (or Committee): Shall be responsible for provisioning the canteen and subsequent marketing activities.
  - 2.15 The Junior Activities Age Managers: Shall prepare programs and work in conjunction with the JA Awards Officer in his duties and act as an assistant to the JA Team Manager during the performance of his duties.

### **3. MEMBERSHIP**

- 3.1 To participate in Junior Activities at Coolum Beach SLSC all shall be members of the Coolum Beach SLSC.
- 3.2 All applicants for membership of Coolum Beach SLSC shall be required to complete the prescribed SLSA form and pay the required fee as determined by the Management Committee.
- 3.3 Any nipper applicant for membership shall be accompanied by a parent or guardian applicant for membership of some type depending on their qualifications ie. associate, award, active reserve, etc., provided that one parent or guardian is acceptable for more than one nipper in the same family.

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**APPENDIX G: ORGANISATIONAL STRUCTURE**



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**APPENDIX H: MEMBERSHIP CATEGORIES AND FEES**

<b>Category</b>	
Award	\$30.00
Associate	\$30.00
Past Active	\$30.00
Probationary	\$150.00
Cadet	\$15.00
Active Senior	\$30.00
Reserve Active	\$30.00
Long Service	\$30.00
Life	Nil

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**APPENDIX I: COMMON SEAL/CLUB BADGE/LIFE MEMBERSHIP BADGE**