

**South Curl Curl Surf Life Saving Club Inc**

# **By-Laws**

**Adopted 17<sup>th</sup> August 2003**  
**Updated 11<sup>th</sup> January 2021**

1. These By Laws may be amended by the Club Committee.
2. **Member's Duties:**
  - a) It is the duty of every active member, subject to Club and SLSA exceptions, to participate in surf patrols at the direction of the Club Captain, or to participate in any other activity as directed by the Club Committee. Whilst performing surf patrols, members shall monitor the swimming area for signs of swimmers in difficulty. Members should wear patrol uniforms and swimming costumes, and be ready for instant response at all times. Any action taken by the patrol should be recorded in the Patrol Log Book by the Patrol Captain.
  - b) In the event of a rescue or other emergency the Patrol Captain has charge of the beach, and any member may be called upon to assist the Patrol Captain until the emergency has been dealt with. Any member performing such duties will be under the direct command of the Patrol Captain only. In the event of an emergency the Patrol Captain may deploy the Club's members and equipment as the Patrol Captain deems necessary in order to remove any threat to human life and treat injured persons.
  - c) Exception to (a) above, is the President, Secretary, Treasurer, Club Captain, Chief Instructor, Branch Examiner or Director of Rescue Services of the Club may be excused from doing patrols.
  - d) All members are to ensure that the Clubhouse is cleaned regularly, secured and the gear storage areas are hosed out or swept clean as required.
  - e) All members must report the breakage or unsuitability of any equipment to the Club Captain or other Office-Bearer as appropriate.
  - f) All active members should, wherever possible, maintain the proficiency of their lifesaving awards each season.
  - g) All active members are encouraged, wherever possible, to participate in Intra Club events and Championship events.
  - h) Members who are entered to compete on behalf of the Club in carnivals or other competition must compete fairly, comply with any reasonable direction of the Competition Manager, and observe the Codes of Conduct as set down by the Branch, State Centre, and SLSA. Any member who, without reasonable excuse, fails to compete in an event may be liable to refund to the Club the cost of any entry fees, at the absolute discretion of the Club Committee.
3. **Member Requirements**
  - a) In accordance with Part 2, "Members," of the Constitution, an application for membership must be received annually, along with a "Working with Children Volunteer Check" form. Such applications may be made using an approved SLSA form, or online via the Lifesaving Online website.

- b) Membership fees shall be due and payable in advance on or before the 1<sup>st</sup> September in each year and shall be in respect of the year then ensuing.

For insurance purposes, Active Members must ensure that they have paid their membership fees prior to their first patrol of the season.

Member fees may be paid online via the club website using the secure SLSA payment gateway, via cash, cheque or credit.

- c) Only Members that have paid their annual membership fees in full shall be entitled to hold officer position or permitted to vote on the election of office bearers for the ensuing year until their annual subscription, together with any arrears due are paid.
- d) Any member who fails to renew their subscription by the 1<sup>st</sup> November in any year shall not be entitled to any privileges of the Club as long as his or her subscription remains in arrears.

4. **Membership Categories:**

The Membership Categories are to be consistent with Surf Life Saving Australia Membership Categories whilst the Club is affiliated with that body.

The current Membership Categories are as follows:

- a) **Probationary Members** – these are members undertaking Bronze Medallion Training.
- b) **Junior Activity Members** - (Nippers) – are aged 5 to 13 years who participate in Junior Activities through competition and educational events.
- c) **Under 16 Active Cadet Members** – are aged 13 to 15 years, have obtained the SLSA Surf Rescue Certificate, Resuscitation Certificate, or Bronze Medallion, and who participate in surf patrols as directed by the Club Captain.
- d) **Under 19 Active Junior Members** – are aged 16 to 18 years, have obtained the SLSA Surf Rescue Certificate, Advanced Resuscitation Certificate, or Bronze Medallion, and who participate in surf patrols as directed by the Club Captain.
- e) **Active Senior Members** – are aged at least 19 years, have obtained the SLSA Surf Rescue Certificate, Advanced Resuscitation Certificate, or Bronze Medallion, and who participate in surf patrols (or if they are the parent of a Nipper Member, participate in Nippers Water Safety) as directed by the Club Captain.
- f) **Active Reserve Members** – are members who have satisfactorily completed at least eight years of patrols as an active member from the date of obtaining the Bronze Medallion, and who participate in a reduced number of surf patrols as determined by Club Captain and SLSA. Applications for Active Reserve status must be approved by the Club Committee.

- g) **Long Service Members** – are members who have satisfactorily completed at least ten years of patrols as an active member from the date of obtaining the Bronze Medallion, and who are excused from further patrolling duties at the discretion of the Club Captain.
- h) **Past Active** - Any Active Member, who becomes resident outside of the Metropolitan area may, during such residence be entitled to 'absentee' membership of the Club, and as such shall be relieved of all obligations of active membership, other than the payment of the annual subscription. Application for absentee membership shall be submitted to the Club Committee in writing
- i) **Associate Members** – Associate Membership shall be made available to persons over the age of 30 years, unless they have children enrolled as Junior Activity Members. Associate Members are not required to perform surf patrols or Nippers Water Safety and do not have full membership privileges. Associates do not hold voting rights at any meeting of the Club and may only vote on administrative issues if elected to the Club Committee or J.A.C. Sub-Committee meetings.
- i) **Life Membership** – may be conferred upon a member who has rendered extraordinary, sustained and conspicuous service in the highest degree to the Club over a long period of time. A Life Member, who is elected, shall be entitled to vote and all privileges of full Membership. He/she will be excused from all surf patrol duties appertaining thereto and the payment of membership dues.

**Nominations for Life Membership**

Nominations for Life Membership should be placed in a sealed envelope marked “Life Membership nomination”. The nomination shall be signed and seconded and come from amongst members over the age of 13yrs old within the Club, and be received by the Club Secretary by the 30<sup>th</sup> May (close off date). The Club committee is to then confirm to the Life Members sub-committee the date set for the coming AGM. A standing sub committee of all Life Members, (minimum of five), shall be called upon to, review and endorse or otherwise any nomination received by the Club Secretary no later than the 30th June. The Life Members sub-committee shall report their findings to the Club Committee for adoption before the nomination goes to the Annual General Meeting. Such nominations shall then be voted on at the ensuing Annual General Meeting or Special Meeting called for this purpose and a seventy five percent majority of the members present and voting for the nomination shall be required to carry the proposal

**5. Club Office Bearers:**

The following will be voting Office Bearers on the Club Committee:

- a) the President
- b) the Deputy President
- c) the Secretary
- d) the Treasurer
- e) the Club Captain
- f) the Junior Activities (Nipper) Chairperson
- g) the Chief Instructor
- h) the Boat Captain
- i) the IRB Captain
- j) the Cadet/Junior Development Officer
- k) the Technology Manager
- l) Any other position which the Club Committee or General Meeting deems appropriate to further the interests of the Club, up to a maximum of 11 voting office bearers.

**Other Club Officials:**

In addition to the voting Office Bearers, the Club Committee may elect the following Club Officials who are not on the Club Committee:

- a) Patrons
- b) Editor of Pooh Bear
- c) Branch Delegate
- d) Vice Club Captains
- e) Assistant Chief Instructors
- f) First Aid Officer
- g) Assistant Boat Captain
- h) Assistant IRB Captain
- i) Craft Captain
- j) Gear Steward
- k) Radio Officer
- l) Gym Supervisor
- m) Competition Manager
- n) Race Secretary, Handicapper
- o) Social Director
- p) Registrar
- q) Historian
- r) Honorary Auditor
- s) OH&S Officer
- t) Child Protection Officer
- u) Judiciary Chairperson
- v) Any other positions which the Club Committee or General Meeting deems appropriate to further the interests of the Club.

**6. Office Bearers' duties**

**President**

The President shall be the official head of the Club and act as the Chief Executive Officer and shall represent the club at the monthly Branch meetings any other meeting deemed fit. He/she will act as Chairperson of the General Meeting, Club Committee, Executive Committee, and the Building sub-committee and have a deliberative and casting vote. He/she will facilitate and ensure the rules of debate are enforced at meetings and have the final authority on all points of order. The President is an ex-officio member of all Committees.

**Deputy President**

The Deputy President shall assist the President in the discharge of his or hers duties, and, in the absence of the President shall have like powers and authority. He/she shall take a strong interest for the running of Club, asset management and assist the Captain, Chief Instructor and Junior Development Officer in the operation of recruiting schemes.

**Secretary**

The Secretary shall carry as far as practicable attend all Committee meetings and all General Meetings and be chairperson of the Sponsorship sub-committee. He/she will prepare the agenda for the Club Committee meetings take minutes of said meeting and distribute the minutes of said meeting to the Office Bearers of the Club Committee. In turn he/she will prepare the agenda for the AGM and Special General Meetings of the Club. Record and prepare minutes of the AGM & SGM and distribute those minutes to the Members promptly from the date of the meeting. He/she shall record and prepare minutes of the Club Committee and distribute those minutes to the Office Bearers and or officials/admins attending the meeting. Receive moneys on behalf of the Club and account for same to the Treasurer.

Further, he/she must attend to or seek appropriate professional advice relating to all matters concerning the Club on lease agreements, tenders, and the Public Charitable Trust known as the "C.W. Doodson Bequest" or any other matter as deemed necessary.

The Secretary shall act as Public Officer and notify the Department of Fair Trading of any changes to the Rules of Incorporation, the Club's financial affairs, any change in the Club's name and any other matter required by law.

**Treasurer**

The Treasurer shall receive and be responsible for all monies, MYOB software, or cash book and any other books that may be required to show the financial position of the Club. He/she shall be chairperson of the Finance sub-committee.

He/she shall submit a financial statement of income and expenditure at each Committee meeting. The Treasurer shall submit an audited balance sheet and statement of receipts and expenditure at the end of each season (as at the end of the financial year) to the Committee before publication. He or she will liaise with the President on all matters of inventory of the Club's property.

He/she shall complete and return to the Australian Taxation Office a Business Activity Statement, quarterly and assist the secretary in matters concerning lease agreements, tenders, and the Public Charitable Trust known as the "C.W. Doodson Bequest.

### **Club Captain**

The Club Captain will have the management of all Active members and property and shall be responsible for the general conduct of members and all lifesaving activities within the club. He or she shall have the power to refuse the use of any club property to any member, as he or she sees fit.

He/she will appoint Patrol Captains, arrange patrols, and keep a record in the Patrol Log Book of all rescues undertaken. He/she will set up an Honorary Beach Inspectors lecture and carry out a Patrol captains briefing at the beginning of the year, plus supervise the performance of three (3) proficiency tests before the 31<sup>st</sup> of December.

He or she shall submit a report at each Committee Meeting and General Meeting referring to the Club's activities in respect of Patrols, Rescues, and the conduct of the members generally.

### **Junior Activities (Nipper) Chairperson:**

The JA Chairperson shall preside over the Junior Activities Sub-Committee. He/she will be responsible for the conduct and co-ordination of Junior Activities, education and teaching of skills within the aquatic/marine environment and prepare Junior Activity Members for the eventual transition to the marine and patrol involvement required by SLSA.

### **Chief Instructor**

The Chief Instructor must hold a Training Officers Certificate. He/she shall be the Club's internal examiner and shall arrange and encourage classes for all members to qualify in Surf Life Saving Education Awards.

He/she shall manage the proficiencies for all awards, the training and accreditation of club instructors. Organise examinations and the maintenance of resuscitation manikins.

He/she shall keep a roll of attendance of Probationers, conduct and the progress of candidates and report to the Committee, activities under his or her control

### **Boat Captain**

The Boat Captain shall be responsible for the care of surfboats, boat gear, boat trailers, tents and the boat shed. He or she will allocate the use of surfboats and organise training for all crews and the accreditation of boat sweeps. He/she shall be responsible for the correct submission of all competition entries to carnivals and shall liaise with the Captain, Treasurer and the Competition Manager regarding competitors membership status and patrol hours obligation.

### **IRB Captain**

The IRB Captain shall be responsible for the care and use of IRB equipment, IRB trailers and the IRB boat shed. He or she may refuse the use of the IRB to any member or members should he or she see fit to do so.

The IRB Captain shall conduct classes for qualified members to achieve their IRB Drivers or IRB Crewmembers awards and liaise with the Chief Instructor to assist, train, or make proficient all IRB related awards.

In addition, the IRB Captain shall work with the Club Captain, Chief Instructor, Nippers Chairperson and Club Handicapper in setting up buoys and providing water safety for club training and competition events.

### **Cadet/Junior Development Officer**

The Youth Development Coordinator shall be responsible for the youth members (13 to 19 years) of the club. He/she shall represent the Club at the Board of Junior Development meetings at the Branch and shall co-ordinate the recruitment and development of youth members into lifesaving and competition activities. He/she may organize activities, social functions, training courses and weekends away for these members.

### **Technology Manager**

The Technology Manager is responsible for the specification, acquisition, implementation and maintenance of technology (hardware and software) needed to support the efficient operation of the Club. These systems may include Communications (Email, Website, NBN, WiFi, Social media), Business (Accounting, Inventory management, EFTPOS), Member services, Security (Access Control, Attendance) and other as identified by the Committee. The TM shall attend Committee meetings as necessary and may utilise the expertise of other members as appropriate.



**7. Club Official Duties**

**Editor of Pooh Bear**

He/she shall as far as practicable attend all Club Committee meetings and all General Meetings. Edit, publish and arrange on a monthly basis, a summary of upcoming and past events for information to the members. Open letters addressed to the editor have to be ratified by the Club Committee before publication.

**Branch Delegate/s**

The Branch Delegate shall represent the Club at Branch meetings.

**Vice Club Captain/s**

The Club Vice Captain/s will assist the Club Captain in the discharge of his/ her duties, and may be delegated such tasks as the Club Captain sees fit.

**Assistant Chief Instructor/s**

The Assistant Chief Instructor/s shall hold a Training Officer's Certificate or at minimum, the Advanced Resuscitation Certificate with a view of obtaining the Training Officer's certificate within four (4) months of election. He or she will assist the Chief Instructor with the discharge of his or her duties.

**First Aid Officer**

The First Aid Officer shall be responsible to the Chief Instructor for the care and management of the First Aid Room and equipment. The First Aid Officer shall maintain an inventory of all items needed in accordance with Surf Life Saving requirements, will inform the Chief Instructor of any shortages, and may take action to replenish stock immediately without reference

**Vice Boat Captain**

The Vice Boat Captain will assist the Boat Captain in the discharge of his/ her duties, and may be delegated such tasks as the Boat Captain sees fit.

**Vice IRB Captain**

The Vice IRB Captain will assist the IRB Captain in the discharge of his/her duties, and may be delegated such tasks as the IRB Captain sees fit.

**Craft Captain**

The Craft Captain shall be responsible for the care and use of all boards, skis and the craft storage shed. He/she must keep inventory and report to the President the condition and replacement of damaged / obsolete equipment. He

or she shall be responsible for the co-ordination of craft used, for and during the running of the Biathlon.

### **Gear Steward**

The Gear Steward shall report to the Club Captain for the care and inventory of all Club lifesaving gear and for the presentation of gear at the gear inspection by the Branch, exclusive of Boat gear and IRB gear. He or she shall report any loss or damage to such gear to the Club Captain.

### **Gym Supervisor**

The Gym Supervisor shall report to the President and is responsible for the running of, cleanliness of the gymnasium. He/she should ensure that the gym meets O.H.S standards and that fees are collected a register of keys maintain and users of the gym adhere to policies of the Club Captain.

### **Radio Officer**

The Radio Officer shall report to the Club Captain for the care and management of radios and all related items. The radio Officer will maintain an inventory of all items in accordance with Surf Life Saving Requirements and will ensure that all radios are ready for patrol duties including having the batteries charged.

### **Competition Manager**

The Competition Manger shall be responsible for all applications of entry into any Surf Life Saving sanctioned events. He/She shall liase with the Boat Captain, Junior Development Officer, Junior Activities Chairperson and Treasurer with regards to compiling a list of competitors eligible for entry. He/she shall organise Level 1 Carnival Officials (as per SLSA standards), as well as monies, touring gear, accommodation and travel of competitors as required.

### **Race Secretary/Handicapper**

He/She shall organise a sub-committee to formulate a programme of competitive surf, beach and championship events throughout the season. Further, organise competition between local, country surf clubs or other sporting associations on a friendly basis. He or she shall keep and provide to the Club Committee a record of results of intra club events for point score purposes, awards gained, patrol and carnival attendance's so as to determine, winners and the winner of the Club Honour Blazer.

### **Social Director**

The Social Director shall form and convene a sub committee for the purposes of instigating, organising and controlling social functions for the Club throughout the season. The Social Director shall prepare and submit a calendar of events (Senior & Junior Activities) to the President and a statement of

receipts and payments for all such functions, together with the net proceeds to the Treasurer.

### **Club Registrar**

The Club Registrar shall ensure that a record of all members, past and present is maintained using the SLSA approved tool/s. This includes, but is not limited to ensuring mandatory SLSA requirements are met and recorded for each individual membership, including liaising with other Club Officers and State SLSA bodies (i.e. Treasurer, Child Protection Officer, Club Captain, NSW SLSA), and keeping the membership informed of any changes to mandatory requirements.

The Club Registrar shall be responsible for informing the Committee of any member/s who do not fulfil the mandatory requirements including any monies in arrears so that appropriate action can be taken to rectify discrepancies with any membership application.

The Club Registrar shall keep a record of all awards achieved from year to year in the appropriate SLSA approved tool/s. He or she may also be required to change membership categories of particular members to ensure that membership is recorded appropriately for age, awards held, or as advised by the Committee. He or she may request from any Officer information regarding any member.

The Club Registrar shall also keep a register of past and present members showing particulars of time and nature of services rendered, conduct and suspensions, all awards held and gained and any other important details, which may be necessary.

### **Transfers**

All Transfers must be lodged via approved SLSA methods (electronic within NSW, VIC, SA, WA, and paper for QLD) and cannot be refused without reasonable grounds. All Transfers must be processed within 21 days.

Inter-State Transfers must be lodged in writing to the Club Committee for approval. The Club Committee, or the Club Registrar, must forward the signed transfer approval form to Branch for further action/processing ensuring relevant awards and patrol hours are recorded. This process is required for Inter-State Transfers both in and out of the Club.

All Transfers of patrolling members shall be communicated to the Club Captain.

### **Club Historian**

The Club Historian shall keep a record of all competitions, awards, and activities of the Club from year to year. He or she shall also keep particulars of activities and inter-club competitions where they may affect Club awards. He or she may request from any Officer information regarding any member.

### **Honorary Auditor**

An Honorary Auditor shall be appointed by Finance sub-committee and will audit the financial books of the Club annually before the Annual General Meeting or at any other time if requested. He or she shall report at the first meeting thereafter the results.

### **Licensee**

The Licensee must conform to the rules and regulations as set out under the NSW Liquor Licensing Act. The Licensee does not necessarily have to be a member of the Club. The Club must have in place a current insurance policy to indemnify the Licensee.

### **OH&S Officer**

The OH&S Officer shall keep up to date with the relevant regulatory requirements and advise the Club Committee of any changes.

The OH&S Officer shall ensure that OH&S procedures are implemented, including training for Members, periodic inspections of the Club Premises and work practices, and the maintenance of appropriate OH&S records.

The OH&S Officer must notify the Club Committee if there are any OH&S issues that have not been addressed in a timely manner

### **Judiciary Chairperson**

### **Child Protection Officer**

The Child Protection Officer shall keep up to date with the relevant regulatory requirements and advise the Club Committee of any changes.

The Child Protection Officer shall liaise with the Registrar to identify Members that are required to complete a Working With Children Form or other required documentation.

The Child Protection Officer must provide the Club Committee with a List of Members that do not have a valid Working With Children Form in place, or have refused to do so.

### **Resident Officer/s**

The Resident Officer/s shall be appointed by the President, Secretary, Treasurer and Captain and shall report to the President. The Resident Officer/s shall undertake the duties as set out in the Resident Officer/s agreement, but specifically shall be responsible for the safe keeping and maintenance of the Club premises including the regular cleaning hereof. Maximise and organise the hiring of the club premises.

This position will be reviewed periodically (every three to six months) to ensure it is being fulfilled to the maximum potential. If the Resident Officer/s is not fulfilling the job satisfactorily, then after sufficient warnings, the Club Committee may choose to remove the individual/s and appoint new Resident Officer/s.

Should the Resident Officer be in receipt of any monies, he/she shall prepare and submit to the Treasurer a statement of receipts and payments for all purchases and sales, together with the net proceeds no less than three days after month end to enable the amounts to be reflected in the reports submitted at the monthly Committee meetings. This report must also include details of all future bookings.

### **Patrol Captains**

The Club Captain will select all Patrol Captains. All Patrol Captains are automatically members of any Lifesaving Sub-Committee. They must hold, or obtain, their Honorary Beach Inspectors certificate and hold the Silver Medallion in Beach Management before their first patrol. They will also be encouraged to obtain an Advanced Resuscitation Techniques Certificate, Inshore Rescue Boat License. They will be responsible for their patrol, and if any member of their patrol fails to perform their duties or functions, they must report them to the Club Captain.

## **8. Sub-Committees:**

- a) In accordance with Part 4 of the Constitution, the Club Committee may appoint Sub-Committees which may include, but are not limited to, the following:

### **Building Sub-Committee**

The Building Sub-Committee shall be formed and convened under the Chairmanship of the President. The purpose of this committee is to seek improvements to and maintain the Club building facilities for the benefit of the Club membership. The committee shall with the approval of the Club Committee organise and follow through on all projects related to the leasing of and construction of the building, concerning Architectural, Council and Contractors involvement.

### **Finance Sub-Committee**

The Finance Sub-Committee shall be formed and convened by the Treasurer. The purpose of this committee is to oversee all matters of income and expenditure and the appointment of Honorary Auditor. The committee shall work closely with the Building, Social, Sponsorship, and any other Sub-Committee, Office Bearer and Official on matters of finance, including the preparation of budgets for presentation to the Club Committee.

### **Intra Club Sub-Committee**

The committee shall assist the Race Secretary/Handicapper in the discharge of his or her duties.

### **Social Sub-Committee**

The committee shall assist the Social Director in the discharge of his or her duties.

### **Sponsorship Sub-Committee**

The Sponsorship Sub-Committee shall be formed and convened by the Secretary, to support the activities of members by promoting the Club in the community. They shall have the authority to negotiate sponsorship and marketing opportunities which further the interests and image of the Club. Any solicitation of sponsorship or fund raising must be approved by the Secretary. Refer Constitution points 16 and 31, section (d).

### **Recruitment Committee**

A recruitment Sub-Committee shall be formed when required by the Junior Development Officer to assist the, Club Captain, and Junior Activities Chairperson to develop and implement strategies for new members to be inducted into the junior and senior club. The Committee is to ensure that new members will enjoy the spirit of the movement whilst providing them with aquatic and life saving skills.

### **Junior Activities Sub-Committee**

1. A Junior Activities Sub-Committee (JAC) shall be appointed annually by the Junior Activities Chairperson and the JAC shall be responsible for the activities of Junior Activity Members.
2. The JAC shall comprise such members as are elected by the junior activities division of the Club and are current Club Members.
3. **Junior Activities Committee Charter**
  - (i) Is responsible for the conduct and co-ordination of all matters relating to the Junior Activities of the Club.
  - (ii) To provide all Junior Activity Members with instruction and education in relation to water safety, surf life saving and all

sporting activities associated with a surf life saving club as considered appropriate.

- (iii) To prepare Junior Activity Members for eventual transition into active senior club membership.

#### **4 Junior Activities Committee Officers**

- (i) Vice President (JAC)
  - (ii) Secretary (JAC)
  - (iii) Registrar (JAC)
  - (iv) Gear Stewards (JAC)
  - (v) Age Managers
  - (vi) Such other officers as may be deemed necessary.
5. The names of officers elected by the JAC shall be presented to the Annual General Meeting of the Club for notification.
  6. The JAC shall nominate two delegates to act as delegates to the Branch Junior Activities Board.
  7. The Committee shall appoint two delegates from its membership who may attend JAC meetings with voting rights on all matters.
  8. The JAC shall be responsible for the conduct of members involved in junior activities provided that any disciplinary actions are in accordance with the rules of the Club.

#### **9. Duties of Junior Activity Officers**

- a)
  - (i) The duties of Junior Activity Officers shall be similar to counterpart officers in the senior division of the Club.
  - (ii) The Junior Activities Chairperson shall represent and submit reports of Junior Activities the Club Committee.
  - (iii) Subject to the foregoing and the Rules of the Club, the duties of the officers of the JAC shall be determined by the JAC in meeting.
- b). The member chairing a meeting of a Sub-Committee is to ensure that minutes of those meetings are submitted to the Club Committee.
- c). Sub-Committees are not allowed to operate bank accounts, all monies must be presented to the Treasurer for banking into the general account.

#### **Surfari Activities Sub-Committee (SAC)**

1. A SAC Chairperson shall be appointed by the Club Committee each season.
2. The SAC Chairperson shall appoint a SAC Sub-Committee who shall be responsible for the organization, logistics and activities involved in the end of season camping trip. All SAC members and trip attendees shall be current Club members.
3. The SAC Committee may include the Chairperson, Vice President, Catering, Accommodation, Treasurer, Communications and other as deemed necessary.
4. The SAC Chairperson should attend Club Committee meetings as necessary. A delegate from the Club Committee may attend SAC meetings.
5. The SAC shall prepare a proposed trip itinerary including budget which must be presented to the Club Committee for approval prior to the trip.

6. Minutes taken from SAC meetings should be circulated to the Club Committee.

### **Judiciary Committee**

The Judiciary Committee shall: -

- (a) Shall assist the Judiciary Chairperson in the discharge of his or her duties
- (b) The committee shall act on and investigate all matters placed before it by the Club Committee or Executive Committee in regards to
  - matters of complaint
  - matters of sexual harassment, bullying and racism.
  - matters whereby a member has persistently refused or neglected to comply with a provision or provision of these rules,
  - matters whereby a member has persistently and willfully acted in a manner prejudicial to the interests of the Club.
- (c) They shall report their findings and decisions to the Club Committee for endorsement or disallowance.

### **9. Distinguished Service Award.**

The Distinguished Service Award (D.S.A.) may be awarded to a member in recognition of sustained and conspicuous service over a long period of time. In considering a member's nomination consideration be given but not limited to the following criteria. The following separate individual points are given as a guide only and may be met in full or part in considering a members nomination. Further, awarded members may be excluded from further patrols if deemed appropriate after completing a minimum of 10 years service.

- a) Available to all classes of membership.
- b) Distinguished voluntary service for a period in excess of 15 years.
- c) Extraordinary service above what is expected.
- d) A meritorious rescue.
- e) Competition achievements.
- f) Regarded as a mentor to fellow club members.
- g) Outstanding Bravery, courage, heroism under exceptional circumstances.
- h) Continuous membership for 30 years.
- i) Showing significant leadership, care and compassion to fellow members.
- j) Inspirational to members

### **Nominations for a Distinguished Service Award**

Nominations for a D.S.A should be placed in a sealed envelope marked "Distinguished Service Award nomination". The nomination shall be signed and seconded and come from amongst members over the age of 13yrs old within the Club, and be received by the Club Secretary by the 30<sup>th</sup> May (close off date). The Club committee is to then confirm to the Life Members sub-committee the



date set for the coming AGM. A standing sub committee of all Life Members, (minimum of five), shall be called upon to, review and endorse or otherwise any (D.S.A) nomination received by the Club Secretary no later than the 30th June. The Life Members sub-committee shall report their findings to the Club Committee for adoption before the nomination goes to the Annual General Meeting. Successful nominations shall then be announced at the ensuing Annual General Meeting or Special Meeting.

10. **Rules of Debate**

The following rules of debate shall be adopted and used at all meetings of the Club:

- (i) Any member desiring to speak shall stand up and shall address the Chairman respectfully.
- ii) No member may speak more than once to a question, except in explanation or reply.
- (iii) A member who formally seconds a motion or amendment may address the meeting in support at a subsequent stage of the debate.
- iv) A reply shall be allowed only to a member who has moved a subsequent motion.
- v) Any member who uses offensive or unbecoming words shall be asked to leave the meeting.
- (vi) No speaker shall digress from the subject under discussion and impure or improper motives and all personal reflections on members shall be deemed disorderly.
- (vii) Whenever the Chairman rises during the debate the member then speaking shall sit down.
- (viii) No member shall interrupt another whilst speaking except on a point of order.
- (ix) Any member during debate may raise a point of order, and the member then speaking shall sit down until the point of order has been decided. The member rising to the point of order shall state concisely the point and the Chairman without further discussion shall give his ruling.
- (x) It shall be competent for any member to move a motion of dissent from the Chairman's ruling. The mover of the motion of dissent shall concisely state his or her point. The seconder and the Chairman only may speak to the motion.
- (xi) A member may move the adjournment of the debate. If the motion be resolved in the negative the mover shall not be allowed to again speak on the question under debate. If the motion be resolved in the affirmative the mover shall have the right of resuming the debate at the ensuing meeting. No member shall move the adjournment at the end of his speech.
- (xii) At any time during the debate any member may, without notice, move that the question be put, and such motion being duly seconded, shall then be put without debate. If carried, the question shall be put to the vote; if lost the debate shall proceed.
- (xiii) An amendment may be moved on any original motion. The Chairman shall first put the amendment to the meeting, and, if carried, it shall be declared to embody the decision of the meeting superseding the motion. When an amendment has been decided, a further amendment may be moved

which, if carried, shall in turn supersede the motion. If there be no amendment, the original motion shall be put after the mover has replied.

(xiv)The Chairman shall have a casting vote at any meeting.

(xv)The Chairman shall refuse to receive any amendment which is a direct negative.

(xvi)In the event of any matter being brought before any meeting which affects the Chairman of the meeting, or in which he may be interested, he/she shall vacate the Chair and the meeting shall elect a Chairman pro term until such matter is dealt with.

(xvii)Voting shall be by voices, show of hands or division at the request of any member. No proxy voting shall be accepted at any form of meeting other than the Annual General Meeting.

(xviii)If a secret ballot is requested at any meeting by two (2) members who are present thereat, it shall be taken upon such conditions as the Chairman of such meeting directs.

(xix)The Chairman may appoint tellers to assist him in counting a vote by show of hands or division or at a secret ballot.

(xx)The mover of an original motion must obtain the consent of his seconder, and the approval of the meeting before making any alteration to the wording of his motion.

(xxi)An amendment having been moved, it shall not be competent to move any further amendment, but notice may be given of intention to move such further amendment when the previous amendment has been disposed of. Only one amendment can be considered at any one time.

## 11. **Conduct of Members**

- a) Gambling is not permitted on the Club premises.
- b) Intoxicating liquor brought onto the club premises is not permitted, except with approval of the Club Committee/Licensee.
- c) Club Assets shall not be removed from the Clubhouse without the approval of a member of the Club Committee.
- d) No conduct likely to interfere with the comfort of other Members of the Club will be permitted and Members are requested to assist in preventing such conduct.
- e) The Committee on the advice of the Judiciary shall deal with members who are proven guilty of disorderly or infamous conduct in any public place. All members are required to adhere strictly to Branch, State Centre, and SLSA codes of conduct.

## 12. **Patrols**

- a) Active members of the Club shall patrol the beach on Saturday and Sunday and all Public Holidays and such other times as the Committee may deem desirable from time to time as per SLSA requirements.
- b) Patrols shall be appointed by the Club Captain and shall consist of three members, each member must hold either one or more of the following accreditation's – BM, ARTC, IRB and FA and shall be under the direction of the Patrol Captain, who shall be responsible to the Club Captain.

- c) Each member of the patrol is to wear a red and yellow quartered patrol cap and designated uniform issued by the Branch.
- d) No Member of a patrol shall leave the patrolling area during the period of his duty without first obtaining the sanction of the Patrol Captain. Members of patrols shall carry out their duties in a diligent manner and as instructed by the Captain of the Patrol, either in the actual work of Life-Saving, or in cleaning the Club House, or in any other work the Patrol Captain may deem fit.
- e) Any member unable to attend his allotted patrol may fill his or her place by arrangement with another member (of equivalent qualifications in regards to your Patrolling obligations) subject to the Club Captain's approval.
- f) Any Member required to attend classes during the period of his patrol shall be excused on notification to his Patrol Captain.
- g) Patrol Captains are to ensure that sufficient operational rescue and first aid equipment is in place before signing on with Warringah Surf Radio. The minimum equipment is set out in the Patrol Captains' Guidelines / Operational Requirements, copies of which are in the Patrol Captain's Room and are available from the Club Captain. However, the minimum must include
  - (i) Two surf rescue boards, two rescue tubes, and two pairs of swim fins.
  - (ii) One basic First Aid Kit.
  - (iii) Three operational radios (including one for an operational IRB)
  - (iv) Signal flags by two, shark flag by one.
  - (v) Loud hailer and whistle.
  - (vi) One fully equipped IRB (with radio - see item (c) above).
- h) Patrol Captains are held responsible for the efficiency of their patrols and are requested to report in the Patrol Book the name of members on patrol and which are absent from patrol. They are to record the number of minor injuries, major injuries, types of rescues performed and preventative rescues performed. Further, any irregularities that may occur such as, being late, leaving early, not being in patrol uniform and ready for instant call are to be recorded.
- i) In the event of a Patrol finishing its allotted time and no member of the succeeding patrol being present to carry on, the Patrol shall remain on duty until relieved by the next Patrol
- j) The last Patrol Captain on duty each day is to ensure that at sign off, the Club is secured and that the Captains room the first aid room are left in an acceptable orderly state.
- k) Any member who fails to carry out his Patrol duties may incur the following penalties:
  - i. First Offence: The original patrol must be made up, one penalty patrol will apply, and the member will receive a warning of suspension.
  - ii. Second Offence: The original patrol must be made up, two penalty patrols will apply, and the member is suspended from carnival and Club Competition for one month.
  - iii. Third Offence: Must appear before the Club Committee for disciplinary action as deemed appropriate.

13. **Competitors**

- a) Any member who enters for a surf carnival and fails to start in any event, without a reasonable excuse, shall refund to the Club the cost thereof within seven days from the date of the carnival.
- b) No member may compete while they owe money to the Club.
- c) No member may compete while they are in patrol hours arrears, unless with the consent of the Club Captain in extenuating circumstances.

14. **Care and Use of the Clubhouse and Gear**

- a) The Clubhouse shall be available for bona fide members of the Club for any purpose as may be determined by the Committee. The hiring of the clubhouse will be available to Club Members for a reduced fee determined by the Club Committee
- b) It shall be the duty of the patrols to clean, lock and secure the Clubhouse before signing off patrol. Members are also requested to use their individual efforts in preserving the cleanliness of the Hall carpet and premises.
- c) The Clubhouse premises shall be available for training or other purposes connected with the Club at all times (except when the hall being rented out by prior arrangement), as may be required by the Club Captain or Chief Instructor. No games or other forms of amusement will be permitted while training is in progress.
- d) In accordance with the Health Act, animals are Not permitted anywhere inside the Clubhouse and must be tethered or under control on a leash outside the Clubhouse.
- e) Games liable to damage Club property shall not be permitted.

15. **Care and Use of the Surf Boat or I.R.B. and related gear**

- a) The care and use of the Surfboat or IRB is to be vested in the Captain thereof. No member may use the Surfboat without the consent of the Boat Captain. Unless in an emergency, no member other than the Club Captain, a Patrol Captain on duty, or Chief Instructor shall be allowed the use of the IRB without first obtaining permission from the IRB Captain. The Patrol Captain will be responsible for the IRB during the patrol times.
- b) Any member authorized to use the Surfboat, or IRB may call upon any member of the Club to assist in launching and housing; any member refusing to do so shall be deemed guilty of a breach of the By Laws and may be dealt with accordingly.
- c) The member last in charge of the Surfboat or IRB shall be responsible for the safe return of that equipment and related gear, to the respective shed, and shall report any damage that may have occurred, to the Captain thereof. The Surfboat and IRB and all related gear shall be housed in their respective sheds provided for that purpose and kept under lock and key.
- d) No more than the Surf Boats crew (5) is allowed in the Surf Boat unless under special circumstances such as a rescue or still-water training.

- e) Permission must be obtained from the Patrol Captain or the Club Captain to take the patrol IRB from the vicinity of the Patrol Area during patrol hours unless requested by Warringah Surf or a neighbouring surf club for emergency assistance.
- f) The Surfboats or IRB's shall not be altered structurally or mechanically without the permission of the relevant Captain.

16. **Care and Use of Gym**

- a) The gym is for the use of all financial Club members only.
- b) Non-financial members may not use the gym.
- c) No one under age 16 to use the gym without adult supervision.
- d) Weights must be put back on racks after use.
- e) All gym users must wear shirt, shorts and shoes. No costumes
- f) Wipe down benches after use.
- g) No sand is to be deposited on floor or benches.
- h) No weights are to be placed on benches.
- i) No gym equipment is to be removed from the gym area for use outside that area. This applies particularly to rowing machines.
- j) No gym equipment or personal belongings are to be left in the gym without approval from the committee.
- k) No foodstuffs or drinks (other than water) are to be brought into the gym.
- l) The gym equipment layout configuration is not to be altered unless approved by the committee.
- m) All gym users are required to leave the gym in a clean and tidy state.
- n) Gym equipment must not be reconfigured beyond the manufacturers' specifications.
- o) No animals allowed in gym.
- p) The last person to leave the gym is responsible for closing the windows, switching off the radio, fans, lights, and any other electrical facilities.

17. **Uniforms**

Members on Patrol must wear a uniform as directed by SLSA and enforced by the Club Captain and Patrol Captain. This shall include full patrol uniform comprising patrol shirt, patrol shorts, patrol cap and patrol wide brimmed hat as prescribed by SLSA.

The Club competition uniform shall be royal blue/royal blue, yellow and white bathing costume for men and similar for women as determined from time to time. The Club competition cap will be royal blue, yellow and white segments.

The Club blazer shall be royal blue (or navy if not available) with gold and white facings, the club badge on the pocket. The Honour blazer shall be the same design as the Club blazer with the addition of the laurel wreath surrounding the pocket and with the words "Honour Blazer" and the year in which it was awarded below the laurel wreath. The Life Member blazer shall be the same design as the Club blazer with the addition of the Life Member scroll beneath the laurel wreath.

19. **Financial Year**

The financial year of the Club will be from 1<sup>st</sup> May each year until the 30<sup>th</sup> April in the following year.

20. **Club Competition**

1. **Programme and Point System.**

The various Club Championships shall be judged on the events, number of events and points allotted therefore as set out hereunder:

DIVISION AND EVENTS	POINTS
<b>Water Point Score</b>	
Handicap Surf Races	9,7,6,4,3,2,1
Brace Relays	6,5,4,3,2,1
<b>BEACH POINT SCORE</b>	
Handicap Beach Sprints	4,3,2,1
Beach Flags	4,3,2,1
<b>NOVELTY POINT SCORE</b>	
Selected	6,5,4,3,2,1
<b>SURF CHAMPIONSHIP</b>	
Surf Races	9,7,6,4,3,2,1
<b>BEACH CHAMPIONSHIP</b>	
Sprints	9,7,6,4,3,2,1
<b>CRAFT CHAMPIONSHIP</b>	
Board Races	9,7,6,4,3,2,1
Ski Races	9,7,6,4,3,2,1

2. **Honour Blazer Competition.**

The following method of assessing points to determine the winner of the Honour Blazer Competition will be followed:

- |       |                         |             |
|-------|-------------------------|-------------|
| (i)   | Open Water Point score  | Full Points |
| (ii)  | Beach Point Score       | Full Points |
| (iii) | Open Surf Championship  | Full Points |
| (iv)  | Open Beach Championship | Full Points |
| (v)   | Carnival Attendance     | One point   |

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- (vi) Rostered Patrols:
- |                  |          |
|------------------|----------|
| Full Patrol      | 4 Points |
| One hour lost    | 3 Points |
| Two hours lost   | 2 Points |
| Three hours lost | 1 Point  |
- NO Points for Penalty Patrols.  
LESS: One point for each hour of Penalty Patrols not made up
- (vii) Voluntary Patrols:
- |             |         |
|-------------|---------|
| Full Patrol | 1 Point |
|-------------|---------|

One additional point is awarded for a voluntary patrol but not for a substitute patrol. Any member missing a patrol without a substitute will not be eligible. Any Active Reserve Member who carries out up to fifty percent (50%) of the total number of Patrols for which a Senior or Junior Active Member is rostered during any surfing season shall be credited with full attendance for the purposes of the Honour Blazer Competition for that season.

AWARDS	GAINING	RE-QUALIFICATION
Gold medallion	8	5
Instructor's certificate	8	5
IRBD certificate	7	4
ARTC certificate	7	4
First Aid certificate	6	3
Patrol Captain/Life Support	6	3

**3. Club Championships**

- (i) To win a Championship a competitor must be a financial member of the Club and have or gain an appropriate SLSA award in the current season.
- (ii) All Members (including above) to win a Championship must compete in:
- (a) Surf Championship – 5 Handicap Races (Surf)
  - (b) Board Championship – 5 Handicap Races (Surf)
- (iii) Seven days notice (on Notice Board) to be given prior to commencement of championships.

4. **Cadet Competition**

A Cadet Member may compete through the season as a Cadet even though he or she attains the age of 15 years during that season.

5. **Junior Competition**

Juniors may compete in only Junior events if they so elect. However, to gain points from Competition for the Honour Blazer they must compete in Open events carrying points toward same.

6. **General**

(i) All Competitions are subject to conditions prevailing at the time. In the event of the full programme of events not being completed by the date of the last rostered patrol, all events will be finalised as at that date.

(ii) The Club Competitions will be organised and managed by the intra club competition committee.

(iii) No points can be gained in any championship or competition (including Honour Blazer Competition) during any period in which a member's annual subscription has not been paid or patrols not done.

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