
South Curl Curl Surf Life Saving Club Inc

By-Laws

ADOPTED 12th February 2024

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1. Introduction

This document details the By-Laws for South Curl Curl Surf Life Saving Club Incorporated, ABN 88 589 451 919.

Our Surf Club Premises are situated on Crown Land at South Curl Curl Beach, and leased from Northern Beaches Council for a duration of 20 years. Our current lease commenced on 1st January 2023, and is due to expire on 31st December 2042.

These By Laws may be amended by the Club Committee.

Useful Web Links:

[Our new club web site](#)

[Lifesaving Standard Operating Procedures](#)

[Direct link to the SOP](#)

[SLSA Members Portal](#)

[SLSA Payments Gateway](#)

[Sydney Northern Beaches Branch Site](#)

[SLS NSW home page](#)

[SLS Australia home page](#)

2. Members' Duties

- a) Subject to any Club or SLSCA exceptions, every active member is obliged to participate in surf patrols for the Club and to participate in other activities as requested by the Club Committee. During surf patrols, members are to vigilantly monitor the swimming area for signs of swimmers in difficulty. Members should wear patrol uniforms and swimming attire, ready to respond immediately at all times. All actions performed during patrols must be logged in the Patrol Log Book or the equivalent online application.
- b) In the event of a rescue or emergency the Patrol Captain has charge of the beach, subject to working with the Council lifeguards and other authorities if they are also present. Any member may be called upon to assist the Patrol Captain until the situation is resolved, following the direct command of the Patrol Captain. In emergency situations, 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 provide aid to the injured.
- c) The Club President, Secretary, Treasurer, Club Captain and Chief Instructor have the option of being excused from patrol duties.
- 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) Members are responsible for reporting any damaged or unsuitable equipment to the Club Captain, Resident Caretakers, or appropriate Office-Bearers.
- f) Active members should strive to maintain the proficiency of their lifesaving awards for each new season.
- g) Active members are encouraged to participate in Intra Club events and Club Championship events.
- h) Members representing the Club in carnivals or competitions 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 SLSCA. Any member who fails to compete in an event they have been registered for may be liable to refund to the Club the cost of the entry fees, at the absolute discretion of the Club Committee.

3. Member Requirements

- a) As per the Club's Constitution, membership applications must be received annually. Membership renewals and new membership applications should be completed using the SLSA website, and only if that is not practical via an approved SLSA paper form.
- b) Membership fees are due and payable by 1st September each year for the ensuing year. For insurance coverage, active members must have renewed and paid their membership fees prior to their first patrol of the season.
- c) Only members that have renewed and paid annual fees are entitled to hold officer positions or vote on the election of office bearers for the ensuing year.
- d) Any member who fails to renew their subscription by the 31st October in any year shall be deemed as not renewing. This may mean they are archived from Surfguard, and any existing access is removed.
- e) Any member working with children other than their own are required to hold a current "Working with Children" check which is registered via Service NSW. Evidence of this needs to be provided to the Club, and re-provided following any expiry / renewal process.
- f) Membership categories are now defined in the Club's Constitution. They are designed to be consistent with Surf Life Saving Australia membership Categories as the Club is affiliated with the broader Surf Life Saving entities.

4. Club Office Bearers

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

The five positions named in the Constitution:

- a) the President
- b) the Deputy President
- c) the Director of Lifesaving (Club Captain)
- d) the Secretary
- e) the Director of Finance (Club Treasurer)

Up to six others as permitted by the Constitution, and can be amended by majority vote of the Club's Committee based on existing right to vote. They are currently determined by the Committee to be:

- f) the Junior Activities (Nippers) Chairperson
- g) the Director of Education (Chief Instructor)
- h) the Surf Boat Captain
- i) the Powercraft Captain
- j) the Cadet/Junior Development Officer
- k) the Chief Technology Officer

Other Club Officials

In addition to the voting Office Bearers, the Club may elect the following Club Officials:

- a) Patrons
- b) Patrol Supervisor
- c) Assistant Training Officer
- d) First Aid Officer
- e) Assistant Boat Captain
- f) Powercraft Engineer
- g) Craft Captain
- h) Gear Steward
- i) Radio Officer
- j) Gym Manager
- k) Competition Manager
- l) Tour Coordinator
- m) Champion Lifesaver representative
- n) Race Secretary / Handicapper
- o) Swim Advisor
- p) Social Director
- q) Registrar (currently merged with Administrator)
- r) Club Historian
- s) OH&S Officer
- t) Child Protection Officer
- u) Member Protection and Information Officer
- v) Judiciary Chairperson
- w) Sponsor Co-ordinator
- x) Technology Assistant
- y) Council Liaison Officer
- z) Grievance Officer
- aa) Any other positions which the Club Committee or General Meeting deem as appropriate to further the interests of the Club.

Other Significant Positions

In addition to all the above, the Club also has:

- a) Patrol Captains
- b) A Licensee
- c) Club Administration Officer (employed position)
- d) Resident Caretaker(s)
- e) External Auditor

5. Office Bearers' duties

President

- a) The President is the Club's official head and serves as the Chief Executive Officer.
- b) They represent the club at Branch Board of Management meetings and other pertinent gatherings.
- c) The President chairs the Annual General Meeting, Club Committee, Executive Committee, and the Building sub-committee, holding both a deliberative and casting vote (in the event of a split decision).
- d) They ensure the enforcement of rules during debates, possessing final authority on all points of order.
- e) The President is an ex-officio member of all Committees.

Deputy President

- a) The Deputy President assists the President in their duties, and, in the President's absence assumes similar powers and authority.
- b) They actively engage in Club operations and asset management, and are the primarily liaison with the Resident Caretakers.

Director of Lifesaving (Club Captain)

- a) The Club Captain oversees the management and general conduct of all members, lifesaving activities, and equipment within the club.
- b) They possess the authority to deny any member the use of club property as deemed necessary.
- c) Responsibilities include appointing Patrol Captains, organizing patrols, and maintaining records of rescues and incident reports.
- d) At the beginning of each year, they conduct a Patrol Captains briefing and assist in arranging proficiency tests by December 31st.
- e) The Club Captain submits reports at Committee and General Meetings regarding the Club's activities related to Patrols, Rescues, and member conduct.

Secretary

- a) The Secretary attends Committee and General Meetings when feasible and chairs them.
- b) They compile agendas for Club Committee meetings, take minutes, and distribute them to Club Committee Office Bearers.
- c) Similarly, they prepare agendas for AGM and Special General Meetings, recording and distributing their minutes promptly.
- d) Furthermore, they handle or seek professional advice on Club matters concerning lease agreements, tenders, and Public Charitable Trust known as the “C.W. Doodson Bequest” or any other necessary matters.
- e) The Secretary arranges the annual Life Members meeting if one is deemed necessary.

Director of Finance (Treasurer)

- a) The Treasurer acts as the Public Officer and notifies the Department of Fair Trading about changes in Incorporation Rules, the Club's financial affairs, name changes, and other legally mandated matters.
- b) They manage all financial records, including accounting software, cash books, and other books demonstrating the Club's financial status. They have primary responsibility for Statutory business practice compliance.
- c) The Treasurer chairs the Finance sub-committee.
- d) At each Committee meeting, they present a financial statement of income and expenditure.
- e) At the end of each season (our financial year ends 30th April), they submit an audited balance sheet and statement of receipts and expenditures to the Committee before publication.
- f) Collaborating with the President, they manage the Club's property inventory.
- g) The Treasurer also handles the quarterly Business Activity Statement for the Australian Taxation Office and aids the Secretary on lease agreements, tenders, and the Public Charitable Trust known as the “C.W. Doodson Bequest”.

Junior Activities (Nipper) Chairperson

- a) The JA Chairperson presides over the Junior Activities Sub-Committee.
- b) They oversee Junior Activities, educate and impart skills within the aquatic/marine environment, and prepare Junior Activity Members for the eventual transition to marine and patrol responsibilities as required by SLSA.
- c) They arrange additional Junior sub-committees as needed (e.g., Age Managers) and convene meetings to keep the group informed and motivated.

- d) They prepare and submit reports of Junior Activities to the Club Committee.
- e) They make sure we have considered or selected candidates for the Junior Lifesaver of the Year program (See Appendix).

Director of Education (Chief Instructor)

- a) The Chief Instructor coordinates assessments and classes for members to qualify in Surf Life Saving Education Awards.
- b) They are expected to hold a Training Officers Certificate.
- c) They manage award proficiencies, instructor training, examinations, and maintenance of resuscitation manikins.
- d) They keep a roll of attendance of probationers, and report the progress of candidates to the Committee.
- e) They shall liaise with Branch on the relevant training assessments required and attend Branch Board of Education (BOE) meetings to keep updated with any changes in Education. If they are unable to attend the BOE meetings they should send a proxy in their place.

Surf Boat Captain

- a) The Boat Captain oversees the care of surfboats, associated gear, boat trailers, tents, and the boat shed.
- b) They allocate surfboat use, arrange crew training, and oversee boat sweep accreditation.
- c) They are responsible for coordinating with the Competition manager entries for carnivals, membership status and patrol hour obligations.

Powercraft Captain

- a) The Powercraft Captain manages all IRB and SSV equipment, IRB trailers, and the IRB shed.
- b) They may refuse the use of equipment to any member or members should they see fit to do so.
- c) Responsibilities include conducting classes for qualified members to attain IRB Drivers or Crewmembers awards, collaborating with the Chief Instructor for proficiency, and overseeing water safety provision in collaboration with the Club Captain, Nippers Chairperson, and Club Handicapper during club training and competition events.

Cadet/Junior Development Officer

- a) The Youth Development Coordinator focuses on the club's youth members (aged 13 to 19).
- b) They represent the Club at Board of Junior Development meetings at the Branch, coordinating the recruitment and development of youth members in lifesaving and competition activities.
- c) They are responsible for organizing activities, social functions, training courses, and weekends away for these members.

Technology Manager

- a) The Technology Manager oversees the specification, acquisition, implementation, and maintenance of hardware and software necessary for the Club's efficient operation.
- b) This includes communication systems (Email, Website, NBN, WiFi, PA, Social media), business tools (Accounting, Inventory management, EFTPOS, as per Treasurer requirements), security (Access Control, Attendance), and any other systems identified by the Committee.
- c) They attend Committee meetings as needed and may seek expertise from other members when appropriate.

6. Other Club Officials

Patrons

- a) Patrons provide ongoing support to the Club through financial assistance, management advice, and sharing reliable long-term local knowledge.
- b) Typically these are individuals with over 50 years of involvement with the Club. Their extensive knowledge also aids the Club Historian.

Patrol Supervisor

The Patrol Supervisor assists the Club Captain in various delegated tasks. This can include, but is not limited to:

- a) Maintenance of the computer roster spreadsheet
- b) Division of labour regarding proficiencies, with respect to the Chief Instructor's qualifications and time available (especially Bronze water proficiencies).
- c) Recruitment to fill available scheduled courses

- d) Attending Branch monthly meetings of the Board of Lifesaving, and reporting to the Club Committee
- e) Maintenance of specialised equipment (eg Radios) at the behest of the Gear Steward
- f) Writing reports for the club committee meeting on Lifesaving issues, ie Rescue Reports occasioning referral for bravery awards, Incident Reports occasioning Ambulance attendance
- g) Choosing recipients for Patrol Awards at Presentation Night.

Assistant Training Officer/s

- a) The Assistant Trainers will support the Director of Education in fulfilling their duties.
- b) They shall hold a Training Officer's Certificate or at minimum, the Advanced Resuscitation Certificate with a view of obtaining the Training Officer's certificate after election.

First Aid Officer

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

Assistant Boat Captain

Assists the Boat Captain in their duties, and handles delegated tasks as directed by the Boat Captain.

Powercraft Engineer

Assists the Powercraft Captain, and may possess a more mechanical background or experience.

Craft Captain

- a) Responsible for the care, use, and inventory of all boards, skis, and the craft storage shed.
- b) Coordinates the use of craft in events and reports on equipment condition to the Club Captain.

Gear Steward

- a) Reports to the Club Captain and manages inventory and care of Club lifesaving gear, excluding boat, IRB and craft gear. Reports any loss or damage to the Club Captain.
- b) Primary coordinator for the annual gear inspection before the start of each season.

Radio Officer

- a) Manages radios and related items, maintaining inventory as per Surf Life Saving Requirements.
- b) Ensures radios are ready for patrol duties and reports any issues to the Club Captain.
- c) If there is no separate Radio Officer, this role falls to the Gear Steward.

Gym Manager

- a) Reports to the President and committee, overseeing gymnasium operations, ensuring cleanliness, O.H.S. compliance, and user adherence to Club policies.
- b) They assist in updating and maintaining the FOB register in collaboration with the Paid Administrator and Technology Manager.
- c) All issues, requests, breakages, hazards, feedback, or complaints regarding the gym should be directed to the Gym Manager.
- d) Changes to the gym equipment layout require approval from the Gym Manager.

Competition Manager

- a) Manages entry applications for Surf Life Saving sanctioned events.
- b) They shall liaise with the Boat Captain, Junior Development Officer, Junior Activities Chairperson and Treasurer with regard to compiling a list of competitors eligible for entry.
- c) They shall organise Level 1 Carnival Officials (as per SLSA standards), as well as monies, touring gear, accommodation and travel of competitors as required, subject to not overlapping with the Tour Manager role described below.

Tour Manager

The Tour Manager coordinates with the Competition Manager, and shall be responsible for monies, touring gear, accommodation and travel of competitors as required.

Champion Lifesaver Representative

- a) Keeps the committee informed of progress of the Champion Lifesavers group. They also prepare a budget, and may engage in fund-raising.
- b) The Champion Lifesavers also hold a separate bank account which is managed in accordance with policies set by the Treasurer.

Race Secretary/Handicapper

- a) Organises a sub-committee to formulate a program of competitive surf, beach and championship events throughout the season.
- b) They may also organise competitions between local, country surf clubs or other sporting associations on a friendly basis.
- c) They 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 so as to determine season event winners and the winner of the Club Honour Blazer.

Swim Advisor

- a) The Swim Advisor is a specialist in open water challenges and dangers. They provide advice to other members, and in particular to the Race Handicapper.
- b) They are not expected to attend committee meetings unless they have something to report.

Social Director

- a) Forms and convenes a sub-committee for organizing social functions throughout the Club season.
- b) Prepares a calendar of events and submits to the Committee
- c) Shall prepare and submit a statement of receipts and payments for all such functions, together with the net proceeds to the Treasurer.

Club Registrar

- a) Maintains records of all members (past and present) using SLSA-approved tools (Surfguard). Ensure compliance with mandatory SLSA requirements, 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.
- b) 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.
- c) 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.
- d) They 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. They may request from any Officer information regarding any member.
- e) Transfers of patrolling members shall be communicated to the Club Captain.
- f) The Club registrar role is currently covered by the paid Club Administrator.

Club Historian

- a) Records all competitions, awards, and Club activities year by year, and maintains an archive of past records and photographs to preserve Club history.
- b) They shall keep particulars of activities and inter-club competitions where they may affect Club awards.
- c) They may request achievement related information from any officer regarding any member.

OH&S Officer

- a) The OH&S Officer shall keep up to date with the relevant regulatory requirements and advise the Club Committee of any changes.
- b) Shall will conduct regular inspections, maintain records of any issues identified, and report issues to the Committee.
- c) For anything identified as an immediate danger then preventative action should be taken. Note this applies to all members, and anything not immediately addressed should be notified to the Club Executive.

Child Protection Officer

- a) This person shall keep up to date with the relevant regulatory requirements and advise the Club Committee of any changes.
- b) They shall liaise with the Registrar to identify Members that are required to complete a Working With Children check.
- c) They must provide the Club Committee with a List of Members that do not have a valid Working With Children clearance in place, or have refused to do so.
- d) If no separate person this role is filled by the Administrator.

Member Protection and Information Officer

- a) The MPIO provides information and guidance on complaints procedures and is the first point of call in the club for any enquiries, concerns or complaints about harassment, abuse or other inappropriate behaviour.
- b) Shall liaise with the Child Protection Officer and the Grievance Officer on any issues which arise.
- c) Shall keep the Committee advised of any potential issues while maintaining discretion on any queries received from members.

Judiciary Chairperson

- a) Heads the Judiciary Committee, being the first contact point for referred matters.
- b) If this person has any conflict regarding the matter being raised then an alternate judiciary person should be engaged.

Sponsor Co-ordinator

- a) Advises the committee on approach and policy for sponsorships.
- b) May negotiate with existing or potential sponsors on any arrangements with the Club, and report back to the committee for approval.
- c) Keeps track of any arrangements in place and ensures that commitments are being kept by both parties.

Technology Assistants

Assist the Technology Officer in completing technology related matters. Since there are so many topics there may be multiple assistants.

Council Liaison Officer

- a) Acts as the main contact with the Northern Beaches Council on operational matters, and keeps the President informed whenever relevant.
- b) This person may also be a member of the Building Committee

Grievance Officer

- a) An impartial senior club member who shall attempt to discreetly resolve any grievances raised by a Club member or the MPIO.
- b) Shall be familiar with State and Branch policies, and ensure that any matter with the potential to become a legal issue is referred to the appropriate contacts at SLS NSW.
- c) Shall be relatively independent of all other positions.

Patrol Captains

- a) Selected by the Club Captain, responsible for their patrol's performance and duties, reporting any member issues to the Club Captain.
- b) All Patrol Captains are automatically members of any Lifesaving Sub-Committee.
- c) They must hold the Silver Medallion in Beach Management or equivalent Patrol Captain qualification, before their first patrol. They will also be encouraged to obtain an Advanced Resuscitation Techniques Certificate.

Licensee

- a) The Licensee must conform to the rules and regulations as set out under the NSW Liquor Licensing Act. The Licensee does not necessarily need to be a member of the Club.
- b) The Club must retain a current insurance policy to indemnify the Licensee.

Club Administration Officer

- a) The paid administrator is not a Club Committee role as this could create conflicts of interest. The Administrator reports directly to the President, and should only accept tasks from others if approved by the President.
- b) The position is considered as permanent part-time, and is expected to be up to 2 days per week throughout the entire year. The Club also withholds tax (if applicable), and pays superannuation at the Statutory rate.
- c) The Club also holds a Workers Compensation insurance policy.
- d) The primary functions of the Administrator are:
 - Dealing with correspondence in the first instance, and if required onforwarding to other committee members. This includes both incoming mail and all emails to the Mail@SouthCurlCurlSLSC.* inbox.
 - Acting as the Club Registrar, as defined previously.
 - Banking cash received, and submitting outgoing payments for approval.

Resident Caretaker/s

- a) The Resident Caretaker/s shall be appointed by the Committee following a selection process by a duly appointed sub-committee.
- b) The position may be held by one or two people on the basis that they are sharing a single bedroom.
- c) They shall report any matters arising to the Deputy President in the first instance, and if required to the President.
- d) Shall undertake the duties as set out in the separate Resident Caretaker/s agreement, but specifically shall be responsible for the safekeeping and maintenance of the Club premises including the regular cleaning, and arranging of hall hire events. This is expected to provide an income stream to the Club.
- e) Tenure: 3 years, renewable upon application.
- f) If unsatisfactory performance occurs, warnings may precede removal by the Club Committee.
- g) Shall provide the Treasurer with details of all relevant transactions on a quarterly basis. Any cash received should be promptly banked, apart from security deposits and cleaning fees.

External Auditor

Appointed by the Finance sub-committee to audit the Club's financial accounts annually before the Annual General Meeting or at any other time if requested.

7. Sub-Committees

In accordance with the Constitution section 22, the Club Committee may appoint Sub-Committees which may include, but are not limited to, the following:

Building Sub-Committee

- a) Chaired by the President, focuses on improving and maintaining Club building facilities.
- b) Organizes and oversees building-related projects with approval from the Club Committee.
- c) May involve architectural, council, and contractor engagement.

Finance Sub-Committee

- a) Convened by the Treasurer, to oversee income and expenditure.
- b) Collaborates with other sub-committees and office bearers on financial matters, including budget preparation for presentation to the Club Committee.
- c) Appoints an external Auditor.

Social Sub-Committee

The committee shall assist the Social Director in the discharge of their duties. Any alcohol or liquor license related matters must be reported to the licensee.

Sponsorship Sub-Committee

- a) Convened by the Sponsor Coordinator, this committee promotes the Club within the community, seeking sponsorship and marketing opportunities that align with the Club's interests and image.
- b) Any solicitation of sponsorship or fundraising requires Committee approval, as per the Club's Constitution.

Junior Activities Committee

A Junior Activities Committee (JAC) is appointed annually by the Junior Activities Chairperson and the JAC shall be responsible for the activities of Junior Activity Members. The JAC shall comprise such members as are elected by the junior activities division of the Club and are current Club Members. The Club Committee shall provide full support to the JAC wherever possible.

Junior Activities Committee Officers

- a) Vice President (JAC)
- b) Secretary (JAC)
- c) Registrar (JAC)
- d) Gear Stewards (JAC)
- e) Age Managers
- f) Such other officers as may be deemed necessary.

Junior Activities Committee Charter

- a) Is responsible for the conduct and co-ordination of all matters relating to the Junior Activities of the Club.
- b) The duties of Junior Activity Officers are similar to counterpart officers in the senior division of the Club.
- c) 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.
- d) To prepare Junior Activity Members for eventual transition into active senior club membership.
- e) The JAC should nominate two delegates to attend the Branch Junior Activities Board.
- f) 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. Grievances or potential disciplinary action shall be reported to the MIPO or Grievance Officer.
- g) The JAC does not operate separate bank accounts, all monies must be presented to the Treasurer for banking into the general account.

Surfari Activities Sub-Committee (SAC)

- a) A SAC Chairperson shall be appointed by the Club Committee each season.
- b) 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.
- c) All SAC members and trip attendees shall be current Club members.
- d) The SAC Committee may include the Chairperson, Vice President, Catering, Accommodation, Treasurer, Communications and other as deemed necessary.
- e) The SAC Chairperson should attend Club Committee meetings as necessary. A delegate from the Club Committee may attend SAC meetings.
- f) The SAC shall prepare a proposed trip itinerary including budget which must be presented to the Club Committee for approval prior to the trip.
- g) Minutes taken from SAC meetings should be circulated to the Club Committee.

Judiciary Committee

- a) Judiciary Committee members are elected at the AGM, and assist the Judiciary Chairperson in fulfilling their duties.
- b) They investigate and act upon matters brought by the Club Committee, MIPO or Grievance Officer, including:
 - Complaints
 - Instances of sexual harassment, bullying, and racism
 - Persistent refusal or neglect to comply with Club rules
 - Persistent and willful actions prejudicial to the Club's interests
- c) Reports their findings and decisions to the Club Committee for endorsement or disallowance.
- d) Members of the Judiciary should be relatively independent, where feasible, of the member(s) who are subject to review. If necessary the Club Committee can elect additional members to the judiciary in order to avoid any conflicts of interest.
- e) The minutes and outcomes of a judicial review are to remain confidential, reporting to the President and other pertinent parties only.

8. Distinguished Service Award

The Distinguished Service Award (DSA) honours members in recognition of sustained and conspicuous service, and is available to all classes of membership. The following separate individual points are given as a guide towards selection, and may be met in full or part when considering a member's nomination:

- a) Distinguished voluntary service for a period in excess of 15 years.
- b) Exceptional service showcasing dedication and impactful involvement.
- c) Meritorious rescues, displaying selflessness in critical situations.
- d) Significant competition achievements.
- e) Regarded as a mentor or leader to fellow club members.
- f) Outstanding bravery, courage or heroism under exceptional circumstances.
- g) Continuous membership for 30 years.
- h) Inspiring role model showing significant leadership, care and compassion to fellow members.

Nominations for a Distinguished Service Award

- a) Nominations for a DSA may be submitted by any member over the age of 15, and need to be supported by at least one other member.
- b) They must be received by the Club Secretary by the 30th May (close off date).
- c) If any nominations are received, the Club Secretary will invite all Life Members to a meeting to discuss the nomination. The proposer and seconder should also be available to attend this meeting.
- d) The Life Members (minimum of ten), shall be called upon to review and endorse or otherwise any DSA nomination received by the Club Secretary no later than the 30th June.
- e) The Life Members shall report their findings to the Club Committee for their acceptance before the nomination goes to the Annual General Meeting.
- f) In order to be successful the nomination needs support of both the Life Members group and the Club Committee. Successful nominations shall then be announced at the ensuing Annual General Meeting or an alternate Special Meeting.

9. Life Membership

Life Membership is a special category of long-term members who have been recognised for their considerable service to the Club. They act as an advisory body to the Club Committee on selection of DSA and Life Membership awards, plus can advise on any other matter referred to them by the Club Committee.

- a) Life Membership may be awarded to a member in recognition of sustained and conspicuous service over a long period of time. While life membership uses similar guidelines to the DSA, the focus is more on sustained service in multiple areas rather than any specific event such as a rescue. Some examples of qualifying service could include:
- Holding multiple committee positions over 20 or more years,
 - Coaching, training and youth development for over 20 years
 - Patrolling for over 40 years
 - The Committee may consider any member who has rendered exceptional service to the Club over a shorter period, especially if multiple roles were being filled concurrently.
- b) Nominations for Life Membership should be submitted to the Club Secretary by 30th May each year (close off date). Each nomination needs to be supported by a minimum of two club members over the age of 15 years. All those involved with the nomination process should maintain confidentiality as much as possible.
- c) If any nominations are received, the Committee shall assign an independent person such as the Club Registrar or Club Administrator to fact check the submission, and provide any supporting information from the candidate's records.
- d) The Club Secretary will invite all Life Members to a meeting with at least 2 weeks notice, to discuss the nomination. Details of any candidates should also be provided, but marked 'Confidential'. The proposer and seconder should also be available to attend the Life Members' meeting.
- e) All Life Members (minimum of ten), shall be called upon to review and endorse or otherwise any nomination received by the Club Secretary by no later than the 30th June. The Life members should elect a chairperson and follow standard meeting protocols under management of their elected chair. All votes for Life Member shall be via secret ballot, and there is no casting vote. Two thirds of the votes must be positive for the selection to carry.
- f) The Life Members chairperson shall report their findings to the Club Committee for their consideration before the nomination goes to the Annual General Meeting. The Club Committee has the right to reject any nominations received via the standard committee voting process.
- g) Such nominations shall then be voted on at the ensuing Annual General Meeting or Special Meeting called for this purpose. The AGM is usually held on the first Sunday in August. A two thirds majority of the members present and voting for the nomination shall be required to carry the proposal.
- h) Nominations that fail to be supported should not be resubmitted for a further twenty months. Any exceptions to the above process require support from the Committee.

10. Rules of Debate

a) Speaking Protocol:

- The President is assumed to chair, and if not present the Deputy President and then the Secretary. If none of them are present the attendees should select a chair at meeting commencement.
- Members seeking to speak must respectfully address the Chair.
- Speaking more than once to a question is not allowed, except for explanation or reply purposes.
- The member seconding a motion or amendment can speak in support at a subsequent stage.

b) Behavior and Speech:

- Offensive language or remarks warrant the member's removal from the meeting.
- Discussions should remain on the current topic; personal reflections or improper motives are deemed disorderly.

c) Chairperson's Authority:

- When the Chairperson rises during a debate, the current speaker cease speaking.
- Interruptions are only allowed on a point of order; members must seek permission to speak.

d) Procedures During Debate:

- Any member can raise a point of order, requiring the Chairperson's immediate ruling.
- Dissent from the Chair's ruling can be motioned; only the seconder and Chairperson can speak to this motion.

e) Debate Handling:

- Members may move to adjourn the debate; if denied, the mover cannot speak again on the topic.
- Motion to put the question forward can be made at any time without notice, to conclude debate without further discussion.

f) Amendments and Decision-Making:

- Amendments can be made on an original motion; upon approval, it supersedes the initial motion.
- A further amendment can be proposed if the previous amendment is resolved; if none, the original motion proceeds after the mover's reply.

g) Chairperson's Role in Voting:

- The Chair holds a casting vote in meetings.
- Direct negative amendments shall be refused by the Chair.

h) Conflict of Interest:

- If the Chairperson is involved or interested in a matter, they vacate the Chair, and an alternate Chairperson is elected for the meeting.

i) Voting Methods:

- Voting methods include voices, show of hands, or division at any member's request; no proxy voting is allowed at any meetings as per the Constitution.
- A secret ballot can be requested by two present members under conditions set by the meeting Chairperson.

j) Voting Assistance and Alterations:

- The Chairperson may appoint tellers for vote counts.
- Amendments to the original motion require consent from the seconder and meeting approval.

k) Amendment Limitation:

- After an amendment is proposed, no further amendments can be moved until the current one is resolved.

11. Conduct of Members

a) Gambling and Alcohol:

- Gambling is strictly prohibited on Club premises unless part of an approved fundraising event.
- Outside alcohol is not to be brought onto the premises if the Club's bar is open or the Club's alcohol license is in operation. Exceptions apply to private functions.

b) Handling Club Assets:

- Removal of Club assets from the premises necessitates approval from a Club Committee member.

c) Conduct and Discipline:

- Conduct disrupting the comfort of fellow Members is not tolerated; all Members are urged to prevent such behavior.
- Members proven guilty of disorderly or infamous conduct in public spaces will be addressed by the Committee and if required the Judiciary.
- Compliance with Branch, State, and SLSA codes of conduct is mandatory.

12. Patrols

- a) Active Club members are obliged to patrol the beach on weekends and Public Holidays, and as per our Lifesaving Agreement.
- b) Detailed patrol procedures are outlined in the Lifesaving Agreement and Patrol Standard Operating Procedures.
- c) An emergency call-out register in Surfguard is maintained for quick response; listed members are expected to assist if called upon.
- d) Substituting patrol duty is permissible with equivalent-qualified members upon Patrol Captain or Club Captain approval.
- e) Members attending classes, training or work during their patrol period must notify their Patrol Captain for an excused absence.
- f) When the next Patrol isn't present, the current one must remain on duty until relieved.
- g) The last Patrol Captain daily ensures the Club is secured and rooms are left orderly.
- h) Failure to fulfil Patrol duties may incur penalties, which include, but are not limited to:
 - Warnings
 - Suspension from Club and carnival competitions
 - Referral for further disciplinary actions per Committee or Judiciary decision.
 - Expulsion from the club

13. Competitors

- a) Members must comply with competition requirements specified by Branch, State, or SLSA policies.
- b) Members failing to start in a surf carnival event without a reasonable excuse must reimburse the Club's incurred costs within seven days, at the discretion of the Club Committee.
- c) Competing while unregistered or owing Club monies is prohibited.
- d) Members in patrol hours arrears may not compete without Club Captain's extenuating circumstance approval.

14. Care and Use of the Clubhouse and Gear

The Clubhouse and facilities are divided into a number of zones and rules apply to each part according to intended use.

| Area | Intended Usage |
|---|--|
| Main hall with kitchen, bar and balcony | Training Social events Hired for private event use. Club members can hire this area at a discounted rate after 3 full years of service to the Club. Restrictions apply on certain types of hire, such as no 18 th or 21 st birthday parties. |
| Middle open deck | General use and has public access |
| Surf Boat shed | Storage of surf boats Occasional training or social use, subject to removal of the surf boats and ensuring the area is clean, tidy and safe for purpose. |
| Caretaker residence | Resident caretaker accommodation only. See Appendix for the Caretaker Agreement. |
| Gym | Physical exercise, subject to the separate gym usage policy defined below. |
| Showers, change rooms | Available for use by all current members subject to accessibility |
| Office and stores | Authorised access only |
| Nipper room | Under control of the Junior Chairperson with access usually provided to Age Managers. |
| Patrol Room | Access is given to all Patrol Captains and club officials |
| First Aid Room | Access is given to all Patrol Captains and club officials but can be extended to anyone with a fob on a case by case basis. |
| Café | Under control of the Café Manager |
| Board Shed | This area is usually open whenever the Café is open. Other access is via a key in the nearby key safe. |

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| | |
|------------------------------|--|
| IRB Shed | This area is under control of the Powercraft Manager and needs to be treated like a workplace with specific safety risks. Access is given to all Patrol Captains and club officials, plus emergency access is via a fob in the key safe. |
| Surf craft storage cupboards | May be secured by a combination lock in which case access is available if you know the combination. Equipment is provided for use by Club members, and only Club members are provided with accident insurance. |

Other Notes:

- a) Use of any area for other purposes requires Committee approval.
- b) All members should attempt to keep the cleaning impact to a minimum. This means hosing off sand prior to entering the Club House, and not entering the carpeted areas if dripping water.
- c) If training is in progress then no games or other forms of amusement should be conducted to distract attendees from the training.
- d) In accordance with Council By-laws and State legislation, 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 are not permitted.
- f) If you are filling a club role which needs access (eg Patrol Captain) but do not wish to include the gym then a FOB may be provided at no charge.
- g) For all other members a one-off non-refundable payment of \$50 is required, whether or not the gym is included.

15. Care and Use of Surf Boats, IRB and related gear

- a) The Boat Captain and Powercraft Captain oversee the maintenance and use of Surfboats and Powercraft (IRBs and SSVs) respectively. At least one IRB should always be left 'Rescue Ready'.
- b) Consent from the Boat Captain is required to use the Surfboat.
- c) Unless in an emergency, no member other than the Club Captain, a Patrol Captain on duty, or the Chief Instructor shall be allowed the use of the IRB without first obtaining permission from the Powercraft Captain.
- d) The Patrol Captain will be responsible for the IRB during patrol hours.
- e) Members authorized to use these crafts may seek assistance from other Club members for launching and housing. Failure to assist may result in By-law breaches and consequent actions.
- f) The member in charge of any craft or vehicle is responsible for its safe return and must report any damages to the respective captain. All equipment must be stored in designated sheds and securely locked.
- g) Surf Boat occupancy is limited to its crew (5) except in special circumstances such as rescue or still-water training.
- h) Taking the patrol IRB outside the Patrol Area during patrol hours necessitates permission from the Patrol Captain or Club Captain, except for emergency requests.
- i) Structural or mechanical alterations to craft requires permission from the relevant captain.
- j) Only qualified and current Club members (insured) are permitted to operate Club equipment.

16. Care and Use of Gym

a) Eligibility and Access:

Unsupervised, access to, and use of the gym space, and equipment is restricted to members who are:

- Current members, AND
- Over the age of 16, AND
- Financially current, AND
- Have signed the gym usage agreement (waiver) form, AND
- Purchased a non-transferrable access FOB, AND
- Actively patrolling, OR
- Hold a bronze medallion award and awaiting placement on a patrol, OR
- Life members.

Individuals under the age of 16 require adult supervision for gym usage.

All conditions listed in the gym agreement also apply, refer to the Appendix.

b) Equipment Use:

- Return weights to racks after use, maintaining organization and safety.
- Proper attire (shirt, shorts, and shoes) is mandatory for all gym users; costumes are not allowed.
- Wipe down benches after use to ensure cleanliness and hygiene.
- Avoid depositing sand on the floor or benches, maintaining a clean environment.
- Refrain from placing weights on benches to preserve equipment and prevent damage.
- Gym equipment should remain within the designated gym area, specifically the rowing machines.

c) General Guidelines:

- Seek gym manager approval before leaving new gym equipment or personal belongings in the gym.
- Only water is permitted; no food or other beverages are allowed inside the gym area.
- Altering the gym equipment layout requires approval from the gym manager.
- Users must maintain cleanliness and tidiness before leaving the gym area.
- Gym equipment should not be modified beyond the manufacturers' specifications.
- Animals are not allowed inside the gym premises.

d) Facility Closure Responsibilities:

The last individual exiting the gym is responsible for closing windows, turning off electrical facilities (radio, fans, lights), and ensuring overall facility security.

17. Uniforms

a) Patrol Uniform

- Members engaged in patrol duties must adhere to the prescribed uniform by SLSC, overseen by the Club Captain and Patrol Captain.
- The patrol uniform consists of a designated patrol shirt, patrol shorts, a patrol cap, and a wide-brimmed hat as specified by SLSC standards.

b) Club Competition Attire

- Club competition attire for men and women will be a bathing costume in royal blue or royal blue, yellow, and white colours.
- The Club competition cap is comprised of segments in royal blue, yellow, and white hues.

c) Blazer Specifications

- The Club blazer features a royal blue (or navy if unavailable) colour with gold and white facings, accompanied by the club badge displayed on the pocket.
- The Honour blazer mirrors the Club blazer's design and includes a laurel wreath enveloping the pocket, with "Honour Blazer" and the respective year of award beneath the wreath.
- The Life Member blazer maintains the Club blazer's design with the addition of the Life Member scroll positioned below the laurel wreath.

18. Surf Boat Naming

- a) Surf Boats are generally given the name of a prestigious Club member, in addition to any sponsor names which are included in recognition of financial contributions to purchase the boat.
- b) The process to choose a name should be as consultative as possible, whilst maintaining secrecy about the name until the unveiling at a boat christening event. The committee may nominate one or more members to assist in providing feedback on an appropriate name. A survey is a good option because it can be easily shared broadly across the membership.
- c) If a survey is used to choose a name, factors which carry weight include:
 - Your reasons for choosing this person
 - Your time with the Club
 - Your current and past roles within the Club
- d) Results need to be provided back to the Club Committee for final discussion and a decision. The final decision rests with the Club Committee, and if a vote is required then standard committee voting process applies.

19. Club Competition

a) General

- All Competitions are subject to conditions prevailing at the time. In the event of the full program of events not being completed by the date of the last rostered patrol, all events will be finalised as at that date.
- The Club Competitions will be organised and managed by the handicapper or in his absence the Club Captain or an appointed delegate.
- 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 unattended.

b) Weekly Club Events

Points Allocation:

- Handicap Surf Races: 8, 5, 3, 2, 1 for 1st to 5th place respectively.
- All other events: 8, 5, 3, 2, 1 for 1st to 5th place respectively.

Cadet Competition:

A Cadet Member may compete through the season as a Cadet even though they attain the age of 15 years during that season. However, to gain points from Competition for the Honour Blazer they must compete in Open events carrying points toward same.

Junior Competition:

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

c) Club Championships

- Only Active, Active Reserve, Long-service and life members are eligible to contest club championships.
- Only financial members are eligible to contest club championships.
- At least seven days notice is to be given prior to the commencement of championships.

d) Honour Blazer Competition

Eligibility:

- Only Active, Active Reserve, Long-service and life members are eligible to contest for the Honour Blazer
- Only financial members are eligible to contest and for the honour blazer.

Points from competition:

- a) Points are allocated towards the honour blazer from the weekly club events as follows:

1st: 9 points
2nd: 7 points
3rd: 6 points
4th: 4 points
5th: 3 points
6th: 2 points.

- b) Points are allocated towards the honour blazer from the open male and female divisions in the club championship as follows:

1st: 8 points
2nd: 5 points
3rd: 3 points
4th: 2 points
5th: 1 points

- Junior, Cadet and Masters events in club championships do not collect points towards the honour blazer.
- People may compete in the open events from other divisions if they wish.

Points from Patrols:

- Points will not be allocated for rostered patrols (as some members are rostered on more patrols than others).
- Patrol non-attendance or lack of substitute disqualifies from Honour Blazer eligibility (exceptions per Club Captain/Patrol Supervisor).
- Voluntary patrols not including substitution, make-up or penalty patrols will earn a 1 point allocation per patrol.
- Christmas day 2-hour patrols earn 1 point.
- One point will be deducted for each hour of a patrol not done (unless an exemption has been granted by the Club Captain or Patrol Supervisor).

Points from Awards & Qualifications:

- All SLSA awards obtained in a season gain 8 points each.
- Re-proficiency of established awards earns 4 points per award, except IRBC for IRBD award holders.

Points from Carnivals:

Members representing the club at carnivals earn 1 point per attendance.

Appendix A Hall Hire Agreement



**South Curl Curl Surf Lifesaving
Club Incorporated** A.B.N. 88 589 451 919
Honorary Secretary, P.O. Box 18, Harbord 2096
Email: mail@southcurlcurlslsc.org
Website: www.southcurlcurlslsc.org

Emergency contacts:

Resident Officer: (02) 9905 9152

Dee Why Police: (02) 9971 3399

**AGREEMENT FOR THE TEMPORARY HIRE OF THE SOUTH CURL CURL
SURF LIFESAVING CLUB INCORPORATED (THE "CLUB") PREMISES**

I/We, _____ (print full name(s))

the hirer(s) of the Club Premises, namely the hall / kitchen / deck / other _____ (delete/insert as applicable)

on _____ / _____ / _____ (Hire Date) from the hours of _____ to _____ (insert times)

for a _____ (insert nature of function)

agree to be bound by the following terms and conditions of this agreement in relation to the hire of the Club premises.

1. I/We will pay a Deposit of 50% of the Hire Fee on confirmation of the booking.
2. The Deposit is non-refundable should the function be cancelled within 30 days of the Hire Date and an alternate date not booked.
3. I/We will pay a Bond of \$500 which is refundable if all of the terms and conditions of this agreement have been satisfied.
4. The Bond and balance payable of the Hire Fee must either be paid prior to the Hire Date, either (1) in cash and/or (2) in cleared funds.
5. I/We undertake to be responsible for and to reimburse the Club for any damage to Club property caused within the Premises hired during the hire period howsoever caused.
6. I/We will be responsible for cleaning the hired premises after the function and leaving the premises in the same clean condition as prior to the hiring time including removal of all garbage.
7. The fastening of decorations to the plaster walls, photographs and honour boards is prohibited as is securing of decorations by nails or pins.
8. I/We will ensure that noise which may disturb neighbouring residents will be kept to an absolute minimum and that the function will terminate by the agreed time. Music must be turned down after 10.30pm and off before midnight, and all guests must vacate the premises before midnight.
9. I/We agree to immediately comply with the directions of the Resident Officer of the Club.
10. I/We have disclosed the purpose of the hire, and warrant that the purpose of the hire is not a 18th – 21st birthday party or a school formal.
11. I/We understand and accept that the maximum capacity of the hall and deck is 200 people, and warrant that no more than 200 people will be present during the period of the hire.
12. Should I/We fail to comply with the terms and conditions as set out in 5 to 11 above, I/We understand that my/our Bond may be forfeited at the absolute discretion of the Club.
13. I/We agree to confine the function strictly to the area nominated in this agreement. Should I/We not comply with this, the cost of hiring that extra area will be deducted from the Bond.
14. I/we indemnify the Club and its officers, and agree to keep the Club and its officers indemnified against:
 - a) any act, omission or default by me/us, our employees, contractors, subcontractors, volunteers or guests;
 - b) any loss or damage to the Club premises or Club property; and
 - c) any claims against the Club or its officers in respect of personal injury or death, or loss of or damage to any property

as a result of, in connection with, or arising from me/our hiring or use of the Club premises and/or the organising or management of the function.

Signature of Hirer(s)

Signature of Resident Officer

Hall Hire Agreement – November 2011

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HIRE FEES

| Area | Timing | Rates (GST inclusive) |
|------------------------|------------------------|-----------------------|
| Hall, Kitchen and Deck | Evening function | \$950.00 |
| Hall, Kitchen and Deck | Day function | \$600.00 |
| Hall only | Hourly Rate – weekends | \$80.00 |
| Hall only | Hourly Rate – week day | \$50.00 |

Other arrangements are by negotiation.

The Club does not provide catering services, bar staff or cleaners, but can provide the contact details for a cleaning firm that has been used by previous hirers.

CLEANING CHECKLIST

| | Minimum to be completed | Details of any damage/items not completed (if none, write "None") | Hirer(s) initials | Resident Officer's initials |
|---------|--|--|----------------------|-----------------------------------|
| Hall | <input type="checkbox"/> Carpet vacuumed <input type="checkbox"/> Stack chairs safely (max 8 high) <input type="checkbox"/> Wipe down tables with suitable cleaning product. No food residue to remain (attracts insects) <input type="checkbox"/> Fold up and stack tables <input type="checkbox"/> Windows, walls and ceiling free of decorations <input type="checkbox"/> Sound system turned off <input type="checkbox"/> Rubbish removed | | | |
| Kitchen | <input type="checkbox"/> Floors mopped <input type="checkbox"/> Microwave cleaned <input type="checkbox"/> Oven cleaned inside and out <input type="checkbox"/> Stove wiped over <input type="checkbox"/> Benches wiped <input type="checkbox"/> Refrigerator empty and wiped out <input type="checkbox"/> Rubbish removed | | | |
| Deck | <input type="checkbox"/> Deck swept and rubbish removed | | | |
| Toilets | <input type="checkbox"/> Male toilets cleaned, including urinals <input type="checkbox"/> Female toilets cleaned <input type="checkbox"/> Floors mopped <input type="checkbox"/> Benches and other surfaces wiped down <input type="checkbox"/> Rubbish removed and bins emptied | | | |
| General | <input type="checkbox"/> No rubbish is to be left inside the hall <input type="checkbox"/> Turn off lights <input type="checkbox"/> Rubbish must be bagged and taken down to the skip in southern car park | | | |

PAYMENTS

| | Payment due | Amount \$ | Date received | Paid via (cash/ cheque/ direct credit) | Hirer(s) initials | Resident Officer's initials |
|---|---|--------------|------------------|--|----------------------|-----------------------------------|
| 1 | Deposit (50% of Hire Fee due on signing) | | | | | |
| 2 | Hire fee (balance of Hire Fee to be paid at least two weeks before function date) | | | | | |
| 3 | Bond ((\$500 to be paid with balance of Hire Fee) | | | | | |
| 4 | Bond refunded (less deductions detailed above) | | | | | |

Hall Hire Agreement – November 2011

Appendix B Gym Access Application



South Curl Curl Gym Agreement



SECTION 1: Pre-activity Questionnaire

1) Have you been told by a doctor not to participate in strenuous activity or lift weights?

☐ Yes

☐ No

If you answered "Yes" or "other" please give details:

| |
|----------------------|
| |
|----------------------|

2) Are you currently affected (or have been previously) by any of the following conditions?

☐ Yes

☐ No

| | | |
|--|--|--|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> High Cholesterol | <input type="checkbox"/> Epilepsy |
| <input type="checkbox"/> Hernia | <input type="checkbox"/> Heart Trouble | <input type="checkbox"/> Arthritis |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Stroke | <input type="checkbox"/> Muscular Injury |
| <input type="checkbox"/> Blood Disorders | <input type="checkbox"/> Respiratory Disorders | <input type="checkbox"/> Skeletal Injury |
| <input type="checkbox"/> Back Problems | <input type="checkbox"/> High/Low Blood Pressure | <input type="checkbox"/> Other |

If you answered "Yes" or "other" please give details:

| |
|----------------------|
| |
|----------------------|

3) Do you any other medical condition or injury that may impact your use of the gym?

☐ Yes

☐ No

If "Yes" please comment:

| |
|----------------------|
| |
|----------------------|

4) Do you need to be supervised while in the gym or while using gym equipment?

☐ Yes

☐ No

If "Yes" please seek assistance from the gym manager before using the facility.

| |
|----------------------|
| |
|----------------------|

5) Do you require an induction before using the gym?

☐ Yes

☐ No

If "Yes" please request an induction from the gym manager before using the facility.

| |
|----------------------|
| |
|----------------------|



South Curl Curl Gym Agreement



SECTION 2: Terms and Conditions for the use of the Club Gym

1. I agree that the gym is for the use of full financial patrolling members only and not the public, family, or friends.
2. I agree to use my own access fob when entering and exiting the gym and understand that all access is recorded.
3. I agree not to lend my access fob to non-patrolling members including family, friends, or other parties.
4. I agree that access to the gym is subject to my adherence to 'Terms and Conditions for the use of the Club Gym' and that my gym access may be restricted or revoked at any time by the gym supervisor or club committee.
5. I agree that the 'access fob fee' is non-refundable and waive any rights to a refund if my access is restricted or revoked.
6. I agree not to remove equipment from the gym or to damage anything while in the facility.
7. I agree to bring a towel and wipe equipment down after use.
8. I agree to switch off lights, close roller door, windows, and front door if I am the last person in the gym before leaving.
9. I agree to use collars and a spotter when performing heavy weight-lifting exercises.
10. I agree to put weights and equipment away after use and leave the gym in a tidy and hygienic state.
11. I agree not to bring a dog, other pet, or children into the gym at any time.
12. I waive all claims or causes of action which I might otherwise have arising out of loss or life or injury, damage or any other loss, which I may suffer in the course of or consequent upon my entry or participation in activities in the gym.
13. This waiver, release and discharge shall operate separately in favor of any person involved in the ownership and/or operation of the Gym. The waiver shall operate whether or not the loss, injury or damage is attributable to the act or neglect of any one or more of such persons.
14. I acknowledge that I will comply with any reasonable direction of the officials and staff of the Club in relation to:
 - (a) entry and exit to and from the Gym
 - (b) the use of the facilities and equipment in the Gym
 - (c) my behavior and conduct whilst on the premises
15. I acknowledge that I have sole responsibility for my personal possessions and athletic equipment whilst at the Gym or during its related activities.
16. I consent to receive medical treatment which may be deemed advisable in the event of injury, accident and/or illness whilst on the premises. It is suggested that all persons seek medical advice and obtain a medical clearance prior to engaging in physical exercise.
17. I am aware that the use of the Gym and its facilities may involve strenuous activity that can be physically demanding and that exercise and the equipment used is potentially dangerous.
18. I agree that I am in a good state of health and I am medically fit to use the gym facilities and there is no medical reason to prevent me from proceeding with the use of the gym facilities without endangering my health.
19. I agree to conduct myself in an orderly and proper manner and not engage in conduct, which could cause harm, create a hazard or nuisance to other members.
20. I acknowledge that the club cannot warrant the safety and suitability of the Gym equipment.
21. I hereby assume all risks associated with the use of the use of the premises and facilities.

SECTION 3: Declaration

I, _____ declare that I have no medical condition that would involve a risk to me or other users in my use of the gym. I also acknowledge that this agreement is legally binding, and I have read all the Terms and Conditions outlined.

Name: _____
Or guardian (if <18y/o)

Signed: _____

Date: _____

Witness: _____

Signed: _____

Date: _____

Appendix C Young Competitor Financial Assistance Policy

This policy explains how a junior or young adult competitor can obtain financial assistance with their competition expenses when representing South Curl Curl SLSC at an official carnival involving beach, surf, surf-boat or lifesaving events. Allowable competition expenses typically include the cost of accommodation and travel outside of the Sydney metropolitan area.

Carnival entry fees are paid separately by South Curl Curl SLSC and are NOT part of this policy.

Competitors are ONLY eligible for financial assistance if they volunteer their time (10 hours), to assist at nominated club events or activities. These can be:

- Water safety at the club or official carnivals
- Coaching club members in beach, surf, surf-boat and lifesaving events
- Assistance at club training camps
- Age manager, or assisting an age manager
- Assisting Rippers and similar programs
- Assistance with course training (including water safety or patient at SRC/Bronze or IRB course(s))
- Assistance with public events such as the Beach2Beach fun run. If competitors are under 18 years, parental supervision may be required.
- Assistance with club social events (eg. Sippers). To serve behind the bar competitors must be 18 years or older.
- Assistance with Nippers BBQ (Only if not benefiting from the funds raised by the BBQ).

Other activities and events may be added by the South Curl Curl Club Committee from time to time.

Competitor Eligibility:

All competitors who are proficient bronze medallion holders (u15s) through to (u19s) will be eligible for assistance rewarding their contributions to the club. All U23s will also be eligible if they are able to prove themselves as full time students or apprentices, signed by a Senior Club Representative. However the policy can be extended to others, pending approval from the Committee if the cost of attendance for a competitor might prove prohibitive financially.

Qualification Criteria:

- Must have fulfilled patrol obligations (where applicable) for a competitor.
- Must be proficient (where applicable) and a financial member.
- Completed volunteer hours that are recorded and approved on the YOUNG COMPETITOR FINANCIAL ASSISTANCE LOG (see below).

Maximum Financial Assistance:

- Ten (10) hours are required to achieve the financial assistance of up to \$350.

Miscellaneous

- A competitor may only receive financial assistance ONCE per season. Volunteer hours are generally not transferable.
- Patrol hours even if extra voluntary, do not count.
- The YOUNG COMPETITOR FINANCIAL ASSISTANCE FORM may be completed by a boat crew, individual, coach or designated person.
- If the competitor's expenses are less than \$350, any excess is forfeit or if already paid must be returned to the club.
- If competitors directly benefit from a fund-raising event then hours spent working for that event do not count towards this scheme.

Process

1. Supervisor for each designated activity accurately documents each competitor's volunteer activity as it occurs in a 'YOUNG COMPETITOR FINANCIAL ASSISTANCE LOG'.
2. Coach or designated person completes the 'YOUNG COMPETITOR FINANCIAL ASSISTANCE' FORM (see below), based on 'YOUNG COMPETITOR FINANCIAL ASSISTANCE LOG', and submits the completed form to the South Curl Curl Club Committee for approval (committee@southcurlcurlslsc.com.au). The coach or designated person may attend the meeting in person.
3. If the competitor expenses have already been paid by the competitor, a receipt and nominated bank account must be supplied to the South Curl Curl Club Committee. Once approved the competitor will be reimbursed into their nominated bank account.

EXAMPLE

YOUNG COMPETITOR FINANCIAL ASSISTANCE LOG

Dear South Curl Curl SLSC Committee,

We/I (name of competitor/crew/ **U19 BOYS CREW – THE SCC SUPERSTARS** submit our application for YOUND COMPETITOR FINANCIAL ASSISTANCE.

I/We have completed the required 10 hours per member of club assistance as detailed and signed off below

| INDIVIDUAL NAME | CLUB ASSISTANCE/ACTIVITY | HOURS | SIGNED OFF AS PER LOG SHEET |
|-----------------|----------------------------|-------|-----------------------------|
| Jack Smith | Rippers | 6 | Group Manager |
| | Nippers BBQ | 2 | BBQ Supervisor |
| | Nippers Water Safety | 2 | Age Manager |
| Zach Jones | Nippers Board Camp | 10 | Board Camp Manager |
| James Baker | Nippers Board Camp | 10 | Board Camp Manager |
| Sam Rogers | Nippers Water Safety | 6 | Age Manager |
| | Social Function Assistance | 4 | Social Event Supervisor |

Our/My expenses relate to (name of carnival) STATE **TITLES, BLACKSMITHS BEACH**

Booking Agent/Real Estate (if applicable): **Holiday RE Agency, Newcastle**

Attach copy of booking/payment receipt details (if applicable).

Reimbursement for:

1. Accommodation (as per booking form)
2. Travel expenses (as per invoices)

YOUNG COMPETITOR FINANCIAL ASSISTANCE LOG

| Competitor Name | Event/Activity | Date | Hours | Cited By |
|-----------------|----------------|------|-------|----------|
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Appendix D Senior Expense Reimbursement Policy

This policy explains how reimbursement from South Curl Curl SLSC may be provided for specific costs for officials and coaches who attend an interstate carnival, typically Aussies.

It applies to individuals who transport competitor club equipment to a carnival outside the Sydney metropolitan area, typically Aussies. Carnival entry fees for a competitor are paid by South Curl Curl SLSC. The Club also provides some financial assistance to eligible Junior and Young adults to compete at interstate carnivals, see the separate Young Competitor Financial Assistance Policy.

Official/coach

If an official/coach receives no financial assistance from SLC to attend a carnival (typically Aussies), then they may apply to the South Curl Curl Club Committee under this policy for financial assistance with costs associated with travel and accommodation.

Club equipment

If a Coach/Boat Captain believes that considerable expenses, including travel and potentially overnight accommodation, will be incurred when transporting competitor club equipment to a carnival, then they may apply to South Curl Curl Club Committee under this policy for financial assistance. This generally means interstate but can also apply to a carnival outside of Sydney but still within NSW. Further:

1. The coach must support each reimbursement request to cover the costs of transporting club equipment.
2. Receipts for actual costs must be provided – the club uses these to claim GST and keep the auditor satisfied that no inappropriate expenses were incurred.
3. For club equipment transport, reimbursement should be based on the cost of moving club gear over and above the base cost of getting to the event without the club gear.

As a guide, if towing a surf boat to Perth or Queensland then the fuel costs can be claimed but not other items such as food and accommodation stops along the way. Alternate modes of transport are also acceptable e.g., shipping container, truck delivery. In these cases, pre-payment may be required pending approval by the South Curl Curl Club Committee.

Appendix E Caretaker's Agreement

Version date: 30/6/2022

Title: Caretaker – South Curl Curl SLSC

Reports to: Club Deputy President

Role purpose:

South Curl Curl Surf Life Saving Club (SCCSLSC) is hereafter referred to as the Club. The Club holds a Lease with Northern Beaches Council that states a requirement for the Club as Tenant to engage a Caretaker / Resident Manager. The purpose of the Caretaker's position is to provide primary on-site presence for South Curl Curl SLSC as required on weekdays, weekends and after hours.

The role is unpaid, and the Caretakers flat is provided rent free. The Caretakers flat can accommodate a maximum of two adult residents willing to share the single bedroom. Pets are not permitted in the caretakers flat.

Role Tenure:

The caretaker role tenure is from 1 to 3 years, subject to satisfactory periodic reviews. After 3 years the position may be advertised within the Club, and new applicants may apply. The incumbent caretaker may also re-apply.

The Club committee retains the right to terminate the tenancy at any time, provided a notice period of not less than 4 weeks is provided. The Caretaker can also terminate early, and should also provide a similar notice period.

The role is not transferrable to another person without the express permission of the Committee. If going on leave the Deputy President needs to be informed and approve the stand-in person.

Responsibilities:

The caretaker is responsible for the following functions:

- Security of all parts of the clubhouse including storage sheds
- Upkeep of club house and surrounding grounds
- Facilities management – Hall & Deck hire
- Receipt of deliveries for the clubhouse
- Co-ordination of maintenance requests to building with Northern Beaches Council and coordination of tradesmen as required (in coordination with administration staff and the Committee)
- Maintenance of bar and kitchen equipment.
- WH&S risk identification & reporting
- Monthly reporting to the SCCSLSC Committee.
- Administrative assistance – clearing of the post office box and banking of hall hire fees as required.

Authorities:

- ❑ Ordering authority is with various suppliers as authorised in writing by the Committee.
- ❑ A maximum authority will be set for any one supplier/order along with a maximum per month limit. Amounts above this authority need to be requested in writing to the committee.

Inclusions:

- ❑ Accommodation – Caretakers onsite unit
 - Northern Beaches Council are first contact for any structural/external building issues. Internal building issues are a Club responsibility.
 - The club is responsible for any upkeep not covered by Northern Beaches Council and not a specific requirement by the tenant.
- ❑ Telephone – mobile phone
- ❑ Utilities – Water, Electricity and Gas
- ❑ Free to air television connection (if required).

Key Responsibilities, Performance Objectives & Performance Measures

Primary Presence

The Caretaker is to be primary on-site contact where possible to the general public during weekdays and after hours i.e. answers general incoming public enquiries, membership enquiries (phone) and direct (where unable to answer) to the appropriate Director.

Performance Objectives:

- ❑ Caretaker to be accessible at least 60% of nominated time either in person or by phone, particularly after hours and during the patrolling season.
- ❑ Caretaker to demonstrate excellent customer service and portray appropriate image while representing South Curl Curl SLSC
- ❑ Caretaker is to assist the club admin staff by checking the post office box at least once per week.

Measurement: Member and customer feedback

Security of Clubhouse

Caretaker is to responsible for security of clubhouse & surrounding grounds, making sure that clubhouse, gym, IRB shed & all storage rooms are locked when not in obvious use by members.

Performance Objectives:

- ❑ Caretaker is to complete at least 2 (morning & evening) **daily** security rounds, making sure that clubhouse, gym, storage rooms are locked when not in obvious use by members and be responsible for notifying relevant Committee Member of any continual security breaches i.e. Board and ski sheds left open by team members
- ❑ Caretaker is responsible for checking security systems / alarms are functioning on a regular basis.
- ❑ Caretaker is required to contact Police or other nominated persons if clubhouse is under security threat.

Measurement: Observation, member feedback

Upkeep of Clubhouse and Surrounding Grounds

Caretaker is responsible for the general cleanliness of the clubhouse including the members' male and female toilets inside the clubhouse, the kitchen and bar area, the hall, windows, first aid room, hot shower area, the entrance area and internal stairs plus the deck.

Performance Objectives:

- ❑ Ordering / purchasing of cleaning products as required, including toilet paper, handtowels, cleaning chemicals, rubbish bags etc.
- ❑ Internal male and female toilets - to be checked daily and cleaned daily if required, replenishing supplies as required. Toilets to be cleaned more often if required i.e. special function or in periods of high usage.
- ❑ Council toilet & shower areas – observation and reporting only. Council provides their own cleaners on a daily basis.
- ❑ Members Gym – observation and reporting of any issues, but cleaning of the gym rests with the Gym Supervisor and the gym users.
- ❑ Kitchen and bar to be checked and cleaned weekly or when not left in appropriate condition by club members or hall hirers.
- ❑ Downstairs members area & office to be swept and/or hosed out as required.
- ❑ Windows to be maintained and cleaned as required
- ❑ First Aid Room to be checked for cleanliness once per week during patrol season and cleaned appropriately if patrols have not cleaned to a satisfactory level. Anything first-aid specific should be referred to the First Aid Officer.
- ❑ Member's hot showers – This area to be cleaned once a week or more if needed during periods of high usage.
- ❑ Northern Deck to be maintained as required ensuring a neat presentation at all times.
- ❑ Any areas of the club being abused by club members or members of the general public to be reported to the Club Committee for further referral if required.
- ❑ Periodical "Spring Clean" of the kitchen specifically and hall in general by professional commercial cleaners to be organised (at the expense of the club). This is assumed to be annual if not required more frequently, subject to usage.

Measurement: Completion of above tasks to satisfaction of Club Committee, observation, member and general public feedback

Facilities Management

Hall & Northern Deck hire. Caretaker must liaise with the club trainers / social committee to ensure that all club required hall hires are accommodated. Caretaker is responsible for being first point of contact by telephone and email i.e. organising hall booking, explaining hall hire policy and fees as well as showing potential customers the facilities on offer. Caretaker is to liaise with the admin staff as required regarding hall hires. Caretaker must manage the bookings via a physical diary and/or an online diary which is kept up to date.

Caretaker is responsible for providing customers with access to hall when required on day of booking, giving them a brief orientation on how to operate key equipment i.e. bar or oven / dishwasher if required and hall hire requirements per the hall hire contract, as well as picking up the cleaning fee and bond. If the hire is an evening hire, the Caretaker must attend the hire at 11.30pm to ensure that all music is turned off and at midnight to secure the hall. At the end of hire, Caretaker is responsible for completing inspection report for customer before their security bond is refunded.

Performance Objectives:

- ❑ Hirer's orientation for all facilities and any paperwork completed & signed by all parties prior to function.
- ❑ Cleaning fee to be obtained and cleaners arranged.
- ❑ Completion of inspection reports for equipment and damage following any hall hires and deduction of bond if necessary
- ❑ Excellent customer service (courteous, helpful and professional manner) at all times while representing South Curl Curl SLSC
- ❑ Ensure that kitchen and bar is stocked appropriately with cleaning equipment & garbage bags before functions
- ❑ Ensure tables, chairs and stools are in appropriate working order & organise repairs when necessary
- ❑ Assist Hall Hire customers with reasonable request/issues when possible on day of hire if available
- ❑ Ensure the key safe is functioning, and the combination is changed regularly.

Measurement: Achievement of above to satisfaction SCCSLSC Committee, observation, member and general public feedback (i.e. Feedback from Hall area hirer's through completion of evaluation form)

Receipt of Deliveries for Clubhouse

Generally be available to receive goods or alternatively organise with suppliers or club members to be available at a convenient time to receive goods and sign for goods delivered.

Performance Objectives:

- ❑ Be available to receive goods as required or organise others to do so if not available.
- ❑ Caretaker to demonstrate excellent customer service and portray appropriate image while representing South Curl Curl SLSC

Measurement: Member and customer / supplier feedback

Co-ordination of Maintenance Requests with Northern Beaches Council & tradesmen as required

To act as primary point of contact co-ordinating maintenance requests with Council and for tradesman / contractors carrying out building works, maintenance or emergency repair work to clubhouse and or surrounding grounds.

Provide Council and tradesman access to relevant parts of clubhouse and supervise work if necessary. Caretaker will also sign-off that work is complete if necessary.

Report to appropriate Committee member any issues arising from above works.

Performance Objectives:

- ❑ Manage Council maintenance requests within a timely manner (24hrs if urgent)
- ❑ Manage other minor repairs and building works within a timely fashion & within budget if required
- ❑ Caretaker to demonstrate excellent customer service and portray appropriate image while representing South Curl Curl SLSC

Measurement: Member and Council/ customer / tradesman / supplier feedback

WH&S Risk identification

Caretaker is responsible for identifying and where possible minimising any potential Work Health & Safety risk within the clubhouse, surrounding storage rooms, BBQ area and associated grounds. Caretaker shall report potential WH&S hazards to WHS officer, Club Deputy, Club President or Northern Beaches Council as appropriate.

Performance Objectives:

- ❑ Regular inspection of all areas of club house for potential risk to both Caretaker and club members (at least weekly, and more often in periods of higher usage)
- ❑ Active minimisation of any identified risks
- ❑ Report WH&S issues directly to the Club Committee or the WH&S Officer if action is required sooner.

Measurement: Achievement of performance objectives to satisfaction of the committee, observation, member and feedback

Monthly reporting

Caretaker shall attend monthly committee meeting to report any WH&S issues and to discuss any issues with the Committee as required. If attendance is not possible then an email should be sent to the Secretary prior to the meeting time.

Performance Objectives:

- ❑ Report any agenda items for committee meeting
- ❑ Report WH&S issues monthly at the committee meetings or to the WH&S officer if action is required sooner
- ❑ Report on any issues within the club that may require attention
- ❑ General feedback on all areas of the club

Measurement: Monthly walk through of building with the Deputy President or nominated alternative. Attendance & reporting to satisfaction of committee, observation and feedback.

Caretaker Flat

Twice annually – April and October, a walk-through of the caretaker flat to be arranged with the Deputy President or nominated alternative. During this walk-through the general condition of the flat and any items requiring attention will be highlighted and subsequently addressed.

At end of tenure, the Caretaker should leave the flat in a similar condition to how they found it, apart from normal wear and tear.

Cleaning

Club weekly cleaning list:

- Sweep upstairs area / stairs for sand;
- Sweep downstairs area – including bathrooms, changing rooms, office, patrol room and first aid room;
- Bleach walls and floor of showers and hose out;
- Blue cleaning solution & scrub with broom men's' and women's' bathroom;
- Clean all members toilets & replenish toilet paper / handtowels;
- Hose out downstairs area (not office);
- Disinfect first aid room;
- Remove rubbish from office / first aid room / nipper room and gym;
- Check and replenish handtowels in gym.

- During the season – check and clean member toilets on Saturday nights also, ensure there is plenty of toilet paper / handtowels.

- During the season – also check whether there are any club / nipper boards left on the beach during your evening security round.

Club monthly cleaning list

- Check and if necessary clean hall kitchen;
- Check and if necessary clean ovens in kitchen;
- Check and if necessary dust fans / windows / ledges in hall;
- Clean windows;
- Check and if necessary clean bathroom walls in hall;
- Sweep out gym and if necessary clean mirrors.

Hall cleaning – club events

The caretakers are required to clean the hall as part of their duties after club events. For private hires, the hirer pays a \$200 cleaning fee and we arrange for Susanna and her husband (0413 331 991) to clean ~ refer to the hall hire section.

- Remove all rubbish;
- Wipe down tables;
- Vacuum;
- Sweep and mop – behind bar, kitchen, concrete / wooden areas / bathrooms;
NB: No chemicals should be used when mopping the wooden floors, just boiling water and white vinegar.
- Clean bathrooms;
- Sweep balcony;
- Check and if necessary clean BBQs;
- Stack and move all plastic chairs and trestles inside into disabled toilet and/or corner of hall;
- Wipe down kitchen / ovens / fridges;
- Empty and rinse out dishwashers;
- New bags in all rubbish bins;
- Check and replenish toilet paper and cleaning supplies in hall kitchen.

Winter cleaning

- Annually the hall kitchen and carpets are steam cleaned. This is arranged through Steam It Deep Cleaning – Kai Cooper – 1300 665 556.
- Also annually, the wooden floors are to be checked and a light sand and topcoat applied as necessary. This is arranged through B:E:T Flooring – Bevan (0413 483 793)
- There is a winter cleaning check list that we work through during the off season. Feel free to add to it – I will email it to you.

Other club admin tasks

- Check PO Box in Freshwater for post and deliver to the office – at least once per week;
- Deposit any cash / cheques from hall hires into the Bendigo Bank (very rarely required);
- Ensure that there are sufficient gas bottles filled for the nipper and upstairs BBQs;
- Arrange any electrical / plumbers required:
 - Plumber – Bee Plumbing, Mark Bee – 0450 233 233;
 - Electrician – Dom – 0404 867 067 (or if he is unavailable, Multisparx – Pebbles- 0438 207 870)
- Liaise with Ribs regarding any building maintenance;
- Liaise with Council regarding any external maintenance / graffiti.

Security

- Alarms are monitored by CAV Security – 13 22 10 22.
- The password to give to CAV is DOODSA (don't ask, Fab set it up and we haven't changed it).
- Security rounds are required in the evening to check the club is secure and to turn on the alarms.
- If the alarms are not activated before 1am, CAV security will call you to find out why.
- If the alarms are activated, CAV will call you to tell you and ask you to investigate / reset them.
- Alarm code to deactivate the alarms is 1908. The member code is 1918.
- The master alarm panel is located in the Nipper Room.
- To reset the smoke alarms, at the master panel enter the club code – 1908 – and then *5.
- The kiosk alarm code is 1900 – you can set and unset their alarms from the master pad.

General information

- You will need to set up an email address for hall hires / club to email you. The club was previously happy for us to set up SCCCaretakers@gmail.com or SCCHallhire@gmail.com or similar – but we had already set up another account. Maybe consider whether you want to set that email up.
- The rubbish bins are provided by URM. There are two lifts for the main skip bin, on Fridays and Mondays. URM's number is on the side of the bins if you need to contact them.
- The recycling bins are emptied from the kerb near the hall on Monday mornings (early – usually around 6am).

- 3 -

- The gas bottles are refilled at the service station up the top of Harbord Road (the one between Wyadra Ave and Wyuna Ave), the club has an account with them.
- The power board for the main club, gym and hall is in the club upstairs foyer. The power board for the unit, nipper room, IRB shed and kiosk is in the Boat Shed.
- The unit and café hot water is an infinity gas system and is located in the board and ski shed. It is not operating well and the plumber is currently looking into how to fix it / make a warranty claim. Occasionally though, people turn the power switch off on it and if you don't get any hot water at all it can be worth checking that.
- Cleaning supplies – the main chemicals, rubbish bags, toilet paper and handtowels are all purchased from B&G Cleaning Supplies, 3/91 Old Pittwater Rd, Brookvale NSW 2100. The club has an account.
- Other cleaning supplies are purchased by you from Bunnings or the supermarket as you see fit. The club will reimburse you for the cost by putting in an expense claim form with your receipt.
- The female sanitary bins in the toilets are emptied monthly – the company has the key safe code and accesses the bins themselves and leaves a receipt. When you change the code, you need to notify them of the new code. Their details are on the top of the bins.
- Expense Claim form template will be emailed to you to print. It is self-explanatory and dropped to the office to be processed.
- The club covers your landline and internet – you simply pay the bill and put in an expense claim for the cost.
- When it rains hard there can be a leak in the hall near the bi-fold windows. If it rains hard and there is an onshore wind, there is also a leak in the corner of the unit near the balcony. Ribs is aware of both of those leaks but hasn't been able to fix them yet.

Appendix F Junior Lifesaver of the Year

The Junior Lifesaver of the Year program runs through the hierarchy of Surf Life Saving, with the first stage being selection of one boy and one girl to represent our Club at the Northern Beaches branch. It is specifically for U14s that have an SRC.

Our nominations are the responsibility of the Junior Activities Chairperson, with input from the U14 Age Manager(s) and SRC Trainers. Candidate interviews should also be considered.

Key performance areas include:

1. Contribution to surf life saving
2. Demonstration of leadership roles in club activities
3. Awards received in SLS and in community
4. Awareness of club events and current affairs
5. Initiative applied to club and community events
6. Promotion of surf life saving to the community
7. Attendance record at club activities
8. Encouragement of new members
9. Demonstration of SLS knowledge and skills

Care needs to be exercised in the selection of the SCC JLOTY candidates when a parent/relative is part of the selection committee. They do not need to be excluded but rather controls need to be in place to ensure transparency.

The JLOTY candidates (M/F) should be identified prior to Christmas (if possible), as this will avoid any last-minute decisions. Candidates selected need to be available to attend the Branch competition in January. If there are no suitable candidate(s) then JLOTY may not be awarded at a club level for that year.

The JLOTY candidates may need further training (leadership, speaking etc.) to be successful at branch and NSW state competitions.

Typical questions used by Branch to identify their JLOTY representative may include:

1. How long have you been involved in Surf Life Saving and what has been the highlight of your involvement so far?
2. What personal Surf Life Saving achievements are you most proud of?
3. Who inspires you to achieve your goals in Surf Life Saving?
4. What do you think is the most important area or activity with Surf Life Saving and detail why?
5. If you could initiate one program at Club, Branch or State level what would it be and why?

Appendix G Club Perpetual Awards

Our club has a number of perpetual awards which should be given at an annual presentation event or otherwise at the AGM. The following table summarises these awards, and identifies those responsible and assisting the decision.

| Award | Responsible persons |
|---|--|
| Cadet Awards (U15): Arthur Still memorial cadet encouragement trophy Charles Leggett memorial cadet male champion Alex Pollock memorial trophy for female cadet champion | Cadet Manager, Assisted by: Club Captain Handicapper Trainers |
| Junior Awards (U19): Ernie Raymond memorial Junior Encouragement trophy Arthur Olsen memorial junior male champion Lyndall Flemming shield Junior female champion John Morrison memorial junior clubperson of the year | Cadet Manager, Assisted by: Club Captain Handicapper Trainers Actual results |
| Boaties Awards: Manly Windows Rower's Rower trophy Manly Windows Rower of the Year trophy Manly Windows Junior rower of the year trophy | Boat Captain(s), boat sweeps, ballot of all rowers for the season |
| Open Awards: Jim Robinson memorial trophy for best associate member | Committee |
| Jim Routh memorial open male champion Flora Roberts memorial trophy open female champion Honour Blazer | Club Captain, Handicapper and actual point results |
| Presidents Trophy | Club President |
| Patrol of the Year Patrol Captain of the Year Patrolling person of the year Junior patrolling person of the year | Club Captain Patrol Supervisor Trainers Committee |
| Trainer of the year | Chief Training Officer |
| Age Manager of the year | Junior Chairperson |