

PORT BOUVARD SURF LIFESAVING CLUB INC

BY LAWS - VOLUME 1

ADMINISTRATION



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1.0 MEMBERSHIP

1.1 Junior (Nipper) Membership

- (a) Junior (Nipper) members shall be a minimum of five (5) and up to a maximum of thirteen (13) years of age on a seasonal basis.
- (b) Junior (Nipper) members are encouraged to gain the relevant Junior Award in lifesaving for that member's age group each season.

1.2 Cadet Membership

- (a) Cadet members shall be a minimum of thirteen (13) and a maximum of fifteen (15) years of age on a seasonal basis.
- (b) Cadet members are required to gain the Surf Rescue Certificate within the season, or if this has been gained in a previous season to pass the Annual Proficiency Test. Fifteen (15) year-old Cadet Members are encouraged to gain the Bronze Medallion within the season, or if this has been gained in a previous season to pass the Annual Proficiency Test.

1.3 Active Membership

- (a) Active members shall hold the Bronze Medallion.
- (b) Active members shall fulfil Patrol and Club requirements as required by Surf Life Saving Western Australia, and in accordance with these By-Laws.
- (c) Active members shall complete the Annual Proficiency Test each season, unless the Bronze Medallion has been gained in that season.
- (d) Active members will have access to all club facilities.

1.3.1 '500 Club'

- (a) A member who completes 500 cumulative hours of Patrol (or Watersafety) for Port Bouvard SLSC, irrespective of years of cumulative membership held, shall be recognised for their service by admission to the Port Bouvard SLSC '500 Club'.
- (b) 500 Club members are exempt from performance of any further Patrol duties. In all other respects they have the same privileges and duties as Active members.
- (c) As a recognition of service provided to the club, Active Members shall be offered a 50% discount on their annual membership fee from the year following their admission to the Port Bouvard SLSC '500 Club'.
- (d) As a recognition of service provided to the club, Long Service Members shall be offered a 75% discount on their annual membership fee from the year following their admission to the Port Bouvard SLSC '500

1.4 Reserve Active Membership

- (a) A member may apply for Reserve Active membership. Applications shall be received by the Beach Operations Committee. The Beach Operations Committee shall consider the service record of the applicant and recommend acceptance or rejection of the application, to be ratified at the next meeting of the Board.
- (b) The following shall not be counted as Active Service toward Reserve Active Membership;
 - (i) Periods of absence or leave from Patrol and other club duties
 - (ii) Seasons in which the member ended the season down hours on Patrol, unless those hours were made up at the commencement of the next season
 - (iii) Periods of suspension from the Club
- (c) Reserve active members shall complete patrol hours as may be required by Surf Life Saving Western Australia, but in any case shall complete at least one (1) full patrol each season.
- (d) Reserve Active members shall complete the Annual Proficiency Test.
- (e) Reserve Active members transferring from an affiliated club of Surf Life Saving Australia shall be entitled to Reserve Active membership of this club, subject to verification from their previous club, branch or State.
- (f) Active members transferring from an affiliated club of Surf Life Saving Australia shall have their period of Active Service in their previous club, or clubs, accepted as years of service toward Reserve Active membership of this club, subject to verification from their previous club(s), branch or State.
- (g) Members transferring from Surf Life Saving Associations of other nations shall have their period(s) of Active Service and/or Reserve Active Service with such Association(s) considered by the Board. The Board shall decide whether such service shall be accepted as years of service toward Reserve Active membership of this club.
- (h) A former Reserve Active member may apply for readmission as a Reserve Active member and may be readmitted by the Board.
- (i) Reserve Active members will have access to all club facilities.

1.5 Long Service Membership

- (a) A member, after at least ten years of cumulative membership or four years of Reserve Active membership, may apply for Long Service membership. Applications shall be received by the Beach Operations Committee or Board. The Beach Operations Committee/Board shall consider the service record of the applicant and recommend acceptance or rejection of the application, to be ratified at the next meeting of the Board.
- (b) Periods of active service shall be considered in the same manner as for Reserve Active membership.
- (c) Long Service members are exempt from performance of any Patrol duties. In all other respects they have the same privileges and duties as Active members.

- (d) As a recognition of service provided to the club, Long Service Members shall be offered a 50% discount on their annual membership fee from the year following their acceptance and ratification as a Long Service Member
- (e) Long Service members transferring from an affiliated club of Surf Life Saving Australia shall be entitled to Long Service membership of this club, subject to verification from their previous club, branch or State.
- (f) Active members and Reserve Active members transferring from an affiliated club of Surf Life Saving Australia shall have their period of Active Service and/or Reserve Active service in their previous club or clubs accepted as years of service toward Long Service membership of this club, subject to verification from their previous club(s), branch or State.
- (g) Members transferring from Surf Life Saving Associations of other nations shall have their period(s) of Active Service and/or Reserve Active Service with such Association(s) considered by the Board. The Board shall decide whether such service shall be accepted as years of service toward Long Service membership of this club.
- (h) A former Long Service member may apply for readmission as a Long Service member and may be readmitted by the Board.
- (i) Long service members will have access to all club facilities.

1.6 Award Membership

- (a) Award members shall hold at least one of the following awards;
 - (i) Surf Rescue Certificate
 - (ii) Radio Award/s
 - (iii) Resuscitation Certificate
 - (iv) Advanced Resuscitation Certificate
 - (v) First Aid certificate (or equivalent)
- (b) Holders of the Bronze Medallion are not eligible to become award members.
- (c) Award members may be called upon to perform Patrol and/or other club duties to the extent of the ability of their qualifications.
- (d) Award members have the right to use all club facilities apart from competition, and patrol equipment, with the following exceptions:
- (e) An Award member with a Limiting and Permanent Disability who has satisfied the requirements of the Competitive Qualification Test as laid down by Surf Life Saving Australia may use competition equipment.

1.7 Associate Membership

- (a) Associate members shall be a minimum of eighteen (18) years of age.
- (b) Associate members need not hold any awards.
- (c) Associate members have the right to use all club facilities, with the exception of patrol and competition equipment, with the following exceptions:
 - (i) An Associate member who holds the Bronze Medallion may use patrol equipment in the performance of patrol duties.
 - (ii) An Associate member who holds any award may use patrol equipment in performing patrol duties to the extent of the ability of their qualification.
- (d) An Associate member may use general competition equipment that has not been allocated to another member.
- (e) Associate members are eligible to take part in intra club competition but may not be eligible to win club trophies.
- (f) Associate members are not eligible to compete in inter club competition with the exception of events that are open to the general public.

1.8 Honorary Membership

- (a) Honorary membership shall be awarded on a seasonal basis by the Board.
- (b) Honorary membership shall be awarded to people, who, in the opinion of the Board, perform fundamental service to the club. Any non-member who is elected or appointed to a position of Club Patron, Vice Patron, Medical Doctor, Solicitor or Auditor shall be automatically awarded Honorary membership.
- (c) Honorary members shall not be required to pay the annual membership fee.
- (d) Honorary members need not hold any awards.
- (e) Honorary members have the right to use all club facilities, with the exception of patrol, competition, and gym equipment.
- (f) Honorary members are not eligible to compete in intra club or interclub competition.

1.9 General Parent Member

- (a) General Parent Membership shall be available to one or both parents, or guardians with children registered in either or both, Junior (Nipper) and Cadet membership categories.

- (b) General Parent Members shall be actively involved in the running or support of Junior or Cadet activities.
- (c) General Parent Members are encouraged to gain the Surf Rescue Certificate or Bronze Medallion within the season, or if this has been gained in a previous season to pass the Annual Proficiency Test.
- (d) General Parent Members have the right to use all club facilities with the exception of patrol and competition equipment, with the following exceptions:
- (e) A General Parent Member who holds the Bronze Medallion may use patrol equipment in the performance of patrol duties.
- (f) A General Parent Member who holds the Surf Rescue Certificate may use patrol equipment in performing patrol duties to the extent of the ability of their qualification.
- (g) A General Parent Member may use general competition equipment that has not been allocated to another member.
- (h) General Parent Members are eligible to take part in intra club competition but may not be eligible to win club trophies.
- (i) General Parent Members are not eligible to compete in inter club competition with the exception of events that are open to the general public.

1.10 Social Member 18+

- (a) Social members shall be a minimum of eighteen (18) years of age.
- (b) Social members need not hold any awards but may upgrade their membership at any time to achieve an award by paying the difference of an Individual Adult Membership and the scheduled Award fee.
- (c) Social Members use of club facilities is limited to house functions and does **not** permit the use of the gymnasium, any club equipment or shower facilities.
- (d) Social members are not eligible to compete in intra club or interclub competition.

1.11 Temporary Membership

- (a) A person who is on any day visiting the club as a member or an official of another club – that is to engage in a pre-arranged event with the club conducted for the purposes of one of the club’s principal objects; or that is to hold a pre-arranged function at the club involving the use of the club’s sporting facilities, may, for the purposes of this Act, be taken to be a person who is accorded temporary membership of the club on that day in accordance with rules approved by the Director of Liquor Licensing.

2.0 BOARD OF DIRECTORS

The Port Bouvard Surf Lifesaving Club Inc. operates with a Five-member Board of Directors who by virtue of the position, hold one of the following five club positions, with the assigned roles and responsibilities:

1. President
2. Vice President
3. Director of Finance
4. Director of Administration
5. Club Captain

2.1 President

- (a) The President shall exercise a general supervision over the affairs of the Club.
- (b) The key responsibilities of the President shall include;
 - (i) Represent the interests of the Club and its members at any external board, committee or group that may assist in the advancement and furthering of the Club with its objects.
 - (ii) Notwithstanding the provisions of the Constitution, act as the chairperson and preside over all meetings, except where a special or established committee is appointed with the chairperson designated.
 - (iii) See that the duties of the other Board Members, Appointed Directors and Club Officers are properly performed.
 - (iv) Have a sound knowledge of the Association at different levels and the applicable Constitutions pertaining thereto.
 - (v) Ensure the Club is operating within the guidelines set out by SLSWA and SLSA and the provisions of the Club's Constitution
 - (vi) Ensure the Club's strategic plan is reviewed, maintained and updated on a yearly basis.
 - (vii) Coordinate club policies and objectives between all sections of the club.
- (c) The President has the power to suspend from office or membership any Officer or Member of the Club, whose continuance in Office or Membership would, in the opinion of the Board, be detrimental to the club. Such suspension shall continue until the next meeting of the Board, when it shall cease unless the Board directs otherwise.
- (d) The President reports to the Board.

2.2 Vice President

- (a) The Vice President shall assist the President in the discharge of his or her duties, and in the absence of the President shall assume like powers and authority as that of the President.

- (b) The key responsibilities of the Vice President shall include;
 - (i) Assist the President as required.
 - (ii) In the absence of the President, have all duties, powers and authority of the President.
 - (iii) Be responsible for management of the building and oversight of its maintenance.
 - (iv) Oversee the commercial operations of the club.
 - (v) Coordinate with the Café Operator and table concerns and queries of the Café to the Board.
 - (vi) Oversee and assist Club Operations Committee members in their fulfilling their duties.
- (c) The Vice President shall chair the Club Operations Committee and reports to the Board.

2.3 Director of Finance

- (a) The Director of Finance shall be responsible to the Board and the members for the financial management of the Club.
- (b) The key responsibilities of the Director of Finance shall include;
 - (i) Present a Statement of Account at meetings of the Board.
 - (ii) Arrange the preparation and presentation of an Annual Balance Sheet and Statement of Account to be presented, duly audited, to the Annual General Meeting of the club.
 - (iii) Ensure an appropriate budget for the ensuing season is presented to the Board by the 31st October annually.
 - (iv) Manage and maintain the financial records of the Club and report activities monthly to the Board.
 - (v) Arrange for the payment of all accounts that have been raised for payment by the Board.
 - (vi) Where appropriate, issue invoices on behalf of the club.
 - (vii) Delegate tasks to, manage and oversee the club bookkeeper/s.
- (c) The Director of Finance reports to the Board.

2.4 Director of Administration

- (a) The Director of Administration shall oversee intra-club and external communications and manage Club document control.
- (b) The key responsibilities of the Director of Administration shall include;

- (i) Be responsible for receiving, collating and processing all items of correspondence, and ensuring that the appropriate areas of the Club are informed of this correspondence in a timely manner.
 - (ii) Be responsible for recording and distributing agendas and minutes of Annual General Meetings, Special General Meetings and Board Meetings.
 - (iii) Be responsible for drafting the Club's Annual Report for presentation at the Annual General Meeting.
-Act as the custodian of all Club documents.
 - (iv) Delegate tasks to and manage the following Club Officers as part of the Club Operations Committee: Memberships Officer, Website Officer, Grievances Officer, Member Safety and Wellbeing Officer.
 - (v) Oversee and assist the club officers reporting to the Director of Administration in fulfilling their duties.
- (c) The Director of Administration reports to the Board.

2.5 Club Captain

- (a) The Club Captain shall be responsible for the safe and appropriate conduct of all members when associated with the Club's activities and their general education in Surf Life Saving.
- (b) The key responsibilities of the Club Captain shall include;
 - (i) Coordinate and liaise with Appointed Directors and Club Officers to provide for the improvement of the efficiency of Surf Life Saving.
 - (ii) May call meetings of Appointed Directors and Club Officers associated with activities conducted at the Club's beaches and shall generally ensure the well-being of the Club's beach operations.
 - (iii) In consultation with the Director of Lifesaving, coordinate the preparation of the Club's Annual patrol service agreement, prior to the required submission date to SLSWA.
 - (iv) Be responsible for the efficient servicing of the Club's Patrol Service Agreement.
 - (v) Oversee and assist Beach Committee members in their fulfilling their duties.
 - (vi) Ensure patrolling members understand their duties and responsibilities whilst on patrol
- (c) The Club Captain has the power to delegate any duty to any club member.
- (d) The Club Captain shall chair the Beach Operations Committee and reports to the Board.

3.0 APPOINTED DIRECTORS

3.1 Director of Education

- (a) The Director of Education shall plan, organise and control all Surf Life Saving Award training within the club, reporting all such activities to the Beach Operations Committee.
- (b) The key responsibilities of the Director of Education shall include;
 - (i) Coordinate and liaise with the members and arrange the formation of teams for award training and assessment.
 - (ii) Coordinate, control, and oversee the conducting of the annual Proficiency Test as laid down by Surf Life Saving Western Australia.
 - (iii) Be the Liaison with SLSWA regarding the provision of all training activities for club members.
 - (iv) Encourage members to undertake training and education that will advance their life saving skills.
 - (v) Oversee and manage the activities of the Club's trainers and assessors.
 - (vi) Identify instructional equipment needs and provide the Board with a budget proposal for the upcoming season.
 - (vii) Continually review training content and instruction techniques as set out by SLSA/SLSWA to ensure best practice.
 - (viii) Encourage members to become award trainers and assessors.
- (c) The Director of Education shall hold at minimum a current 'Bronze Medallion' and 'WA Trainers Certificate'.
- (d) The Director of Education shall chair the Education Committee.
- (e) The Director of Education, as part of the Beach Operations Committee, reports to the board via the Club Captain.

3.2 Director of Surf Sports

- (a) The Director of Surf Sports shall be responsible for the development of all facets of Surf Life Saving Interclub Surf Sports, reporting such activities to the Beach Committee.
- (b) The key responsibilities of the Director of Surf Sports shall include;
 - (i) Communicate and liaise between the various competitive sections of the club.
 - (ii) Liaise with area captains and area coaches in the development of training strategies.
 - (iii) Ensure all competition nominations and entries are submitted to the appropriate bodies.

- (iv) Ensure that club competition equipment is maintained and in good working order.
 - (v) Identify competition area needs provide the Board with a budget proposal for the upcoming season.
 - (vi) Ensure that the Club's carnival obligations are met and ancillary club gear is available at carnivals.
- (c) The Director of Surf Sports shall chair the Surf Sports Committee.
- (d) The Director of Surf Sports, as part of the Beach Operations Committee, shall report to the Board via the Club Captain.

3.3 Director of Lifesaving

- (a) The Director of Lifesaving shall ensure that the Club's commitments under its Patrol Contract are carried out by the Club's patrols.
- (b) The key responsibilities of the Director of Lifesaving shall include;
- (i) In consultation with the Beach Operations and Boards, shall coordinate the preparation of the Club's Annual patrol service agreement, prior to the required submission date to SLSWA.
 - (ii) In consultation with the Beach Operations Committee, shall coordinate the preparation of the Club's seasonal patrol roster, prior to the beginning of the Club's first rostered patrol.
 - (iii) Coordinate the maintenance of an accurate and up-to-date record of members patrol hours performed, down hours, and rescue and first aid activity from patrols.
 - (iv) Ensure that Patrol Captains are briefed on their responsibilities and expectations whilst on patrol.
 - (v) Liaise with the Gear Shed Officer to ensure that lifesaving and patrol equipment is in good working order.
 - (vi) Coordinate with the RWC Officer that the IRB/s, Motor/s and RWC/s remain compliant with the current requirements of Surf Lifesaving WA.
 - (vii) Be responsible for the organisation of all Club patrol competitions.
- (c) The Director of Lifesaving shall at minimum hold a current 'Bronze Medallion'.
- (d) The Director of Lifesaving shall chair the Life Saving Committee.
- (e) The Director of Lifesaving, as part of the Beach Operations Committee, shall report to the Board via the Club Captain.

3.4 Director of Youth

- (a) The Director of Youth shall plan and coordinate the movement of members between the membership categories of Junior (Nipper), Cadet, and Active member under the age of eighteen years.

- (b) The key responsibilities of the Director of Youth shall include;
 - (i) In consultation with the Director of Education, ensure that the youth are allocated to award training groups.
 - (ii) In consultation with the Director of Surf Sports, ensure that the youth are allocated to competition training groups as desired by the individual.
 - (iii) In consultation with the Director of Lifesaving, ensure that the youth are allocated to Patrol duties, as their qualifications permit.
 - (iv) Ensure that the youth understand their patrol responsibilities as required.
 - (v) Coordinate social activities for the youth.
 - (vi) Liaise with the Youth Captain and represent their interests to the board.
- (c) The Director of Youth shall chair the Youth Committee
- (d) The Director of Youth, as part of the Beach Operations Committee, shall report to the Board via the Club Captain.

3.5 Director of PR&M (Public Relations & Marketing)

- (a) The Director of PR&M shall oversee the public presence, sponsorships and merchandise of the club.
- (b) The key responsibilities of the Director of PR&M shall include;
 - (i) Have oversight of the outward presence and media produced on behalf of the club.
 - (ii) Coordinate the sponsorship efforts and liaise with sponsors on the terms of relevant sponsorship agreements.
 - (iii) Plan and develop campaigns, in coordination with applicable appointed directors and club officers, to identify, recruit and retain new members to the club.
- (c) If the board deems the role of Director of PR&M as surplus, the Club Officers reporting to the Director of Marketing shall report directly to the Vice President, as part of the Club Operations Committee.
- (d) If the provisions in Clause 3.5(c) are true, the role of seeking sponsorships falls to the Grants Officer.
- (e) The Director of PR&M, as part of the Club Operations Committee, shall report to the Board via the Vice President.

3.6 Nippers Coordinator

- (a) The Nippers Coordinator shall be responsible for the coordination and operation of the clubs Junior Activities.

- (b) The key responsibilities of the Nippers Coordinator shall include;
 - (i) Coordinate Sunday morning activities for junior members, in liaison with age managers.
 - (ii) Ensure that adequate water safety is provided for any junior water activities.
 - (iii) Liaise with the Director of Education to ensure that Surf Life Saving award training is provided to the levels required by the appropriate Award Manuals.
 - (iv) Liaise with the Director of Surf Sports to ensure that training is provided to allow junior members to compete at all available levels of competition.
 - (v) Delegate and allocate the NRC award holders to the various age groups to meet the water safety requirements.
 - (vi) Attend the State Board of Junior Activities.
- (c) The Nippers Coordinator shall chair the Nippers Committee.
- (d) The Nippers Coordinator, as part of the Beach Operations Committee, shall report to the Board via the Club Captain.

4.0 CLUB OFFICERS

4.1 Club Safety Officer (CSO)

- (a) Purpose
 - (i) Provide leadership and direction in safety and risk management.
 - (ii) Advise on occupational safety and health issues.
 - (iii) Oversight of club activities to ensure interests of both members and the community are served.
- (b) Qualifications
 - (i) Financial member of Port Bouvard Surf Sports and Life Saving Club Inc.
 - (ii) Holder of a recognized Surf Life Saving Australia award.
 - (iii) Holder of a current and clear Police/Security clearance check.
- (c) Scope of Accountability
 - (i) Effective contribution to the club in relation to safety and health matters
 - (ii) Ex-officio member of all club subcommittees.
 - (iii) Representative of the club at Surf Life Saving state and national safety/risk management forums.
 - (iv) Provision of advice and guidance to the Board and Club Officers to enhance the club's safety and health performance.
 - (v) Induction of new members to safety and health aspects of the Club operations and facility.
- (d) Reports To
 - (i) The Board. Reporting procedures concerning matters of health and safety shall be as per current SLSA policy and relevant governing legislation.
- (e) Key Performance Indicators
 - (i) Effective contribution to a safe and healthy environment for all aspects of surf club activities regardless of location
 - (ii) Matters concerned with safety, health and risk management are conducted in a professional and efficient fashion
 - (iii) Involvement of other club members in proactive strategies to advance safety and health
 - (iv) Attend Board meetings (ex-officio) to present regular reports
 - (v) Club achievements are recognized within and external to surf life saving
- (f) In the event no person fills the role of Club Safety Officer, the role and responsibility of this position become the responsibility of the Board to fulfill.

4.2 Events Coordinator

- (a) The Events Coordinator shall be responsible for the organisation, preparation, booking and client consultation for hosting events within the club.
- (b) The key responsibilities of the Events Coordinator shall include:

- (i) Bookings and client consultation for the reservation of the Club Facilities
 - (ii) Planning, organisation and promotion of social events for both club members and the extended community.
 - (iii) Assist in preparation of the room and liaise with assistants where required.
 - (iv) Purchasing and restocking consumables and drinks where applicable.
- (c) The Events Coordinator shall report to the Director of PR&M.

4.3 First Aid Officer

- (a) The First Aid Officer shall ensure that the First Aid room is adequately stocked and that first aid equipment is fully operational.
- (b) Ensure the Oxygen Cylinders and Defibrillators are serviced as required.
- (c) The First Aid Officer shall at minimum hold a current 'Provide First Aid' unit of competency.
- (d) The First Aid Officer shall report to the Director of Lifesaving.

4.4 Gear Shed Officer

- (a) The Gear Shed Officer is responsible for the storage and maintenance of all club operational equipment.
- (b) The key responsibilities of the Gear Shed officer shall include:
 - (i) Ensure that all lifesaving equipment is fully operational and serviceable.
 - (ii) Ensure the ongoing operation, maintenance and servicing of the Club's motorised equipment (IRB/s, IRB Motors, ATV/s and Club Vehicle (Ute).
 - (iii) Ensure all radios and chargers are serviced annually per SLSWA requirements
 - (iv) Ensure that the appropriate logs and records are kept up-to-date, and that the equipment is kept in a serviceable condition ready for each weekend's patrols.
 - (v) Liaise with the RWC Officer to ensure the IRBs and RWCs are compliant with the requirements from SLSWA.
 - (vi) Liaise with the Director of Lifesaving, Patrol Captains, Director of Surfspots and Nippers Coordinator to ensure required equipment is available.
 - (vii) In discussion with the Club Captain and Director of Lifesaving, create an annual budget of new equipment, replacements and repairs.
- (c) The Gear Shed Officer shall report to the Club Captain.

4.5 Grants Officer

- (a) The Grants Officer shall be responsible for applying to grants for the club.
- (b) The key responsibilities of the Grants Officer include:
 - (i) Actively search for and apply for Grants that are relevant and applicable to the interests of the club.
 - (ii) Liaise with the Directors to understand the needs of their department and seek grants that can fulfill these needs.
- (c) The Grants Officer shall report to the Director of PR&M.

4.6 Member Safety and Wellbeing Officer

- (a) Be the first point of contact for enquiries, concerns or complaints around harassment and abuse.
- (b) Be the first point of contact for a person reporting a complaint under, or in breach of the SLSA Member Safety and Wellbeing Policy 6.5.
- (c) Provide confidential information and moral support to the complainant.
- (d) Assist complainant deal with any emotions they have about what has happened and be a sounding board as the complainant decides what they want to do.
- (e) Accompany the complainant in anything they decide to do, if appropriate and happy to do so
- (f) Attend and successfully complete Australian Sports Commissions' Member Protection Information Officer (MPIO) Course.
- (g) Reports to the Director of Administration. Reporting procedures concerning member complaints and reportable incidents shall be as per current SLSA policy.

4.7 Memberships Officer

- (b) The Memberships Officer shall ensure that all club members are registered and financial.
- (c) The key responsibilities of the Memberships Officer include:
 - (i) Maintain accurate membership records on Surfguard for all Club members and officers, together with details of all awards gained, family groups and emergency contacts.
 - (ii) Ensure that new members are suitably inducted into the Club.
 - (iii) Ensure membership compliance with Working with Children Check Policy as required and notify the Board of any conflicts.

- (d) The Memberships Officer shall report to the Director of Administration.

4.8 Merchandise Officer

- (a) The Merchandise Officer shall, in liaison with the Club Operations Committee, be responsible for the sale, stocktaking and replenishment requirements of the club merchandise to maintain an adequate level of stock.
- (b) Make recommendations and presentations to the board for the future merchandise opportunities, and liaise with suppliers to fulfill these efforts.
- (c) The Merchandise Officer shall report to the Director of PR&M.

4.9 Patrol Captains

- (a) Patrol Captains shall ensure that the Club's commitments under its Patrol Contract are carried out efficiently and effectively.
- (b) The Patrol Captain is in charge of all operations in the event of a rescue or other emergency situation whilst on patrol.
- (c) The Patrol Captain shall select and mark the safe swimming area(s) on the beach and shall ensure that such areas are kept free from potentially dangerous surf craft and equipment.
- (d) Patrol Captains shall endeavour to improve the proficiency of patrol members by carrying out simulated rescues and other activities during patrols.
- (e) Patrol Captains shall assist the Director of Lifesaving in the control of members down hours by taking responsibility for their own Patrol members.
- (f) Patrol Captains shall be responsible for ensuring the compliance of patrolling members with the patrol uniform requirements of both the club, and SLSWA. Issues in this space shall be discussed with the Director of Lifesaving.
- (g) Patrol Captains shall at minimum hold a current 'Bronze Medallion' and 'Silver Medallion Patrol Captain'-if required by SLSWA.
- (h) Patrol Captains shall report to the Director of Lifesaving.

4.10 RWC Officer

- (a) The RWC Officer shall be responsible for fulfilling the requirements of the Club RWC Agreement.
- (b) The key responsibilities of the RWC Officer shall include:
 - (i) Monthly reporting of RWC Engine Hours to SLSWA.
 - (ii) Coordinating of training, proficiencies and professional development sessions with the peel regional RWC coordinator.

- (iii) Reporting of damage and incidents with the RWC to SLSWA.
- (iv) Attend RWC in-service training and communicate on behalf of the club RWC operators.
- (c) The RWC Officer shall hold a current 'Rescue Water Craft Operator' certificate.
- (d) The RWC Officer shall report to the Director of Lifesaving.

4.11 Social Media Officer

- (a) The Social Media Officer shall manage the club's social media accounts.
- (b) The key responsibilities of the Social Media Officer include:
 - (i) Creation of social media content to advertise and promote the interests of the club.
 - (ii) Directly post content and distribute information on behalf of the appointed directors and club officers with approval from the board.
 - (iii) Meet relevant requirements of sponsorship agreements by including relevant and required details in posts.
 - (iv) Liaise with the Events Coordinator to advertise and promote events, and facilitate the sale of tickets for events.
- (c) The Social Media Officer shall report to the Director of PR&M.

4.12 Website Officer

- (a) The Website Administrator shall be responsible for updating the website as directed by the board.
- (b) The Website Administrator shall report to the Director of Administration.

4.13 Youth Captain

- (a) The Youth Captain shall be responsible for advocating to the board on behalf of the youth group.
- (b) The Youth Captain shall liaise between youth group and relevant appointed directors and club officers in the areas of award training, competitions, patrols and other club duties.
- (c) The Youth Captain shall liaise with, and report to, the Director of Youth.

4.14 Approved Bar Managers

- (a) The Approved Bar Managers shall be responsible for the running of the Club Bar.
- (b) The Approved Bar Manager may appoint members to serve behind the bar, in accordance with the applicable Liquor Licensing Laws.

- (c) The Approved Bar Manager shall report to the Board.

4.15 Historian

- (a) The Historian will manage club history, ensure trophies, awards, history assets are maintained and keep records for future club members.
- (b) The Historian shall report to the Board.

5.0 STANDING COMMITTEES

5.1 Beach Operations Committee

- (a) The Beach Operations Committee shall consist of the Club Captain, Director of Surf Sports, Director of Lifesaving, Director of Youth, Director of Education and Nippers Coordinator. Three shall form a quorum.
- (b) Beach Operation Committee meetings may also be attended by any other club officer whose area of responsibility is dealt with by the Beach Operations Committee and are eligible to vote.
- (c) Members of the Board, excluding the Club Captain, who attend Beach Operations Committee meetings shall hold the right to enter into discussion, but are not eligible to vote, unless the matter is escalated to the Board.
- (d) Any other club member may attend Beach Operations Committee meetings as a visitor. Such visitors may not enter into the discussion or debate except through the Chairperson.
- (e) The Beach Operations Committee shall be responsible for the work appertaining to Surf Life Saving as practised at the Club's beach.
- (f) The Beach Operations Committee shall have the right to introduce any new or improved method(s) in an effort to improve the efficiency of Surf Life Saving.
- (g) The Chairperson of the Beach Operations Committee shall be the Club Captain. In his or her absence, the Chairperson shall be the Director of Lifesaving.
- (h) The Chairperson shall have a deliberate vote as well as a casting vote.
- (i) The Beach Operations Committee shall meet at least once every 2 months (alternating to the Club Operations Committee), and as required.
- (j) All applications for leave, Reserve Active or Long Service membership shall be dealt with by the Beach Operations Committee, in accordance with, respectively, Clauses 1.5 and 1.6 above.
- (k) The Club Captain shall report on the Beach Operations Committee at the subsequent Board meeting.
- (l) If a matter proposed by an officer of the Beach Operations Committee cannot be settled within such meeting, the Club Captain shall propose the matter to the Board for consideration at the next Board Meeting.

5.2 Club Operations Committee

- (a) The Club Operations Committee shall consist of the Vice President, Director of Administration, Director of PR&M, Merchandise Officer, Grants Officer, Events Coordinator, Memberships Officer, Grievances Officer and Member Safety and Wellbeing Officer. Three shall form a quorum.
- (b) Club Operation Committee meetings may also be attended by any other club officer whose area of responsibility is dealt with by the Club Operations Committee and are eligible to vote.

- (c) Members of the Board, excluding the Vice President and Director of Administration, who attend Club Operations Committee meetings shall hold the right to enter into discussion, but are not eligible to vote, unless the matter is escalated to the Board.
- (d) Any other club member may attend Club Operations Committee meetings as a visitor. Such visitors may not enter into the discussion or debate except through the Chairperson.
- (e) The Club Operations Committee shall be responsible for the commercial operations and external relationships on behalf of the club, aligning to the strategic plan, constitution and following external laws and regulations.
- (f) The Chairperson of the Club Operations Committee shall be the Vice President. In his or her absence, the Chairperson shall be the Director of Administration.
- (g) The Chairperson shall have a deliberate vote as well as a casting vote.
- (m) The Club Operations Committee shall meet at least once every 2 months (alternating to the Beach Operations Committee), and as required.
- (h) The Vice President shall report on the Club Operations Committee at the subsequent Board meeting.
- (i) If a matter proposed by an officer of the Club Operations Committee cannot be settled within such meeting, the Vice President shall propose the matter to the Board for consideration at the next Board Meeting.

5.3 Education Committee

- (a) The Education Committee shall consist of the Director of Education, and Award Trainers, Assessors and Facilitators.
- (b) The chairperson of the Education Committee shall be the Director of Education.
- (c) The Education Committee shall coordinate the education, training and assessment of members in life saving awards, organise and coordinate the annual requalification of all award holding members.
- (d) The Education Committee shall meet at least three times a year: before the season, during the season and after the season, and as required.
- (e) The Director of Education shall report on the Education Committee at the subsequent Beach Operations Committee meeting.

5.4 Life Saving Committee

- (a) The Life Saving Committee shall consist of the Director of Lifesaving, First Aid Officer, Gear Shed Officer, RWC Officer, and Patrol Captains.
- (b) The chairperson of the Life Saving Committee shall be the Director of Lifesaving.
- (c) The Life Saving Committee shall coordinate the efficient serving of the Club's Patrol Contracts.

- (d) The Life Saving Committee shall meet at least three times a year: before the season, during the season and after the season, and as required.
- (e) The Director of Lifesaving shall report on the Life Saving Committee at the subsequent Beach Operations Committee meeting.

5.5 Nippers Committee

- (a) The Nippers Committee shall consist of the Nippers Coordinator, Director of Surf Sports, Director of Youth, and Age Managers.
- (b) The chairperson of the Nippers Committee shall be the Nippers Coordinator.
- (c) The Nippers Committee shall be responsible for the planning and coordination of all nippers competition and activities for members in the category of Junior (Nipper).
- (d) The Nippers Committee shall meet at least three times a year: before the season, during the season and after the season, and as required.
- (e) The Nippers Coordinator shall report on the Nippers Committee at the subsequent Beach Operations Committee meeting.

5.6 Surf Sports Committee

- (a) The Surf Sports Committee shall consist of the Director of Surf Sports, Nippers Coordinator, Area Captains and Coordinators, Coaching Coordinator and Carnival Officials.
- (b) The chairperson of the Surf Sports Committee shall be the Director of Surf Sports.
- (c) The Surf Sports Committee shall coordinate the activities of all competitive areas of the club.
- (d) The Surf Sports Committee shall meet as required, determined by the Director of Surf Sports.
- (e) The Director of Surf Sports shall report on the Surf Sports Committee at the subsequent Beach Operations Committee meeting.

5.7 Youth Committee

- (a) The Youth Committee shall consist of the Director of Youth and Youth Captain.
- (b) The Youth Committee shall coordinate the training, education, competition and activities relating to the Youth Group, consisting of Cadet, and under 18 Award and Active Members.
- (c) The Youth Committee shall meet as required. Discussions relating to the Youth Committee are best had at a Beach Operations Committee, so as to include all relevant Directors.

5.8 Judiciary Committee

- (a) The Judiciary Committee shall be elected in accordance with the Constitution.
- (b) Any member who infringes the Constitution or By-laws of the club or in any way misconducts themselves either on the club premises or during the course of any activities of the club at any place, or whilst acting as a member of the club at any place, or performing duties on behalf of the club or in any way by his or her actions discredits the club, may be called upon by the Judiciary Committee to show cause why he or she should not be punished.
- (c) The Judiciary Committee, if satisfied that the member has been guilty of such infringement or misconduct as aforesaid, may punish or suspend such member from the club.
- (d) A member dealt with by the Judiciary Committee shall have the right to appeal in writing within fourteen (14) days to the Board, whose decision shall be final.

5.9 Selection Committee

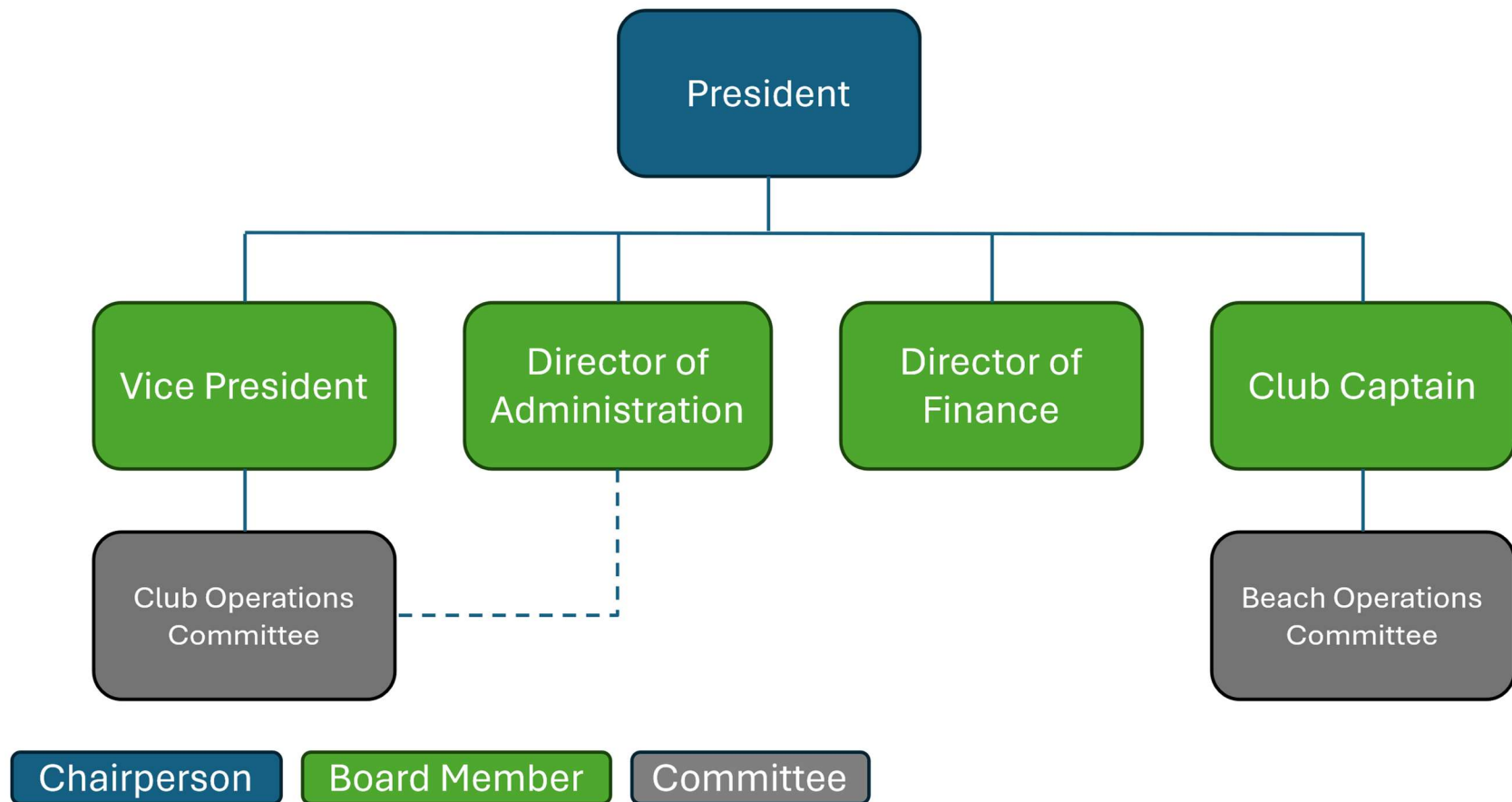
- (a) The Selection Committee shall consist of the Club Captain, Director of Surf Sports, and relevant area coach/ area captain.
- (b) The chairperson of the Selection Committee shall be the Club Captain.
- (i) The Selection Committee shall select club members into the club team, for teams travelling outside the metropolitan area.

6.0 CLUB STRUCTURE

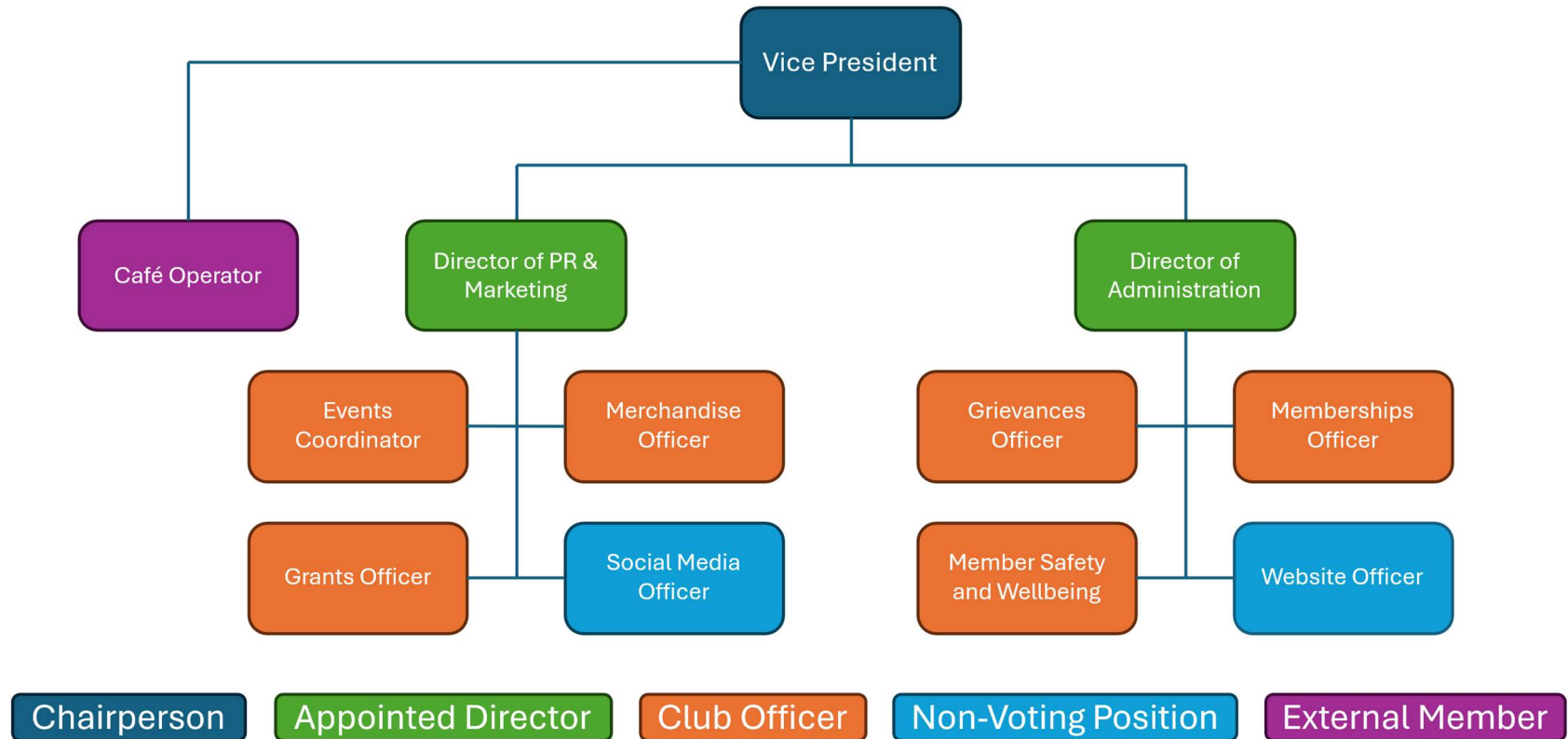
The Club shall be structured according to the committees as shown in the following graphics:

6.1 Board of Directors

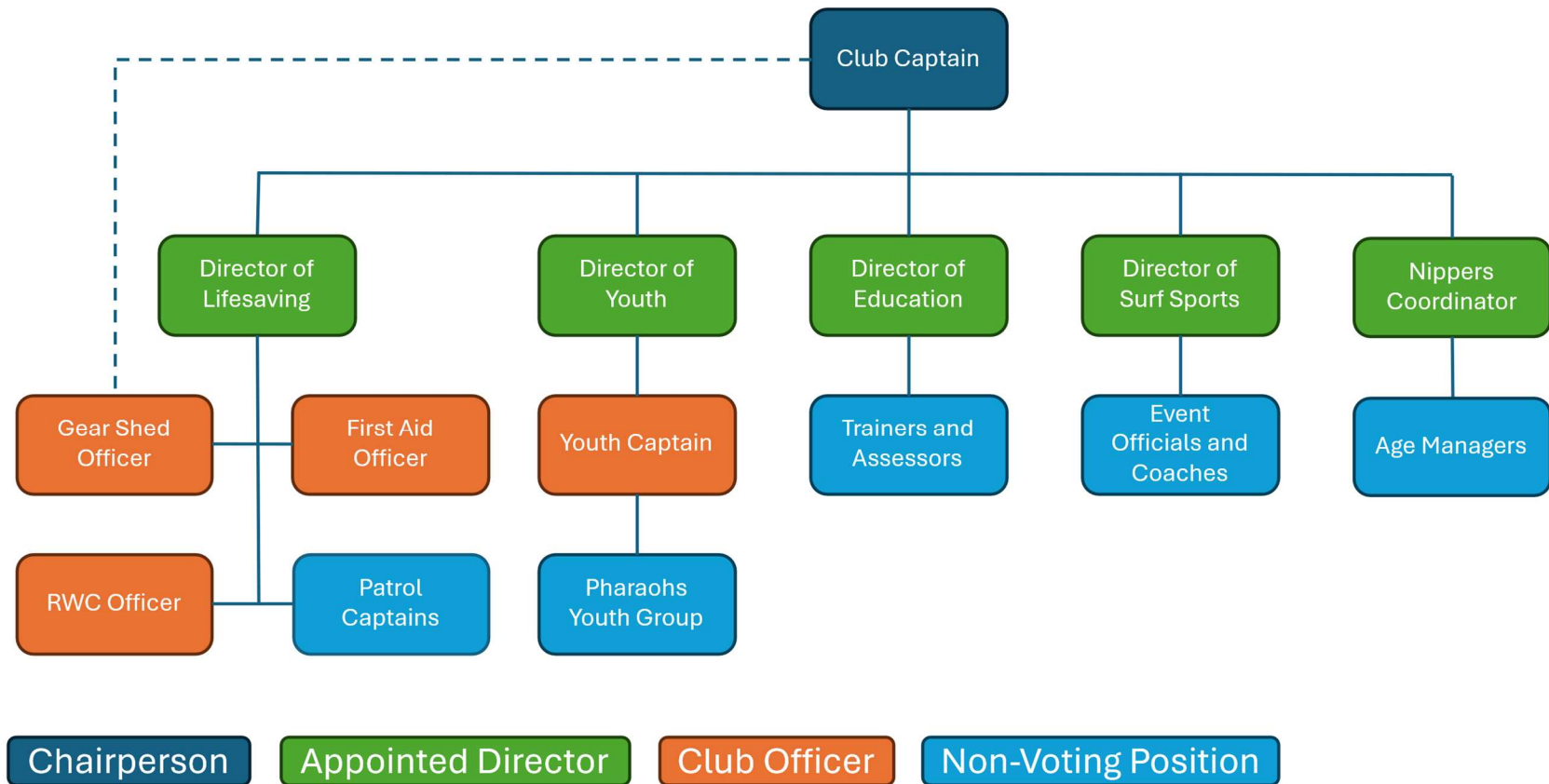
Board of Directors



Club Operations Committee



Beach Operations Committee



7.0 STANDING ORDERS AT MEETINGS

- (a) Any member wishing to speak shall address the Chairperson respectfully.
- (b) No member shall speak more than once to a question except in explanation or reply.
- (c) A member who formally seconds a motion or amendment without making a speech may speak in support at a subsequent state of the debate.
- (d) A reply shall be allowed only to a member who has moved a substantive motion.
- (e) No member shall use offensive or unbecoming words.
- (f) No member shall digress from the subject under discussion, and imputations of improper motives and all personal reflections on members shall be deemed disorderly.
- (g) Whenever the Chairperson rises during debate the member then speaking shall cease and sit down.
- (h) No member shall interrupt another whilst speaking except on a point of order.
- (i) Any member during the debate may raise a point of order, when the member then speaking shall sit down until the point of order has been decided. The member rising to order shall state concisely the point of order, and the Chairperson, without further discussion, shall give a ruling.
- (j) It shall be competent for any member to move a motion of dissent from the Chairperson's ruling. The mover of the motion of dissent shall concisely state his or her point. The seconder and the Chairperson only may speak to the motion.
- (k) A member may move the adjournment of the debate. If the motion be resolved in the negative the mover shall not be allowed to again speak on the question under debate. If the motion be resolved in the affirmative the mover shall have the right of resuming the debate then or at the ensuing meeting. No member shall move the adjournment at the end of his or her speech.
- (l) At any time during the debate a member may without notice move "that the question now be put", and such motion, being duly seconded, shall then be put without debate; if carried, the question shall be put to the vote; if lost, the debate shall proceed.
- (m) An amendment may be moved on any original motion. The Chairperson shall put the amendment to the meeting first; if carried, the original motion as amended shall be put to the meeting; if lost, the original motion shall be put to the meeting. When an amendment has been decided, a further amendment may be moved before the original motion is put to the meeting.
- (n) The Chairperson shall refuse to receive any amendment which is a direct negative or which does not preserve the substance of the original motion.
- (o) It shall be lawful for the meeting to suspend standing orders, provided that the object of such suspension shall not be the rescinding of any resolution previously adopted.
- (p) The Chairperson shall have a deliberate as well as a casting vote on any resolution before the meeting.

(q) If in-person attendance is not reasonably practicable by a Board Member, Appointed Director or Club Officer, attendance remotely via an online medium shall be accepted as attendance at all meetings, excluding AGMs or SGMs. Remote attendance shall not be available to other club members unless authorised by the Chairperson.

(r) Order of business for board meetings:

- 1.0 Apologies
- 2.0 Reading and confirmation of minutes
- 3.0 Business arising out of such minutes
- 4.0 Correspondence
- 5.0 Finance
- 6.0 Reports
- 7.0 Operations
- 8.0 Motion of which due notice has been given
- 9.0 General business

(s) Order of business for Annual General Meeting:

- 1.0 Apologies
- 2.0 Reading and confirmation of minutes of previous Annual General Meeting
- 3.0 Business arising out of such minutes
- 4.0 Presentation of Annual Report and Balance Sheet
- 5.0 Appointment of Auditor
- 6.0 Notices of motion to amend Constitution and By-Laws
- 7.0 Endorsement of fees
- 8.0 Election of officers
- 9.0 General business

8.0 ANNUAL REPORT

- (a) An Annual Report shall be prepared by the Board for adoption by members at the Annual General Meeting.
- (b) The Annual Report shall be endorsed by the Board prior to presentation at the Annual General Meeting.

8.1 Structure

- (a) The Annual Report should contain at a minimum the following information;
 - (i) The Objects of the Club
 - (ii) The Officers of the Club
 - (iii) Reports by selected members of the Board
 - (iv) Reports by area captains and/or coaches if required
 - (v) The Financial Statements of the Club for that year
 - (vi) A report by the Honorary Auditor on the Financial Statements
 - (vii) A list of life members
 - (viii) A list of members of the Club in various membership categories.
 - (ix) The number of members in each category of membership for that year
 - (x) A record of the patrol hours logged by each member for that year
 - (xi) A summary of patrol statistics in terms of rescues, preventative actions and first aid cases for that year
 - (xii) A summary of surf lifesaving awards gained by members during that year
 - (xiii) Winners of major club events and awards
 - (xiv) Performance results at State and Australian Championships

8.2 Circulation

- (a) Printed copies of the Annual Report shall be available to members attending the Annual General Meeting.