



BY-LAWS

Clovelly Surf Life Saving Club Incorporated

Incorporation No.: Y2114406
Date of Incorporation: 2 February 1995

Amendment Dates:

- Board Meeting on 26th June 2016





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1. PRELIMINARY

- (1) These By-Laws are made by the Board of the Club pursuant to the power conferred upon the Board by Rule 25.1 of the Constitution of the Club.
- (2) The Board may alter or repeal a By-Law as it may deem necessary or expedient for the proper conduct and management of the Club.
- (3) These By-Laws come into force and are duly operative upon posting on the notice boards of the Club.
- (4) These By-Laws are to be read subject to the Constitution of the Club and, in the event of any inconsistency, the Constitution shall prevail.
- (5) These By-Laws are binding on each member of the Club in the same manner as if each member had subscribed his or her name thereto.
- (6) Definitions used in the Constitution apply to these By-Laws.

2. PATROLS

2.1 Patrol Rules

- (1) A copy of the patrol rules must be provided by the Director of Lifesaving to each patrolling member prior to the commencement of the season, along with the patrol roster. Each new patrolling member during the season must be supplied with the patrol rules and roster.

Lifesaving Agreement

- (2) Patrols are to be conducted at all times in accordance with standard operating procedures contained within the patrol service agreement entered into by the Club with SLSNSW and Sydney Branch prior to the commencement of each season.

Patrol Uniform

- (3) A member whilst on patrol must wear the following SLSA approved patrol uniform as required by SLSNSW:
 - (a) red costume (or club costume);
 - (b) red shorts;
 - (c) yellow long sleeved shirt;
 - (d) red and yellow four-quartered cap securely tied; and
 - (e) protective hat and sun screen.
- (4) The patrol uniform must not be worn in the Club bar area or at any time whilst not on patrol.



Patrols

- (5) All active members must perform patrol duties in accordance with the SLSA lifesaving agreement, Club by-laws, directives of the lifesaving committee and Director of Lifesaving.
- (6) A member of a patrol shall at all times during the rostered patrol period ensure that the member is fit to carry out patrol duties
- (7) The Director of Lifesaving is to roster members to commence patrol 15 minutes before the times for patrol commencement set out in the patrol service agreement so that the patrol is operational from the time required under the patrol service agreement. Members arriving up to 30 minutes after the rostered patrol commencement, may have a make-up or penalty patrol imposed by the Director of Lifesaving. Members more than 30 minutes late, without the permission of the Director of Lifesaving or patrol captain, will be marked as being a “no show” in the patrol log book.
- (8) The first patrol on duty each day must, after the lifesaving equipment has been checked as being suitable to be on patrol, place all necessary surf lifesaving equipment, including the IRB, on the beach and patrol area prior to the commencement time of the patrol, in accordance with SLSNSW patrol agreement.
- (9) The last patrol on duty each day shall return all equipment to the Club first aid room and/or storage/boat shed.
- (10) Any patrol equipment damaged during patrol must be immediately taken off patrol, labelled appropriately and the Director of Life Saving and gear steward informed. A record shall be made in the patrol log book.
- (11) Members of the patrol are not allowed to leave the patrol area without consent of the patrol captain.
- (12) Members desirous of transferring from one patrol to another may do so only with the consent of the Director of Lifesaving.

Substitutes

- (13) A member, who is unable to attend a patrol for which the member is rostered, shall fill the member's place by arrangement with another member with same or superior awards to ensure that minimum qualifications are retained on the patrol and must notify the patrol captain of the substitution. If the member is unable to obtain a substitute, the member must notify the Director of Life Saving who will attempt to assist the member in finding a substitute.
- (14) The Director of Life Saving is responsible for maintaining a substitutes list available to members.
- (15) If a member arranges a substitute for a patrol under By-Law 2.1(13) and the substitute does not carry out the patrol, the substitute will be deemed to have failed to carry out the patrol and the member is not in default.



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- (16) A member who is required to attend an award instruction class at Clovelly Beach during the period of a patrol for which the member is rostered will, on notifying the patrol captain and obtaining permission, be excused from the patrol for the period of the class. However, the member must remain in patrol uniform and may be recalled to patrol duties at any time by the patrol captain.

Make-up and Penalty Patrols

- (17) A member who fails to carry out a rostered patrol for which no substitute has been provided or fails to arrive within 30 minutes of the rostered patrol commencement, must make-up the patrol:
- (a) The Director of Lifesaving, at his discretion, may direct the member to carry out an additional penalty patrol;
 - (b) The Director of Lifesaving, after confirming the member's availability, will decide the date and time the make-up or penalty patrol(s) will be carried out; and
 - (c) The make-up or penalty patrol must be undertaken before the end of the patrol season.
- (18) A member who fails to undertake a make-up or penalty patrol as required under By-Law 2.1(17) or who fails to perform or arrange a substitution for a second patrol during the season, is guilty of a breach of the rules relating to lifesaving and must be so reported by the Director of Lifesaving to the Board, who may refer the matter to the Club's Judiciary Committee.

Patrol Efficiency Awards

- (19) Patrol efficiency awards will only be granted to members who have 100% attendance on their rostered patrols. The only exemption to this rule is where a member has obtained a suitable substitute and undertaken a substitute patrol for the relevant fill in.

Minimum Patrol Awards

- (20) SLSNSW Standard Operating Procedures (SOPs) permit three different types of patrol:
- Base Patrol (Normal Patrol),
 - Foul Weather Patrol, and
 - Closed Beach Patrol.



(21) SLSNSW SOPs require the following minimum awards for each of the patrol type in By-Law 2.1(20):

- 1 x Silver Medallion Basic Beach Management,
- 3 x proficient Bronze Medallion (Cert II) qualified members,
- 1 x proficient Advanced Resuscitation Techniques award holder,
- 1 x proficient Silver Medallion IRB Driver award, and
- 1 x proficient IRB Crew award.

If this By-Law is at variance to the SLSNSW SOPs, the SOPs prevail.

Patrol Equipment

(22) SLSNSW SOPs require the following **minimum** equipment to be functional and ready for use at the start of the patrol time and must remain available throughout operational hours:

- IRB (with trailer),
- 3 x hand held radios
- ATV vehicle
- Shade tent
- 1 x binoculars
- 2 x rescue boards
- 3 x rescue tubes
- 1 x defibrillator
- 1 x oxygen resuscitation kit
- 1 x first aid kit
- 1 x spinal equipment

The above minimum requirements must be maintained during all patrols types, with the only exception being the removal of the shade tent in the event of strong wind conditions when, in the opinion of the Patrol Captain, make it unsafe for the shade structure to be erected.

If this By-Law is at variance to the SLSNSW SOPs, the SOPs prevail.



2.2 Patrol Captain

- (1) The patrol captain:
 - (a) is responsible to the Director of Lifesaving;
 - (b) is responsible for the set up and equipment check prior to the start of patrol;
 - (c) directs the position of each member in the event of rescues;
 - (d) is responsible for the efficiency of his patrol and must record in the patrol log book the names of those present, the time on patrol and the name of any members who failed to report for patrol;
 - (e) must record in the patrol log book any irregularities such as lateness, leaving early, not being in the approved patrol uniform and for not being ready for instant duty when called upon;
 - (f) must put their patrols through a rescue drill at least once during each patrol; and
 - (g) must, before ceasing duty, correctly complete and check the patrol logbook.
- (2) In the event of a patrol having completed its patrol and failing to be relieved, the patrol captain must leave sufficient members on duty to comply with the patrol agreement with SLSNSW and immediately report the situation to the Director of Lifesaving who will take appropriate steps to maintain the required members on patrol.

2.3 Roving Patrollers

- (1) All members rostered for roving patrols must perform the same number of patrols as the average number performed by members who are rostered ordinarily. They must perform at least some of the requirement before the 31st of December each year and the other before the end of the season. This shall be determined by the Lifesaving Committee.
- (2) Roving patrols are not automatic and must be granted annually upon written application to the Lifesaving Committee.
- (3) Roving patrollers are to advise the Director of Lifesaving of their availability and seek directions on suitable patrols for the roving patroller to attend.

2.4 Patrol Roster

- (1) Patrol hours and procedures for the season are to be in strict accordance with the patrol service agreement with SLSNSW.
- (2) The Club's patrol roster for the next season must be drawn up by the Director of Lifesaving prior to the August Lifesaving Committee meeting and shall be approved at a Lifesaving Committee meeting.
- (3) When completing the patrol roster, the Director of Lifesaving must have regard to the Patrol Service Agreement with SLSNSW, relevant gazetted public holidays, commencement and conclusion of day light saving and must submit the roster to the Secretary for checking prior to submission to the Board for approval.



2.5 Allocation to Patrols Teams

- (1) The allocation to patrols teams, once approved by the lifesaving committee, is to be submitted to the Board for approval. Once approved by the Board, all members must be notified of the patrol teams and roster in the next Club mail out and any application for transfers, active reserve or roving patrols are to be dealt with by the Lifesaving Committee.

2.6 Patrol Obligations and Proficiencies

- (1) In order to comply with SLSA regulations regarding patrols, competitions and proficiencies, the Secretary must, in SurfGuard, keep accurate records of all members patrol histories. In particular, care must be taken to ensure that personal patrol hours are readily available and seasons of active service are easily ascertainable.
- (2) The records in SurfGuard must record the proficiency number against each member's name.

2.7 Patrol Hour Types

- (1) Patrol hours shall be calculated from the following for the purposes of SLSA member's history and competition minimum patrol hours eligibility requirements:
 - (a) Rostered patrols;
 - (b) Substitute patrols (hours will be credited to the member who actually undertook the patrol – NOT the member for whom the substitution was done);
 - (c) Make up patrols for approved absences as determined by the Director of Lifesaving to cover illness, study, competition etc.;
 - (d) Voluntary patrols for SLSA approved Support Operations e.g. helicopter, off shore rescue boat, jet ski, SurfCom communications centre;
 - (e) Duty Officers from the time that they are tasked to an incident and when at the scene of an incident for which they have been tasked and which they are actively monitoring/supervising;
 - (f) Water safety for Junior Activities;
 - (g) Water safety at both open and junior surf sports carnivals; and
 - (h) SLSNSW sanctioned events and commercial water safety (fee for service).
- (2) Hours cannot be calculated from:
 - (a) Penalty patrol hours;
 - (b) Personal coaching (where a coach provides specific tuition (paid or unpaid) in aquatic skills to individual members or select groups of members;
 - (c) Training squads (Surf Sports or other);



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- (d) State sanctioned events and commercial water safety (fee for service): where the individual member receives remuneration;
 - (e) Surf Sports Official roles e.g. sectional referee or judging;
 - (f) Members employed as lifeguards, helicopter crew or beach inspectors are not exempt from fulfilling personal voluntary patrol hour obligations.
- (3) All patrol hours must be recorded in the patrol log book and entered into SurfGuard.
- (4) A member will be credited with and recognised for all beach patrol hours irrespective of where those hours were completed (a member with dual SLSA Club membership may patrol for one club and compete at another club).

2.8 Years of Service

- (1) If a recipient of a SRC or Bronze medallion award, being the members initial award to permit undertaking of patrols, receives the award and commences patrolling before 31 December and completes their patrol obligations for the balance of that season, that season will count as a year of patrol service.
- (2) However, if the award referred to in 2.8(1) is received after 1 January, that season will not count as a year of patrol service.

2.9 Exemption from Patrols

- (1) The Board may, if it thinks fit, exempt:
 - (a) the President;
 - (b) Director of Lifesaving,
 - (c) Secretary,
 - (d) Director of Finance; and
 - (e) Director of Education

from rostered patrols in the season that the respective positions are held. Such seasons will count as a season of active service so long as said members remain proficient. A maximum 1 year's exemption under this by law will be awarded in determining if a member is entitled to become a reserve active or long service member.

- (2) The Board may give full or partial exemption from patrol obligations to members who fall into any of the following categories:
 - (a) Life Members;
 - (b) Long Service Members;
 - (c) Reserve Active Members (partial exemption only subject to completing the minimum number of hours required under the Constitution for the membership category);



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- (d) Members that undertake lifesaving duties in other areas such as offshore rescue boat, aerial support services, support operations, operational support and similar areas of active surf lifesaving;
 - (e) Members holding office in Associations at Branch, State or National level. NOTE: this is limited to members who hold principal office, and does not include members of committees; and
 - (f) Special deployment while on military service.
- (3) Other seasonal dispensations for office Directors may be made as the Board sees fit.
 - (4) All exemptions must be approved by the Board and the individuals who meet criteria must be noted in the minutes of a board meeting and endorsed by SLSNSW by 31 December each year.
 - (5) SLSA will recognize all members listed as a Long Service or Life Member as recorded in SurfGuard. No annual endorsement is required for such members.

2.10 Proficiency

- (1) Members who are not proficient by 31 December are not permitted to patrol or compete in any SLSA competition until they have obtained the required proficiency.
- (2) Any member completing their proficiency after 31 December shall be eligible to patrol but shall not be eligible to participate in any SLSA Championship competition until 31 July in that year except where exceptional circumstances prevented the member from competing their proficiency by the cutoff date. The exceptional circumstances must be validated and endorsed by the SLSNSW Director of Lifesaving.
- (3) Any member completing their proficiency after 31 December shall be eligible to compete in interclub competition (non-championship).
- (4) Those members gaining their Surf Rescue Certificate or Bronze Medallion from 1 June of the preceding year will be considered as satisfying the proficiency requirements for entry to competition.

2A. ELIGIBILITY TO COMPETE

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- (1) To be eligible to compete in any SLSA competition, a member must:
 - (a) Be registered as a current financial member of the Club;
 - (b) Be proficient as prescribed for the relevant SLSA Award for competition eligibility;
 - (c) Be eligible under the necessary age category;
 - (d) In relation to championship competition, have met their Club patrol commitments;
 - (e) Not be in default with the Club in relation to service, financial or discipline obligations; and
 - (f) Have met any other competition eligibility requirements for specific events e.g. IRB, Surf Boat (sweep), Patrol Competition and First Aid.



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- (2) Under no circumstances shall a member be granted patrol exemptions solely upon, or for, competition reasons.

3. IRB REGULATIONS

- (1) The care of the IRB is vested in the IRB Captain.
- (2) No IRB is to be used without the permission of the IRB captain, except in cases IRB training outside of rostered patrol hours, for patrol purposes or in the case of emergency. A report of such emergency to be made without delay to the Director of Lifesaving.
- (3) Prior to use, the IRB logbook is to be complete by the IRB driver. At the conclusion of the use, operational details are to be recorded in the IRB logbook.
- (4) No person other than a qualified and proficient IRB Club member driver is to be allowed to drive the IRB.
- (5) The IRB driver, crew person or other patrolling member who may be a passenger in the IRB must all be wearing the required lifesaving equipment before launching of the IRB as determined by SLSNSW.
- (6) A radio must available in the IRB when it is in operation.
- (7) IRBs are to be used for no purpose other than that incidental to lifesaving or the practice thereof.
- (8) Any person in charge of an IRB must report immediately to the patrol captain or IRB captain any damage done to an IRB or gear. The nature of the damage and the cause must be recorded in the IRB logbook.
- (9) In the event that an IRB, due to mechanical problem or hull damage, needs to be taken out of service, a replacement IRB is to be put onto patrol as quickly as possible. SurfCom is to be immediately notified of an IRB being unavailable for patrolling purposes. When a replacement IRB is in service, SurfCom is to be advised accordingly.
- (10) No IRB or ATV shall be left outside the IRB storage area overnight and the person last in charge of an IRB and ATV is responsible for their safe return and placing in the boat storage area.
- (11) Members authorised to use an IRB may call upon any active member of the Club to assist in its launching or housing. Any such member refusing to so assist shall be reported to the patrol captain.
- (12) An IRB must not leave the general Clovelly Beach and Gordon's Bay area, except under special circumstances. In the event that it is proposed that an IRB is to be removed for training and/or competition purposes, then the Director of Lifesaving's permission must be first obtained.
- (13) The crewman of an IRB must have the appropriate crewman's qualification as recognised by the SLISA of A and be proficient.
- (14) The IRB may be towed on to the beach by ATV provided that the ATV:
- (a) does not exceed 9km/h;



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- (b) does not carry more than the number of passengers permitted by the manufacturer;
 - (c) has a patrol member walking in front of and behind the quad ATV at all times it is in operation between the boat storage area and the beach. This minimum requirement may need to be amended depending on the number of members of the public present along the route of travel of the ATV at the discretion of the patrol captain or vice-captain;
 - (d) is only to be used for official patrol, competition or training purposes;
 - (e) is to be used as close as possible to the start and end of patrol;
 - (f) is not to be left on the beach at any time;
 - (g) must be returned to the boat storage shed after each use;
 - (h) must be stored in the boat storage area after use; and
 - (i) must only be used with hazard lights functioning.
- (15) At the conclusion of the patrol, the IRB driver is responsible to ensure that the IRB is ready for use by the next patrol. The fuel cell must be left full, the hull hosed down and the motor flushed out with fresh water.

4. THE CLOVELLY ESKIMOS

- (1) The Clovelly Eskimos is the winter swimming division of the Club and as such shall be encouraged and fostered by the Board. These By-Laws are to be used as a guide to the proper running and organisation of the Clovelly Eskimos. Any Rule of the Club will over-ride any precedent or minute made by the committee of the Clovelly Eskimos.
- (2) The Clovelly Eskimos is subject to the direction of the Board.
- (3) The Clovelly Eskimos is to elect annually a committee. The names of office bearers and contact details are to be submitted in writing to the Secretary of the Club within 28 days of their election. The Secretary is to be advised in writing of any changes during the season to office bearer positions and contact details.
- (4) The money and assets of the Clovelly Eskimos are vested in the Club.
- (5) The Clovelly Eskimos must submit monthly statements of income and expenditure to the Director of Finance and audited accounts as at 30 April each year.
- (6) Subscriptions are to be set by the Clovelly Eskimos Committee but do not take effect until after approval by the Board.
- (7) The Clovelly Eskimos Committee has in its discretion the power to accept new members, decide upon relevant Clovelly Eskimos matters, to arrange finances and to co-opt assistants.
- (8) The Clovelly Eskimos Committee must meet at least once a month between April and September or such interval as determined at the first meeting of the Clovelly Eskimos Committee after its annual general meeting. Four office bearers constitute a quorum.



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- (9) At or prior to the commencement of each season, the Clovelly Eskimos' Committee must appoint managers and other assistants required for the running of events and other assistance as determined by the Clovelly Eskimo Committee.
- (10) Any Clovelly Eskimo Committee member, swimming member, manager or other assistant who is not a current member of the Clovelly SLSC must complete and submit the forms as required to become a General Member of the Club under Rule 8 of the Constitution and be recorded in SurfGuard. If during the season, any additional Clovelly Eskimo' Committee member, swimming member, manager or other assistant is appointed who is not a current financial member of the Club, that person must complete and submit the forms and pay the appropriate fee as required to become a General Member of the Club under Rule 8 of the Constitution and be recorded in SurfGuard before acting in the position.

For clarity, no person who is not a General Member of the Club is permitted to be on the Clovelly Eskimos' Committee, be a swimming member nor assist in any way in the operation of Eskimos activities.

- (11) The rules of debate shall be as By-Law 8.
- (12) The disciplining of Clovelly Eskimo members or other members will be in accordance with By-Law 13.
- (13) The Annual General Meeting (AGM) of the Clovelly Eskimos:
- (a) must be held at a time set by the Clovelly Eskimos Committee;
 - (b) eligibility to vote at this meeting is by members of the Club recorded in SurfGuard, including General Members;
 - (c) each member is entitled to one vote only;
 - (d) in the event of a tied vote, the chairman shall be entitled to a casting vote;
 - (e) a quorum of ten is required to commence an AGM;
 - (f) the agenda and business of the AGM are to be the same as the Club;
 - (g) the nomination for office bearers positions and election of the Clovelly Eskimos Committee is to be in accordance with procedure set out in the Constitution of the Club; and
 - (h) if any position is left vacant, the Clovelly Eskimos Committee may fill that position at its subsequent committee meetings.
- (14) The Club, in its discretion, may allow the Clovelly Eskimos to hold its own bank account. The Clovelly Eskimos Committee must collect and count all monies collected and issue a receipt for same and deposit the Clovelly Eskimos' bank account if one is held or at the direction of the Board if no such account is held. A Director of the Board is to be a required signatory to any payments made from the Clovelly Eskimos' bank account.
- (15) All invoices must be paid as and when they fall due.
- (16) The Club retains the right to override any action or decision taken by office bearers or the committee of the Clovelly Eskimos. These By-Laws can only be changed by the Board.



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- (17) Prior to conducting any water events, a risk assessment of the conditions is to be conducted to ensure the safety of members.
 - (18) No clothing or badged merchandise may be purchased or worn without prior approval of the Board who will ensure consistency with the prevailing Club colours, logos and approved sponsorships.

5. THE CLOVELLY NIPPERS

- (1) The Clovelly Nippers is the junior activities division of the Club and as such must be encouraged and fostered by the Board. These By-Laws are to be used as a guide to the proper running and organisation of the Clovelly Nippers. Any Rule of the Club will over-ride any precedent or minute made by the committee of the Clovelly Nippers.
- (2) The objectives of the Clovelly Nippers are to:
 - (a) Be a well-respected, resourced and administered junior activities division of the Club, within the lifesaving community and the broader Clovelly community;
 - (b) Teach children the methods of surf awareness and beach safety;
 - (c) Conduct and teach official SLSA Surf Education programs that enable children to recognise and enjoy a safe beach and water environment;
 - (d) Introduce children to the surf lifesaving movement;
 - (e) Develop surf lifesaving skills through activities such beach sprints, flags, swimming and board races in a fun atmosphere;
 - (f) Provide a competitive opportunity for those children who wish to compete against members of other junior activities clubs;
 - (g) Provide the physical facilities and surf lifesaving equipment required to deliver these objectives; and
 - (h) Prepare children to enter the Club as active members.
- (3) The philosophies of the Clovelly Nippers are to:
 - (a) Foster a fun introduction to SLS and Clovelly Nippers for under 6 and 7 age groups;
 - (b) Introduce a more structured approach to the four main activities for under 8 to 10 age groups. A handicap competition (as well as a championship competition) is embraced to ensure the whole age group is encouraged to participate to the best of their ability;
 - (c) Introduce 8 to 10 year age groups to competition via team participation and embracing of team culture in local and Sydney Branch carnivals; and
 - (d) Introduce older age groups to surf training sessions at other beaches and carnival competitions in a team environment.
- (4) The Clovelly Nippers is subject to the direction of the Club's Board and is to be presided over by the Director of Junior Activities.



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- (5) The Clovelly Nippers is to elect annually a committee to assist the Director of Junior Activities in the operation of the junior activities division of the Club. The names of office bearers and contact details are to be submitted in writing to the Secretary of the Club within 28 days their election. The Secretary is to be advised in writing of any changes during the season to office bearer positions and contact details.
 - (6) The money and assets of the Clovelly Nippers are vested in the Club.
 - (7) The Clovelly Nippers must submit via the Director of Junior Activities monthly statements of income and expenditure to the Director of Finance and audited annual accounts as at 30th April each year.
 - (8) A child is qualified as a junior activities (Nipper) member if he/she is between the ages of five and thirteen inclusive at midnight on 30th September and has paid the required subscription by a date determined by the Clovelly Nippers committee.
 - (9) A Clovelly Nippers member is a Junior Activities Member of the Club in accordance with Rule 8.2(b) of the Constitution and must be recorded in SurfGuard as such.
 - (10) Subscriptions are to be set by the Clovelly Nippers committee but do not take effect until after approval by the Board.
 - (11) At or prior to the commencement of each season, the Clovelly Nippers' Committee must appoint age managers and other assistants required for the running of events and other assistance as determined by the Clovelly Nippers' Committee.
 - (12) Any Clovelly Nippers' Committee member, age manager or other assistant who is not a current member of the Clovelly SLSC as recorded in SurfGuard, must complete and submit the forms and pay the appropriate fee as required to become a General Member of the Club under Rule 8 of the Constitution and be recorded in SurfGuard as such. If during the season, any additional Clovelly Nippers' Committee member, age manager or other assistant is appointed who is not a current financial member of the Club, that person must complete and submit the forms and pay the appropriate fee as required to become a General Member of the Club under Rule 8 of the Constitution and be recorded in SurfGuard before acting in the position.
 - (13) For clarity, no person who is not a General Member of the Club is permitted to be on the Clovelly Nippers' Committee nor assist in any way in the operation of Nippers activities.
 - (14) All members assisting in the running and administration of Nippers must be clearly identified with a cap, hat or shirt as being an official.
 - (15) The disciplining of Clovelly Nippers members or other members involved with Clovelly Nippers will be in accordance with By-Law 13.
 - (16) The Clovelly Nippers Committee has in its discretion the power to accept new members, decide upon relevant Clovelly Nippers matters and co-opt assistants.
 - (17) The Clovelly Nippers Committee must meet at least once a month between September and April or such interval as determined at the first meeting of the Clovelly Nippers committee after its annual general meeting. Five office bearers constitute a quorum.
 - (18) Rules of debate shall be as By-Law 13.
 - (19) The Annual General Meeting (AGM) of the Clovelly Nippers:



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- (a) must be held at a time set by the Clovelly Nippers Committee, generally at the end of the season;
 - (b) is to be chaired by the Director of Junior Activities;
 - (c) eligibility to vote at this meeting is limited to members of the Club, including General Members, recorded in Surfguard and with responsibility for a participating Junior Activities Member;
 - (d) Junior Activities Members are not entitled to vote;
 - (e) each person eligible to vote is entitled to one vote only;
 - (f) in the event of a tied vote, the chairman shall be entitled to a casting vote;
 - (g) a quorum of ten is required to commence an AGM;
 - (h) the agenda and business of the AGM are to be the same as the Club;
 - (i) the nomination for office bearers positions and election of the Clovelly Nippers Committee is to be in accordance with procedure set out in the Constitution for the Club; and
 - (j) if any position is left vacant the Clovelly Nippers Committee, the Committee may fill that position at its subsequent committee meetings.
- (20) The Club, in its discretion, **may** allow the Clovelly Nippers to hold its own bank account. The Clovelly Nippers must collect and count all monies collected and issue a receipt for same and deposit the money in the Clovelly Nippers' bank account within 7 days of receipt. The Director of Junior Activities is to be a required signatory to any payments made from the Clovelly Nippers' bank account.
- (21) All invoices must be paid as and when they fall due.
- (22) The colours and cap must be the same as the Club's.
- (23) The Club retains the right to override any action or decision taken by office bearers or the committee of the Clovelly Nippers. These By-Laws can only be changed by the Board.
- (24) Prior to conducting any water events, a risk assessment of the conditions is to be conducted to ensure the safety of members.
- (25) No clothing or badged merchandise may be purchased or worn without prior approval of the Board who will ensure consistency with the prevailing Club colours, logos and approved sponsorships.



6. THE CLOVELLY SWIMMING CLUB

- (1) The Clovelly Swimming Club is the summer swimming division of the Club for children and juniors and as such shall be encouraged and fostered by the Board. These By-Laws are to be used as a guide to the proper running and organisation of the Clovelly Swimming Club. Any rule of the Club constitution will over-ride any precedent or minute made by the committee of the Clovelly Swimming Club.
- (2) The objectives of the Clovelly Swimming Club are to encourage, promote and develop the swimming abilities, competitiveness and sportsmanship of children of all ages in a relaxed and friendly environment.
- (3) The Clovelly Swimming Club is subject to the direction of the Club's Board.
- (4) The Clovelly Swimming Club is to elect annually a committee. The names of office bearers and contact details are to be submitted in writing to the Secretary of the Club within 28 days their election. The Secretary is to be advised in writing of any changes during the season to office bearer positions and contact details.
- (5) The money and assets of the Clovelly Swimming Club are vested in the Club.
- (6) The Clovelly Swimming Club must submit monthly statements of income and expenditure to the Director of Finance and audited annual accounts as at 30th April each year.
- (7) Subscriptions are to be set by the Clovelly Swimming Club Committee but do not take effect until after approval by the Board.
- (8) At or prior to the commencement of each season, the Clovelly Swimming Club's Committee must appoint managers and other assistants required for the running of events and other assistance as determined by the Clovelly Swimming Club Committee.
- (9) Any Clovelly Swimming Club Committee member, swimming member, manager or other assistant who is not a current member of Clovelly SLSC must complete and submit the forms and pay the appropriate fee as required to become a General Member of the Club under Rule 8 of the Constitution and be recorded in SurfGuard. If during the season, any additional Clovelly Swimming Club Committee member, swimming member age manager or other assistant is appointed who is not a current member of the Club, that person must complete and submit the forms and pay the appropriate fee as required to become a General Member of the Club under Rule 8 of the Constitution before acting in the position and be recorded in SurfGuard.
- (10) For clarity, no person who is not a member of the Club is permitted to be on the Clovelly Swimming Club's Committee, participate in swimming events, nor assist in any way in the operation of Clovelly Swimming Club activities.
- (11) The disciplining of Clovelly Swimming Club members must be in accordance with By-Law 13.
- (12) The Clovelly Swimming Club Committee has in its discretion the power to accept new members, decide upon relevant Clovelly Swimming Club matters, to arrange finances and co-opt assistants.



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- (13) The Clovelly Swimming Club Committee must meet at intervals determined by the Committee between September and April. Three office bearers constitute a quorum.
 - (14) Rules of debate shall be as By-Law 8.
 - (15) The Annual General Meeting (AGM) of the Clovelly Swimming Club:
 - (a) must be held at a time set by the Clovelly Swimming Club but generally towards the end of the season:
 - (b) eligibility to vote at this meeting is limited to members of the Club, including General Members recorded in SurfGuard:
 - (c) each person eligible to vote is entitled to one vote only;
 - (d) in the event of a tied vote, the chairman shall be entitled to a casting vote;
 - (e) a quorum of three is required to commence an AGM;
 - (f) the agenda and business of the AGM are to be the same as the Club;
 - (g) the nomination for office bearers positions and election of the Clovelly Swimming Club Committee is to be in accordance with procedure set out in the Constitution for the Club; and
 - (h) if any position is left vacant the Clovelly Swimming Club Committee may fill that position at its subsequent committee meetings.
 - (16) The Club, in its discretion, **may** allow the Clovelly Swimming Club to hold its own bank account. The Clovelly Swimming Club Committee must collect and count all monies collected and issue a receipt for same and deposit the money in the Clovelly Swimming Club's bank account within 7 days of receipt. A Director of the Board is to be a required signatory to any payments made from the Clovelly Swimming Club's bank account.
 - (17) All invoices must be paid as and when they fall due.
 - (18) The colours and cap must be the same as the Club's.
 - (19) The Club retains the right to override any action or decision taken by office bearers or the committee of the Clovelly Swimming Club. These By-Laws can only be changed by the Board.
 - (20) Prior to conducting any water events, a risk assessment of the conditions is to be conducted to ensure the safety of members.
 - (21) No clothing or badged merchandise may be purchased or worn without prior approval of the Board who will ensure consistency with the prevailing Club colours, logos and approved sponsorships.



7. VISITORS

- (1) Members may invite visitors to the Club in areas such as the Tom Caddy Room and the ground floor level hall, provided that such visitors are first introduced to a member of the Board and that any such visitor is to be allowed to use the Club on no more than three occasions during any one season.
- (2) No visitors may use the gym under any circumstances.

8. RULES OF DEBATE

- (1) Normal rules of debate shall apply at all meetings. If there are any doubts of ruling is to be ascertained from:

P.E. Joske – “The Law and Procedure at Meetings” – The Law Book Company, Sydney.

- (2) A copy of this reference work should be kept in the Club office.

9. CLUB HOUSE

9.1 General

- (1) The Club house is to be opened to members for the purposes of the Club as follows:
 - (a) 1st October to 30th April: 6.00 a.m. to 9.00 p.m.; and
 - (b) 1st May to 30th September 6.00 a.m. to 7.30 p.m.; and
 - (c) will not be opened outside those hours without the approval of the Board.
- (2) The lockers belonging to the Club are available to be hired by members on payment of an annual hiring fee as set at the Board.
- (3) No animals are permitted in the clubhouse.
- (4) A member who accompanies a child into the Club house must adequately supervise the child at all times while the child remains in the Club house.

9.2 Gym

- (1) The gym is available for use only **by financial members** (general members excluded) **who have paid the annual gym fee** set by the Board for use of the gym.
- (2) No person under the age of 15 is permitted to use the gym.
- (3) If any user of the gym becomes aware of any faulty gym equipment, it is to be brought to the attention of the gym manager.



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- (4) All users of the gym must at all times wear a shirt, shorts and appropriate footwear. No wet costumes are to be worn.
 - (5) After use, each piece of equipment is the wiped down ready for use by other members. All gym users must have their own towel for this purpose.

9.3 Security

- (1) A security access system has been installed to parts of the Club house that requires the use of a fob key for ingress. The following applies to this system:
 - (a) no member who has been issued with a fob key is to lend it to any other person. Any person found to have done so will be referred to the Board who may refer the matter to the Judiciary Committee;
 - (b) any lost fob key must be reported immediately to the Secretary;
 - (c) any fob key that does not function correctly should be reported to the Secretary;
 - (d) any member will have his or her the fob key deactivated if membership fees have not been paid by the due date; and
 - (e) any lost fob key will be replaced after payment by the member of a \$20 fee or a fee as determined by the Board from time to time.

9.4 Unacceptable Behaviour

- (1) Any member found:
 - (a) interfering with any locker other than the one allocated to the member, if any;
 - (b) being on the Club premises without permission outside the approved opening hours of the Club;
 - (c) defacing or otherwise damaging or removing, without authority, the property of the Club;
 - (d) bringing pets into the Club house;
 - (e) behaving obscenely or using bad language;
 - (f) supplying information concerning the Club to the media without the authority of the Board;
 - (g) using Club's first aid supplies, other than for first aid requirements associated with lifesaving activities;
 - (h) gambling in the Club premises for any illegal or unlawful purpose;
 - (i) interfering with any member's belongings;
 - (j) throwing missiles in or from the Club house;
 - (k) generally acting detrimentally to the interests of the Club or its members;



- (l) using of the shark alarm bell for any purpose other than for what it was meant, or
- (m) not to have followed the Code of Conduct set by the Club and SLSNSW "Policies and Procedures".

will be liable to be dealt with under the Constitution and By-Law 13, which provides for removal from office, suspension, cancellation of membership or expulsion.

- (2) Designated change areas are out of bounds to members of the opposite sex and members found breaching this By-Law will be dealt with under By-Law 13.
- (3) Locker and fob keys are not transferable and must be returned to the Secretary at the expiry of membership. Members are not permitted to install locks to any lockers.
- (4) Minimum dress requirements for the Tom Caddy Room will be determined by the Board from time to time. Any member found not to comply with the minimum standards may be requested to leave the premises by any member of the Board. A shirt/blouse must be worn by a member or guest.

9.5 Intoxicating Liquors and Illegal Substances

- (1) Except for alcohol sold in the Tom Caddy Room, no intoxicating liquors or illegal substances shall be allowed on Club premises.
- (2) Any member coming on to the Club premises under the influence of intoxicating liquors or illegal substance will be referred to the Board who may refer the matter to the Club's Judiciary Committee under By-Law 13.
- (3) Any member found consuming unauthorised intoxicating liquors or illegal substances on Club premises will be immediately suspended until the Board decides if the matter is to be referred to the Judiciary Committee and, if the matter is referred to the Judiciary Committee, the member will remain suspended until the Judiciary Committee determines the outcome of the matter referred to it.
- (4) Any patrol member found to be under the influence of intoxicating liquors or illegal substance before commencement or during a patrol will be immediately suspended until the Board decides if the matter is to be referred to the Judiciary Committee and, if the matter is referred to the Judiciary Committee, the member will remain suspended until the Judiciary Committee determines the outcome of the matter referred to it.
- (5) Alcohol sold in the Tom Caddy room may only be sold by persons with the appropriate responsible service of alcohol qualification.

9.6 Repair, Maintenance and Capital Expenditure

- (1) The House Captain is authorised to spend up to \$500 (or such other amount approved by the Board and recorded in the minutes of a Board meeting) on day to day maintenance items without Board approval but must submit to the Board at the next monthly meeting all invoices pertaining to this expenditure.
- (2) For non-urgent repairs, maintenance and capital expenditure, the House Captain must obtain a reasonable number of quotations (generally 3) which are to be submitted to the Board for approval before the works are commissioned.



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- (3) For urgent repairs, maintenance and capital expenditure, the House Captain must obtain a quotation for the works and seek the approval of the Executive Committee before the works are commissioned.
 - (4) If, in the opinion of the House Captain, urgent repairs, maintenance and capital expenditure must be undertaken immediately due to safety concerns, the House Captain must ensure that the works are carried out expeditiously and the Executive Committee and Board informed of the actions taken to remedy the situation.

9.7 Ground Floor Level Hall

- (1) If a member, non-member, community or sporting group wish to hire or use the hall, a written application must be submitted to the Board for its consideration advising of, as a minimum:
 - (a) the number of attendees,
 - (b) the date, time and period of the proposed use,
 - (c) security and cleaning arrangements,
 - (d) if music will be played and its form, and
 - (e) if alcohol will be served/provided.
- (2) If the application is approved, the Board will determine the conditions of use, cost of hire and any security bond requirements.
- (3) No application for the use of the hall for 18th to 21st birthdays inclusive will be approved.
- (4) The Board must not approve an application if, in its opinion, the statutory requirements for the responsible service of alcohol will not be satisfied.

10. MONTHLY REPORT OF THE LIFESAVING COMMITTEE

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- (1) The monthly report of the Lifesaving Committee to the Board referred to in Rule 22 must include:
 - (a) names of members who have attempted their proficiency test, indicating those who have passed and those who have failed;
 - (b) names of members who are required to undergo a proficiency test and have not done so;
 - (c) any patrols whose numbers are not meeting the requirements of the SLSA and the Club and details of the numbers being achieved;
 - (d) any member who has not performed his rostered patrols and not obtained a substitute;
 - (e) any surf lifesaving equipment belonging to the Club that requires repair;



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- (f) any recommendation for the purchase of any desired or requested lifesaving patrol equipment; and
 - (g) patrol operations, updates and any other relevant lifesaving information for implementation or deemed required by the Board.

11. MONTHLY REPORT OF THE EDUCATION COMMITTEE

- (1) The monthly report of the Education Committee to the Board referred to in Rule 22 must include:
 - (a) the names of any members that the Club has in training for bronze medallion, surf rescue certificates, advance resuscitation techniques certificate or other awards of the SLSA
 - (b) proposed exam dates for those members undergoing training;
 - (c) the names and awards obtained to date by any members of the Club during the current season;
 - (d) any education training equipment belonging to the Club that requires repair or replacement; and
 - (e) any recommendation for the purchase of any desired or requested education training equipment.

12. REPORT OF THE SELECTION COMMITTEE

- (1) The report of the Selection Committee to the Board referred to in Rule 22 of the Constitution must include:
 - (a) competitors to be included any official team to represent the Club at any championship carnival recommended by the selection committee for ratification or rejection by the Board; and
 - (b) any travelling, accommodation or competition fees recommended by the selection committee for ratification or rejection by the Board.

13. DISCIPLINE AND JUDICIAL

13.1 Judiciary Matters

Breach

- (1) Where a member has allegedly:
 - (a) breached, failed, refused or neglected to comply with the membership directives or any resolution or determination of SLSA, SLSNSW, Sydney Branch or the Club or any duly authorised committee;



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- (b) acted in a manner unbecoming of a member or prejudicial to the object of SLSA, SLSNSW, Sydney Branch or the Club and / or surf lifesaving;
 - (c) brought themselves, SLSA, SLSNSW, Sydney Branch or the Club or surf lifesaving; or
 - (d) competed or in any way participated in a lifesaving competition and / or used SLSA, SLSNSW, Sydney Branch or the Club equipment in any event, contest and competition which has not been licensed, sanctioned or otherwise authorised by SLSA, SLSNSW, Sydney Branch or the Club or has failed to obtain permission of SLSA, SLSNSW, Sydney Branch or the Club to so compete or participate in that competition or use SLSA, SLSNSW, Sydney Branch or the Club equipment;

SLSA, SLSNSW, Sydney Branch or the Club may commence or cause to be commenced investigatory and or disciplinary proceeding (“**proceedings**”) against that member and that member will be subject to and submits unreservedly to the jurisdiction, procedures, penalties and appeal mechanisms set out in these By Laws, provided that SLSA, SLSNSW, Sydney Branch or the Club may commence proceedings or investigate conduct which may warrant the commencement of proceedings by referring the matter to a Judiciary Committee.

13.2 Judiciary Committee

- (1) Judiciary Committee shall be convened and function as follows:

Convening of Committee

- (2) The Club shall annually or as required appoint a Judiciary Committee to investigate and / or determine matters referred to it. The Board may convene a Judiciary Committee on such terms and for such purpose(s) as required. A member of the committee shall act as secretary and keep records of all investigations and decisions of that committee.

Jurisdiction

- (3) The jurisdiction of a Judiciary Committee shall be as follows:
 - (a) where within the boundaries of the Club, the alleged offender shall be dealt with by the Club’s Judiciary Committee;
 - (b) where within the boundaries of Sydney Branch, the alleged offender shall be dealt with by Sydney Branch’s Judiciary Committee;
 - (c) where within the boundaries of the SLSNSW, the alleged offender shall be dealt with by SLSNSW’s Judiciary Committee;
 - (d) where within the boundaries of SLSA, the alleged offender shall be dealt with by SLSA’s Judiciary Committee; and
 - (e) Where the matter, in the opinion of SLSA, is better dealt with by the criminal justice system, it will not be considered, however SLSA may reserve its rights.



Referrals

- (4) Every referral to a Judiciary Committee shall be clear and unambiguous and shall clearly set out the matter(s) required to be investigated or determined by the Judiciary Committee.
- (5) Upon a referral to a Judiciary Committee, the committee secretary shall, as soon as practicable, appoint a time and place suitable to the Judiciary Committee for the proceedings and may appoint an investigator to inquire into the referral.
- (6) A Judiciary Committee shall process any referral to it within such time as SLSA, SLSNSW, Sydney Branch or the Club directs, provided always that a concerned person may apply for an adjournment by application in writing to the committee secretary. Such application must be received at least two (2) days prior to the commencement of proceedings.
- (7) A Judiciary Committee shall have the power to require the attendance of any member at any proceedings before it. A notice shall be given in accordance with these By Laws.
- (8) The referring authority shall decide the quorum for a Judiciary Committee.
- (9) Should an investigator have been appointed, the chairperson of the Judiciary Committee should, in conduction with the investigator, determine if the matter should proceed.

13.3 Procedure

- (10) Proceedings commenced under these By Laws shall be conducted as follows:

Request to Appear

- (11) Upon receipt of a referral, the Judiciary Committee shall request the party or parties concerned in the referral to appear before them. Such request shall be in writing either delivered personally or in appropriate cases by post, email or facsimile to the appropriate address (mail or electronic) or facsimile number of the party or parties concerned. A notice given by post shall be deemed to have been given on the second day following that on which it is posted. A notice by facsimile shall be determined to be given upon receipt of a confirmation report confirming the facsimile was received at the facsimile number to which it was sent. A notice shall be deemed to be given unless an email is received in reply stating the email was not successfully transmitted.

Notice

- (12) Proceedings shall take place as soon as practicable. All parties shall be given at least seven (7) days' notice of the proceeding by the Judiciary Committee. The notice shall:
 - (a) be in writing;
 - (b) state that the party or parties concerned are required to appear and in what capacity;



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- (c) state the nature of the proceedings and the matters or alleged offense(s), the subject of investigation or determination, the possible penalty or penalties and the date, place and time of the hearing; and
 - (d) be delivered as set out in the Request to Appear.

Appearance

- (13) Persons appearing before the Judiciary Committee shall be entitled to call witnesses but must state their case in person unless the Judiciary Committee has permitted representation through an advocate. They and their witnesses shall be given a full opportunity to be heard. In their absence, or in the absence of their witnesses, a decision may be made by default. Before making a decision in default of appearance, the Judiciary Committee must satisfy itself that the party concerned was aware of the time, date and place of the hearing and had been requested to appear in accordance with these By Laws.

Procedure at Proceedings

- (14) Judiciary proceedings shall be conducted as follows:
 - (a) The Judiciary Committee chairperson shall announce the opening of proceedings, stating the Judiciary Committee's authority, jurisdiction, composition and the nature and purpose(s) of the proceedings.
 - (b) The procedure to be followed at the proceedings shall be clearly explained by the Judiciary Committee chairperson. The Judiciary Committee chairperson shall state who is entitled to be present throughout the proceedings during evidence and submissions.
 - (c) The matter(s) the subject of the proceedings shall then be read to the person(s) concerned. The body or person reporting the matter(s) and the subject(s) of the proceedings shall be given the opportunity to report the circumstances of the matter(s). The person(s) concerned will be given the opportunity to respond to the report and present evidence / submissions as to their view of the circumstances of the matter(s). Any witnesses called by either the reporting body or the person(s) concerned will be given the opportunity to give evidence or make submissions. Witnesses may be questioned on their evidence. Evidence and / or submissions may be tendered in writing.
 - (d) The Judiciary Committee will consider the evidence submitted. The Judiciary Committee may adjourn the hearing if considered necessary. No other person shall be present or partake in any discussion with the Judiciary Committee at this time. If the Judiciary Committee finds an offence has not been committed or not proved, it will advise the referring authority and dismiss the charge accordingly.
 - (e) If the Judiciary Committee finds an offence has been committed or proved, it may impose, in its discretion, an appropriate penalty or penalties or it may report its findings to the referring authority with such recommendations as it considers appropriate. The Judiciary Committee chairperson will declare the proceeding closed.



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- (f) If a decision cannot be given immediately after proceedings, the relevant parties must be advised of the time and place at which the decision will be given. The decision, any penalty, the reasons for the decision and notice of the person's appeal rights shall be given in writing and signed by the Judiciary Committee chairperson. A referring authority must advise persons found guilty of an offence under these By Laws of their rights of appeal.
 - (g) Every decision of a Judiciary Committee appointed by SLSA, SLSNSW, Sydney Branch or the Club shall be conveyed in writing to the parties concerned and, where a member of the Club, to the Club and Sydney Branch (where relevant) and SLSNSW. It shall be incumbent on the Club to give effect to the decision immediately and to notify the referring authority that such has been done. The referring authority may deal with the Club failing to give effect to such decision at that authority's discretion.

13.4 Penalties

(15) Penalties that may be imposed include:

- (a) A reprimand;
- (b) Suspension of such activities, on such terms and for such period as the Judiciary Committee thinks fit;
- (c) Exclusion from a particular activity, event or events;
- (d) Expulsion;
- (e) Fines, imposed in such manner and in such amount as the Judiciary Committee thinks fit;
- (f) Such combination of any of the above penalties as the Judiciary Committee thinks fit; or
- (g) Additional service, requiring the member to undertake an activity based penalty, imposed in such manner as the Judiciary Committee thinks fit.

(16) During proceedings, the subject(s) of the proceedings may be suspended on such terms and for such period as the relevant referring authority thinks fit and shall remain under suspension unless the referring authority decides otherwise.

13.5 Reporting

- (17) Unless the decision of the Judiciary Committee is unanimous, a separate report may be made to the referring authority by the minority. The decision of the majority however, shall be deemed to be the decision of the Judiciary Committee. Where voting is equal, the Judiciary Committee chairperson may exercise a casting vote.
- (18) A decision by the Judiciary Committee cannot be altered by the referring authority.



13.6 Effect of Penalty

- (19) Where the Club is suspended under SLSA's regulations, its membership of and representation rights and privileges in SLSA shall be forfeited during the period of such suspension. Officers of SLSA who may be members of the Club shall not be affected by such suspension nor shall a suspension absolve the Club from any patrol responsibilities.
- (20) Where a member is suspended under SLSA regulations, all rights and privileges of that member shall be forfeited, either partly or completely, during the period of suspension. In the case of a complete suspension, a member shall also forfeit all Club rights during the currency of the suspension. Partial suspension shall prevent the member's participation in inter-Club, Sydney Branch, SLSNSW or SLSA activities but shall not interfere with the member's rights as a member of the Club or his beach patrol responsibilities.
- (21) Where the Club or a member is expelled under SLSA regulations, it's or the member's membership of and representation in SLSA shall be forfeited immediately and membership shall cease. No monies will be refunded to expelled or suspended member.

13.7 Appeals

- (22) SLSA shall appoint or recognise a panel of persons (**SLS Appeals Panel**) from whom SLS Appeals Tribunals shall be appointed as required. The SLS Appeals Panel shall comprise persons appointed by SLSA and / or SLSNSW.
- (23) A member who or which has received a penalty or an adverse finding from this By Law may, within 14 days from the date of receiving the determination in writing, appeal to SLS Appeals Tribunal. For avoidance of doubt, there is only one appeal from a Judiciary Committee, regardless of whether the Judiciary Committee was appointed the SLSA, SLSNSW, Sydney Branch or the Club.
- (24) Appeals under this By Law will be determined by SLSA's regulation.
- (25) An appeal must be lodged in writing to SLSNSW. The appeal must set out the:
 - (a) Ground(s) on which the appeal is made;
 - (b) Reasons or circumstances supporting the alleged ground(s) of appeal; and
 - (c) Must be accompanied by a non-refundable appeal fee of \$500.
- (28) An appeal can be withdrawn at any time in writing to SLSNSW. If the appellant seeks to withdraw an appeal after an appeal hearing has commenced, the appeal may only be withdrawn with the consent of the relevant appeal panel chairperson. Once an appeal is withdrawn, a new appeal in respect to the same matter cannot be lodged.
- (29) On receipt of an appeal in accordance with SLSA's regulations, SLSNSW must as soon as possible convene and SLS Appeals Tribunal.



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- (30) An SLS Appeals Tribunal shall be constituted by up to 3 persons (minimum 2) available to hear the appeal from members of the SLS Appeals Panel, which must include the following:
- (a) Up to 2 persons with a thorough knowledge of surf lifesaving; and
 - (b) A barrister or solicitor who will chair the Appeals Tribunal.
 - (c) No member of the SLS Appeals Tribunal may be a party to or directly interested in the matter under consideration.
- (31) The SLS Appeals Tribunal has complete jurisdiction and discretion to rehear the matter in its entirety.
- (32) The chairperson of the appointed SLS Appeals Tribunal shall, as soon as practical after receiving the appeal documents, investigate and consider the matter and determine whether the:
- (a) Appeal should be dismissed because in its determination, the matter is trifling in nature or has no merit; or
 - (b) Appeal warrants further review and determination in accordance with SLISA's regulations.
- (33) If the SLS Appeals Tribunal determines the matter warrants further review under (32) above, it shall, as soon as practical, having regard to timing, serve a notice in writing on all relevant parties:
- (a) Stating that the parties may address the SLS Appeals Tribunal at a hearing to be held as soon as practicable, being not earlier than 4 days from the date of the notice;
 - (b) Stating the date, place time of that hearing; and
 - (c) Informing the parties that they may do any one or more of the following:
 - i. Attend that meeting (either personally or by their representative who, subject to (l) below, may not be legally trained or qualified) and bring such witnesses as they wish to rely upon in respect of the matter the subject of the appeal; and/or
 - ii. Give the SLS Appeal Tribunal, no later than 24 hours before the time of that meeting, a further written statement setting out relevant information surrounding the appeal.



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- (34) The SLS Appeal Tribunal may conduct a hearing convened in accordance with the SLSA Regulation (or any adjournment) in such manner as it sees fit, but shall:
- (a) Give to all relevant parties and their witnesses every opportunity to be heard;
 - (b) Give due consideration to any written statements received from any relevant party;
 - (c) Allow relevant parties to be present along with their adult representative; and
 - (d) May request or require such parties or other witnesses to attend the hearing or provide such evidences as is available to enable the SLS Appeal Tribunal to properly consider the matter.
- (35) Persons appearing before the SLS Appeal Tribunal are not entitled as a right to:
- (a) Legal representation before the SLS Appeal Tribunal. Subject to paragraph (b) below, the SLS Appeal Tribunal may grant a right to legal representation to a party where that party has made written application to the SLS Appeal Tribunal for such representation. Such application must be received by the chairperson of the SLS Appeal Tribunal within 7 days from the date of the notice served under by-laws12.2.
 - (b) Legal representation will only be permitted by the SLS Appeal Tribunal where the party seeking legal representation can demonstrate to the SLS Appeal Tribunal that the matter is serious, complex or the consequences for that party proceeding without legal representation are significant from a livelihood or business perspective.
 - (c) The SLS Appeal Tribunal may refuse or grant such application in its absolute discretion. The SLS Appeal Tribunal decision in respect to legal representation is final and there is no appeal from such decision.
- (36) Following consideration of all information which the SLS Appeal Tribunal considers relevant and which is available, the SLS Appeal Tribunal shall arrive at a finding. The SLS Appeal Tribunal can impose new penalties or vary an existing penalty. A decision of the SLS Appeal Tribunal may be by a majority decision. A decision of the SLS Appeal Tribunal is final.
- (37) An SLS Appeal Tribunal has no power to award costs. That is, each party will be responsible for their own costs of the appeal.

13.8 Competition Discipline

Surf Sports Manual

- (38) The SLS Surf Sports Manual and in particular but not only clause 14.5 applies in respect to SLS carnival and competition discipline.

Appeals

- (39) For the purposes of Clauses 14.5.1(c) & (d) of the SLS Surf Sports Manual, the appeal body for any appeal against a penalty imposed by a Competition Disciplinary Committee shall be the SLS Appeals Tribunal.



13.5 Revocation of SLSA Service and Recognition Awards

- (40) The Board of SLSA may, by special resolution, revoke a previously issued award of recognition, including but not limited to, SLSA Life Membership, in circumstances where a member who has been issued an award of recognition has:
- (a) Been convicted of a serious criminal offence;
 - (b) Committed a serious breach and / or repeated breaches of a SLSA policy or policies;
 - (c) Committed a serious breach and / or repeated breaches of a SLSA codes of conduct
 - (d) Brought surf lifesaving and / or SLSA into dispute; or
 - (e) Rejected and / or returned a previously issued award.
- (41) Prior to giving consideration to the revocation of an award, the member shall be invited to make a written submission to the SLSA Board as to why the award should not be revoked.
- (42) SLSA Board's decision to revoke an award shall be final and there is no appeal.



14. JOB DESCRIPTIONS

14.1 President

14.1.1 Position Purpose:

Assume responsibilities of position of Chief Executive Officer and Director of Clovelly SLSC with an objective vision for the future and direction of the Club

14.1.2 Main Activities:

- (a) Act as the principal leader with overall responsibility for the Club's administration
- (b) Set the overall committee agenda and help the Board prioritise its goals and ensure office bearers work within this framework
- (c) Facilitate meetings, including: committee, executive and annual general meetings
- (d) Chair monthly Board meetings and ensure appropriate chairmanship of a range of sub committees
- (e) Represent the Club appropriately at local, regional, state and national levels
- (f) Act as a facilitator for Club activities and voice members views at appropriate forums
- (g) Ensure planning and budgeting is completed in accordance with the needs of the Club and members wishes
- (h) Ensure all rules and regulations of the Club are upheld
- (i) Engage sponsors and supporters
- (j) Prepare and deliver sponsorship presentations to potential sponsors
- (k) Communicate regularly with and service the needs of, current sponsors and supporters
- (l) Ensure financial, social and structural viability of the Club is established and maintained
- (m) Identify and communicate to members opportunities available at Club, Branch, State and National levels
- (n) Be responsible for Club planning, including succession and business planning
- (o) Ensure all Club activities are carried out within the laws of NSW
- (p) Introduce the Club Management Plan and ongoing review and management of this plan



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- (q) Liaise with all Directors of Club and provide guidance as required or appropriate to ensure functions of the directors are satisfactorily completed
 - (r) Arrange suitable representation at Sydney Branch SLSA, Randwick District SLSA and Randwick City Council monthly meetings
 - (s) Present as the public face of Clovelly SLSC at a range of functions involving Randwick City Council, other Clubs, carnivals, politicians etc.
 - (t) Ensure appropriate attendance at special meetings as called e.g. Sydney Branch Presidents forum, emergency meetings of Branch or District etc.
 - (u) Be prime phone contact person for Branch, District and Randwick City Council on a vast range of issues
 - (v) Negotiate and manage lease arrangements and ongoing related issues with Randwick City Council
 - (w) Negotiate with RCC officers on range of matters concerning Club operations including insurance, water rates, car parking, repairs to premises etc.
 - (x) Chair Randwick District SLSA on a rotational basis
 - (y) Be a visible, approachable and communicative regular presence around Club premises and at Club activities
 - (z) Act as prime liaison contact with Catering subcontractor
 - (aa) Read, reply to and communicate to Board mail addressed to President
 - (bb) Co-ordinate appropriate emergency Executive decisions if and when such emergency circumstances arise
 - (cc) Regularly liaise with other Club Presidents, especially those in Randwick District;
 - (dd) Ensure the Club works within the Office of Liquor Gaming & Racing's Best Practise Guidelines
 - (ee) Awareness of future directions and plans of members
 - (ff) Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
 - (gg) Maintain a policy of loyalty to the Club and its activities whilst maintaining confidentiality and respect towards members
 - (hh) Any other functions commensurate with the public image of the Club and the position of Chief Executive Officer



14.1.3 Essential Experience and Skills:

- (a) SLSA Bronze Medallion
- (b) Communicate effectively
- (c) A good working knowledge of all aspects of SLSA's operations and activities
- (d) Have a good working knowledge of the Constitution, rules and the duties of all office holders and subcommittees
- (e) Successful service as Club vice president or another senior position such as Secretary or Director of Lifesaving
- (f) Demonstrated maturity
- (g) Firsthand knowledge of all aspects of Club activities
- (h) Awareness of Workers Occupational Health & Safety policies

14.1.4 Desirable Experience and Skills:

- (a) Senior Management role in medium or large scale commercial business
- (b) Ten years membership of Clovelly SLSC with at least five years as patrolling member

14.1.5 KPIs:

- (a) Efficient functioning of all aspects of the Club's operation
- (b) Precise and productive Directors meetings
- (c) Palpable respect for the Club from Politicians, Sydney Branch, Randwick Council and senior personnel of other Surf Clubs
- (d) Smooth operation of lease and sub-lease arrangements
- (e) Maintenance and increase in levels of financial and practical support from sponsors and supporters
- (f) Popular support of majority of Club members

14.1.6 Responsible to:

Board



14.2 Vice Presidents (2No.)

14.2.1 Position Purpose:

Assist the President as a Director of the Club in the duties of chief executive officer and deputise in that role whenever appropriate, with two separate and distinct positions involved:

- (a) the first should be filled by the immediate past President, where practical, or a person experienced in a senior committee position to enable that person to pass on the benefits of their experience in the role to the incumbent President; and
- (b) the second position should be filled by a person with the demonstrated potential and expressed desire to ultimately fill the role of President at some future date; such person to acquire or refine the necessary skills and experience whilst deputising at the direction and under the guidance of the President and the other Vice President

14.2.2 Main Activities:

- (a) Assist President in efforts to ensure other office bearers receive appropriate guidance and that their functions are satisfactorily completed
- (b) Chair monthly Board meetings in President's absence
- (c) Chair a range of sub committees at President's direction
- (d) Represent Club at a range of meetings and functions in company with or deputising for the President
- (e) Develop and maintain contacts with sponsors, supporters, Council representatives politicians and the senior personnel of other Clubs
- (f) Conduct a joint quarterly inspection of club premises to determine level of cleanliness and hygiene and to measure and formally report to the Board on the caretakers performance as measured against his responsibilities.
- (g) Any other role delegated as the President's representative or proxy

14.2.3 Essential Experience and Skills:

- (a) SLSA Bronze Medallion
- (b) Ability to communicate effectively
- (c) A high level of enthusiasm when representing the Club to members, other organisations and the general public
- (d) Loyalty to the Club and its activities whilst maintaining confidentiality and respect towards members
- (e) Firsthand knowledge of all aspects of Club activities
- (f) Awareness of Workers Occupational Health & Safety policies



Desirable Experience and Skills:

- (a) Commercial business experience
- (b) Five years membership of Clovelly SLSC with at least two years as patrolling member
- (c) Well informed of the SLSA, SLSNSW and Sydney Branch activities
- (d) Aware of future directions and plans of members
- (e) Maintain effective and efficient administration
- (f) Have a good working knowledge of the Constitution, rules and the duties of all office holders and subcommittees
- (g) Knowledge of and ensure the Club works within the Office of Liquor Gaming & Racing's Best Practise Guidelines

14.2.5 Responsible to:

Club President and Board

14.3 Secretary (Director of Administration)**14.3.1 Position Purpose:**

Assume responsibilities of position of chief operating officer of the Club with an objective vision for the future and direction of the Club and act as a Director of the Club

14.3.2 Main Activities:

- (a) Oversee and accept responsibility for general routine administration of the Club;
- (b) Direct and supervise the activities of the Administrative Assistant;
- (c) Make arrangements including agenda, venue, date, etc., for Club meetings in consultations with the Chairperson and advise members accordingly;
- (d) Collect and collate reports from office bearers;
- (e) Call for and receive nominations for Board and other positions for the Club Annual General Meeting;
- (f) Take minutes of meetings and maintain a copy for records;
- (g) Receive, record, read, reply and file correspondence promptly;
- (h) Provide a copy of all correspondence in and out to the monthly meetings;
- (i) Collate and arrange printing of the annual report;
- (j) Ensure Surfguard records are current;



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- (k) Maintain files, including (but not limited to) legal documents, constitutions, leases and titles;
 - (l) Act as the public officer of the Club if no other Director is appointed to that role, liaising with members of the public, affiliated bodies and government agencies and in particular the NSW Department of Fair Trading;
 - (m) Ensure circulation of minutes to the Board in a timely manner.
 - (n) Ensure achievement of relevant sections of the Club management plan;
 - (o) Participate as a member of the Executive Committee;
 - (p) Receive minutes of subcommittee meetings and present to Board;
 - (q) Present new Membership Applications to Board;
 - (r) Despatch appropriate responses to applicants and Director of Education;
 - (s) Submit required returns to all relevant external bodies;
 - (t) Maintain adequate levels of insurance of Club property and liabilities;
 - (u) Receipt all monies received update records and pass monies to Director of Finance;
 - (v) Oversee production and distribution of monthly newsletter
 - (w) Maintain confidentiality on relevant matters
 - (x) Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public

14.3.3 Essential Experience and Skills:

- (a) SLSA Bronze Medallion
- (b) Demonstrated clerical and communication skills
- (c) Computer literacy
- (d) Basic knowledge of SLSA operations and procedures
- (e) Awareness of Workers Occupational Health & Safety policies

14.3.4 Desirable Experience and Skills:

- (a) Knowledge and understanding of Surfguard
- (b) Ability to communicate effectively
- (c) Ability to self-manage and delegate tasks
- (d) A good working knowledge of the Club Constitution and By-Laws
- (e) Some commercial business experience



14.3.5 KPIs

- (a) Basic incoming correspondence distributed within 3 working days of receipt
- (b) Urgent communications referred to Executive Committee within 2 working days of receipt
- (c) All appropriate communications presented to next Board meeting
- (d) Outgoing correspondence despatched within 5 working days of direction
- (e) Board minutes circulated to attendees as soon as practical via email and once all email confirmations received display on notice board.
- (f) All relevant returns submitted within time frames set by recipient bodies
- (g) Response to approved membership applications processed and despatched within 5 working days
- (h) Monies receipted and relevant records updated within 5 working days
- (i) Club records updated within 5 working days of receipt of additional or altered data
- (j) Adequate workflow to and from administration assistant on a weekly basis
- (k) Newsletter prepared and despatched monthly
- (l) Annual report prepared in time for presentation to AGM

14.3.6 Responsible to:

Board



14.4 Director of Finance

14.4.1 Position Purpose

To manage the income and expenditure of the Club and control all aspects of the financial operations to ensure that they are conducted efficiently, cost effectively and in accordance with all relevant regulations and legislation and act as a Director of the Club

14.4.2 Main Activities:

- (a) Act as the Chief Financial Officer for the Club
- (b) Drive the Board to prepare annual budgets with assumptions for their respective areas
- (c) Collate and consolidate the area/divisional budgets into an overall Club budget
- (d) Produce relevant and timely financial reports and submit these to each Board meeting as required and ensure they are understood
- (e) Monthly preparation of bank reconciliation and Profit & Loss comparing actual to budget
- (f) Monitor the actual v budget results monthly seeking explanation for material variation >10% so the Board can be advised
- (g) Maintain the Club's accounting records including detailed records of all payments and monies received ensuring it is logically filed with authorised supporting documentation
- (h) Liaise with Club auditor regarding the annual audit and preparation of compliant financial statements for presentation to members at the Annual General Meeting
- (i) Cause the preparation of statutory returns and reports as required, specifically Activity Statement for the ATO (www.ato.gov.au)
- (j) Liaise with Director Administration to ensure the entity is compliant with relevant Legislation and Regulations, particularly Associations Incorporation Act NSW (1984) (www.fairtrading.nsw.gov.au) and the Charitable Fundraising Act (1991) (www.dgr.nsw.gov.au) and various taxation requirements
- (k) Collect membership fees and ensure that accompanying data is accurate and complete
- (l) Collect and collate income from all other sources
- (m) Empty shower and sauna meters on a regular basis
- (n) Balance and bank all monies collected



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- (o) Ensure that sufficient funds are available on call to meet reasonably expected expenditure and that excess funds are safely and productively invested
 - (p) Comment on affordability and practicality of all proposed major expenditure
 - (q) Check and attend to payment of all approved accounts received. Cheques & EFTs authorised by two authorised executive members
 - (r) Maintain agreed income payments in respect of caretaker's wages and any other regular financial liabilities
 - (s) Maintain accurate, up to date details of all monies received and expended
 - (t) Enter such details onto MYOB system (or similar) and ensure that accounts are balanced and reconciled on a regular basis
 - (u) Ensure production of detailed and audited annual accounts for presentation to members in the Annual Report and required returns to authorised bodies
 - (v) Maintain a Policy of Loyalty to the Club and its activities whilst also maintaining confidentiality and respect towards members

14.4.3 Essential Experience and Skills:

- (a) SLSA Bronze Medallion
- (b) Prior bookkeeping experience
- (c) Prior experience in the preparation of bank reconciliations
- (d) Well organised and able to work unsupervised and be self-motivated
- (e) Understanding of the need for proper controls and governance over Club finances i.e. purchase orders (properly authorised with supporting documentation) payment/cheque requisitions (properly authorised with supporting documentation)
- (f) Able to keep correct up-to-date records
- (g) Able to work in a logical orderly manner
- (h) Time management skills
- (i) Demonstrated honesty and reliability
- (j) Detailed knowledge of all aspects of the Clubs operations



14.4.4 Desirable Experience and Skills:

- (a) Prior experience in the preparation of balance sheet and Profit & Loss statements highly desirable
- (b) Develop and maintain awareness of information needed for the Annual Audit.
- (c) Computer skills in Excel and MYOB (or like) highly desirable
- (d) Some formal accounting qualifications
- (e) Experience of financial operations of relevant commercial organisation
- (f) Successful service in previous senior Club position
- (g) Awareness of Workers Occupational Health & Safety policies

14.4.5 KPIs:

- (a) Successful audit of annual accounts
- (b) All available income collected and accounted for on a timely basis
- (c) Satisfactory relationship maintained with all providers of goods and services
- (d) All monthly reports to the Board accepted and approved
- (e) Sufficient funds maintained to meet all budgeted and approved expenditure and reserves
- (f) All required financial returns satisfactorily completed

14.4.6 Responsible to:

Board



14.5 Director of Education

14.5.1 Position Purpose:

To implement and maintain a development programme for all current and potential Club members on matters of lifesaving according to SLSA's guidelines and training manuals and act as a Director of the Club

14.5.2 Main Activities:

- (a) Lead and develop a team of trainers who will develop personnel to meet the operational needs of the Club
- (b) Assist in development of youth within the Club.
- (c) Coordinate all instruction squads, their trainer/s and the resources
- (d) Assess, develop and coordinate delivery of training solutions to meet the Club's Beach Management Plan and service quality issues
- (e) Positively support the policies, culture, operation and management of the Club, Branch, SLSNSW and SLSA
- (f) Follow procedures and protocols as outlined in SLSA and SLSNSW Training SOPs
- (g) Ensure all training sessions are efficient, records completed and filed
- (h) Ensure re-qualifications of awards and certificates are completed by required date and recorded
- (i) Analyse skill mix throughout Club and develop training solutions where needed
- (j) Submit reports to the Board
- (k) Participate as a member of the Board
- (l) Arrange assessments through the Branch as required, ensuring follow-up as required
- (m) Attend Branch meetings (as required) and report to Branch and/or Club all relevant information
- (n) Liaise with Branch Education Officer
- (o) Receive and act on forms from Club Secretary advising of approved new members
- (p) Attend or arrange representative attendance at all inductions to allocate new members to training squads and training officers.
- (q) Monitor all squads and training officers during training and set realistic completion dates



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- (r) Manage the training and development of current and potential training officers
 - (s) Organise development and training courses for current members and encourage participation
 - (t) Provide required training and updates for annual proficiency testing of all active members
 - (u) Ensure maintenance of all training equipment
 - (v) Liaise with Clovally Nipper's management to maximise flow of Junior Activities Members to the Club
 - (w) Assist Clovally Nipper's management in education of members and water safety personnel
 - (x) Director of Lifesaving is to be provided with list of successful candidates after each proficiency test so that non proficient members can be organised to attend subsequent tests
 - (y) Maintain confidentiality on relevant matters
 - (z) Chair Education Committee meetings
 - (aa) Sit on Lifesaving Committee

14.5.3 Required Experience and Skills:

- (a) SLSA Bronze Medallion
- (b) Hold an SLSA Training Officer Award
- (c) First Aid Certificate
- (d) Demonstrated communication, supervision time management and interpersonal skills
- (e) Ability to organise and delegate tasks
- (f) Awareness of Workers Occupational Health & Safety policies
- (g) Friendly, positive and enthusiastic attitude

14.5.4 Desirable Experience and Skills:

- (a) Two or more bronze medallion squads and one ARTC squad successfully trained within past two seasons
- (b) Holder of an advanced award such as Assessors or IRB driver's certificate
- (c) Computer and clerical skills



- (d) Registered Training Organisation, Educational Qualification, i.e. Certificate IV in Workplace Training and Assessment or Certificate IV in Training and Assessment
- (e) Assessor Units of Competency

14.5.5 KPIs:

- (a) That 80% of new active members referred by Club Secretary successfully complete appropriate awards
- (b) That 50% of newly qualified members complete an additional award
- (c) That 50% of current active members gain an additional award each season
- (d) That training officer numbers are increased by a minimum of three each season
- (e) That assessor numbers are increased by at least one each season
- (f) That 80% of qualified Under 14 members progress to the Club and obtain appropriate awards
- (g) That all awards are obtained within time frames that accord to National Council guidelines
- (h) An accurate record of all members awards and proficiencies is maintained in SurfGuard at all times
- (i) Awards gained are processed and received for presentation at appropriate times

14.5.6 Responsible to:

Board

14.6 Assistant Director of Education

14.6.1 Position Purpose:

To assist the Director of Education in the implementation and maintenance of a development programme for all current and potential Club members on matters of lifesaving according to SLSA guidelines and training manuals.

14.6.2 Main Activities:

- (a) Monitor squads and training officers and assist where necessary
- (b) Encourage successful candidates to continue to advanced awards
- (c) Attend new member inductions as required and assist in allocation to squads
- (d) Identify and encourage new training officers



- (e) Assist in identifying training needs and development of courses
- (f) Assist in organising proficiency training and assessment
- (g) Ensure maintenance of training equipment
- (h) Assist Clovelly Nipper's management in education of junior members and water safety personnel
- (i) Deputise for Director of Education as required

14.6.3 Required Experience and Skills:

- (a) SLSA Bronze Medallion
- (b) ARTC Certificate
- (c) SLSA Training Officers Certificate in both Bronze Medallion and ARTC
- (d) First Aid Certificate
- (e) Demonstrated communication, supervision time management and interpersonal skills
- (f) Ability to organise and delegate tasks
- (g) Awareness of Workers Occupational Health & Safety policy
- (h) Maintain confidentiality on relevant matters
- (i) Friendly, positive and enthusiastic attitude

14.6.4 Desirable experience and skills:

- (a) Two or more Bronze medallion and one ARTC squads successfully completed in past two seasons
- (b) Holder of an advanced award such as Assessors or IRB driver's certificate
- (c) Computer and clerical skills
- (b) Registered Training Organisation, Educational Qualification, i.e. Certificate IV in Workplace Training and Assessment or Certificate IV in Training and Assessment
- (c) Assessor Units of Competency

14.6.5 Key Performance Indicators:

Director of Education's KPIs achieved

14.6.6 Responsible to:

Director of Education



14.7 Director of Competition

14.7.1 Position Purpose:

To encourage and facilitate inter Club and intra Club competition, develop athletes within the Club and act as a Director of the Club

14.7.2 Main Activities:

- (a) Serve as a Director on the Board of Management with joint responsibility for the overall administration and operation of the
- (b) Set timetable of Club and Carnival events at start of Season
- (c) Organise coaching and training in competitive events and encourage participation
- (d) Promote and conduct regular intra Club competition
- (e) Organise team and individual entries in inter Club carnivals and promote increased participation.
- (f) Plan and conduct special events such as Tom Caddy & Dave Murray Shields, Legends v Brats, Watsons Bay run/walk and New Year's Day Swim.
- (g) Represent competitors interests in relation to equipment, training and travelling needs
- (h) Represent the Club at all competition related meetings
- (i) Report to the Board on competition programmes, results, requirements and initiatives
- (j) Ensure that the Club meets its officials, water safety, IRB and team management requirements at all carnivals that Club members participate in

14.7.3 Required Experience and Skills:

- (a) SLSA Bronze Medallion
- (b) Previous involvement in intra Club and Carnival competition
- (c) Knowledge of Surf Sports Manual and related regulations
- (d) Adequate organisational, communication and interpersonal skills



14.7.4 Desirable Experience and Skills:

- (a) Formal SLSA endorsed Coaching or Officiating Awards

14.7.5 KPIs:

- (a) Increased participation in Club events and training over preceding Season
- (b) Increased participation at Branch, State and National Carnivals
- (c) Improvement in demonstrated skills and performance by competitors

14.7.6 Responsible to:

Board



14.8 Director of Lifesaving

14.8.1 Position Purpose:

- (a) The Director of Lifesaving is the figure head and representative of the active patrolling member of the Club and a Director of the Club.
- (b) The Director of Lifesaving is responsible for the daily running of the Club's patrols and operations.
- (c) Responsible for the efficient operation of all lifesaving activities and performance of all active members.

14.8.2 Main Activities

- (a) Administer and organise patrols (rosters, experience/qualification spread)
- (b) Manage adherence to requirements as per Lifesaving Agreement and SOP's (quality assurance)
- (c) Ongoing management or service deliver standards and issue resolution
- (d) Coordinate pre-season preparation phase (equipment/uniforms, rostering, communication etc.)
- (e) Issue to all patrolling members a copy of the Patrol Rules as required by By-Law 2.1(1)
- (f) Responsible for the conduct of patrolling members in the Club
- (g) Oversee the Gear Steward/IRB Officer concerning lifesaving gear, ensuring it is well maintained
- (h) Provide regular communication to Patrol Captains and members directly through Club's newsletters
- (i) Work with Director of Education to address training requirements and deficiencies
- (j) Recommend actions to Club Lifesaving Committee and Board
- (k) Liaise with Branch Director of Lifesaving
- (l) Communicate with patrol defaulters to maintain efficiency of patrols. Manage penalty and mark-up patrol allocations as required by By-Laws 2.1 (17) and (18)
- (m) Keep a record of member re-qualifications each season
- (n) Keep a record of members performances at patrol duties
- (o) Submit regular reports to the Board
- (p) Manage patrols



- (q) Manage patrol captains and their teams
- (r) Maintain confidentiality on relevant matters
- (s) Manage Patrol Competition point scores and Club Patrol awards for recognition on presentation night
- (t) Liaise with the Club's Social Secretary and actively manager and promote Club activities. Social – BBQ's, Sunday drinks etc.

14.8.3 Essential Experience and Skills

- (a) SLSA Bronze Medallion
- (b) ARTC
- (c) Senior first aid certificate
- (d) Active patrolling member for a minimum of four years
- (e) Held the position of vice captain for a minimum of one season
- (f) Good understanding of Club culture and operations
- (g) Ability to organise and delegate tasks
- (h) Awareness of Workers Occupational Health & Safety policies
- (i) Can communicate effectively and possess good interpersonal skills
- (j) Positive and enthusiastic
- (k) A sound knowledge of surf lifesaving principles and philosophies
- (l) A sound proficient knowledge of the use of computers including the use of the internet, Surfguard, email and general word processing programs.

14.8.4 Desirable Experience and Skills

- (a) IRB crewman's certificate
- (b) IRB driver's silver medallion
- (c) Bronze medallion assessor's certificate
- (d) Bronze medallion training officer's certificate
- (e) Accreditation in TSG (Training Small Groups)
- (f) Completed at least two year of active service as a patrol captain
- (g) Five years active service to Clovelly SLSC
- (h) Competed in the lifesaving carnivals



- (i) Been an active member in the Club who has participated in a variety of activities
- (j) Possess management / leadership skills
- (k) Ability to lead a team (management skills)

14.8.5 KPIs:

- (a) The Club has fulfilled its patrol obligations as per the SLSNSW and Branch Patrol Service Agreement
- (b) Patrol reports appropriately actioned and reported to the next Board meeting
- (c) All patrol inspections result in a maximum loss of ten percent of point score
- (d) Limit loss of active member to less than 10% of active members

14.8.6 Reports to:

Board

14.9 Assistant Director of Life Saving

14.9.1 Position Purpose:

To assist the Director of Life Saving in ensuring the efficient operation of all Life Saving activities and the performance of all active members.

14.9.2 Main Activities:

- (a) Develop skills/attributes and understanding of the Director of Lifesaving's role (succession planning)
- (b) Assist in rostering, supervision and assessment of patrols
- (c) Assist and monitor performance of patrol captains
- (d) Identify training deficiencies and needs
- (e) Develop and maintain awareness of patrolling members concerns and desires
- (f) Attend Life Saving and Patrol Captain's meetings
- (g) Deputise for Director of Lifesaving as required
- (h) Maintain confidentiality on relevant matters



14.9.3 Required Experience and Skills:

- (a) SLSA Bronze Medallion
- (b) Advanced resuscitation certificate
- (c) Senior first aid certificate
- (d) Good understanding of Club culture and operations
- (e) Ability to organise and delegate tasks
- (f) Proficient computer skills
- (g) Awareness of Workers Occupational Health & Safety policies
- (h) Can communicate effectively and possess good interpersonal skills
- (i) Positive and enthusiastic
- (j) Sound knowledge of SLSA principles and procedures

14.9.3 Desirable Experience and Skills:

- (a) IRB Crewman's certificate
- (b) IRB Drivers Certificate
- (c) Several years involvement in range of Club activities
- (d) Accreditation in TSG (Training Small Groups)
- (e) Active patrolling member for at least two years
- (f) At least one year as patrol captain
- (g) Ability to lead a team (management skills)

14.9.5 Key Performance Indicators:

- (a) The Club has fulfilled its patrol obligations as per the SLSNSW and Branch Patrol Service Agreement
- (b) Patrol report forms completed and actioned Patrol inspections result in loss of no more than 10% of points
- (c) Active membership loss limited to 10%

14.9.6 Reports to:

Director of Lifesaving



14.10 IRB (Powercraft) Captain

14.10.1 Position Purpose:

To manage the maintenance and use of the IRBs and associated equipment including ensuring there are sufficient IRB drivers and crews to fulfil the Club's IRB patrol obligations and training purposes

14.10.2 Main Activities:

- (a) Coordinate pre-season servicing of all powercraft
- (b) Ongoing coordination of servicing/repair of powercraft
- (c) Administration of fuelling systems/processes
- (d) Administration of defective equipment/fault reporting and resolution
- (e) Support and promote powercraft training in consultation with Director of Education
- (f) Recommend purchases and asset management decisions to the Board
- (g) Responsible for housing/storage of powercraft
- (h) Ensure adherence of all powercraft to Standard Operating Procedure's (including complementary equipment)
- (i) Provide regular communication to Patrol Captain's and members direct and in club's newsletter
- (j) Submit reports to the Director of Lifesaving
- (k) Co-ordinate annual IRB driver & crew proficiency
- (l) In consultation with the Director of Education, organise training for new drivers & crews
- (m) Ensure appropriate & operational tools, valves and safety equipment are on hand
- (n) Communicate effectively and have good interpersonal skills
- (o) Maintain confidentiality on relevant matters

14.10.3 Required Experience & Skills:

- (a) SLSA Bronze Medallion
- (b) SLSA IRB driver's silver medallion
- (c) IRB crewman's certificate
- (d) Radio operators certificate



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- (e) Proactive communication and planning
 - (f) Awareness of Workers Occupational Health & Safety policies
 - (g) Friendly, positive and enthusiastic attitude
 - (h) Well-organised
 - (i) Active patrolling member for a minimum of two years
 - (j) Basic knowledge and interest in mechanics

14.10.4 Desirable Experience & Skills:

- (a) IRB instructors certificate
- (b) Sound mechanical knowledge
- (c) ARTC & first aid certificate
- (d) Awareness of Workers Occupational Health & Safety policies

14.10.5 Key Performance Indicators:

- (a) Patrol hours where IRB is operational (>95%)
- (b) Maintain a minimum ratio of IRB Drivers to Patrol teams (>1:1)
- (c) Maintain a ratio of IRB crew to patrol ratio (>3:1)
- (d) New IRB drivers per year (>3)
- (e) New crewpersons per year (50% of recent bronze medallion awardees)
- (f) No of operational IRBs at start and end of season (2)
- (g) No of operational engines per IRB (2)
- (h) No of new engines purchased, delivered and run in per season (1)

14.10.6 Reports to:

Director of Lifesaving.



14.11 Patrol Captain

14.11.1 Position purpose:

To lead, manage and develop a patrol team

14.11.2 Main Activities:

- (a) To ensure that identified high risk areas at Clovelly Beach are appropriately covered with Surf Life Saving Services in a proactive capacity
- (b) In the event of an incident, assume command of resources available at their beach, on the advice of SurfCom, until the Duty Officer arrives
- (c) Arrange with the Duty Officer for suitable de-briefings and/or peer support for Club members when required
- (d) Take immediate steps to report any serious breach of Surf Life Saving safety policies and/or patrol deficiencies identified to the Director of Lifesaving
- (e) Liaise with the previous Patrol Captain/Lifeguard to identify any issues or hazards present
- (f) Ensure all lifesaving equipment is checked before duty
- (g) Allocate responsibilities to team members in case of emergency and/or rescue
- (h) Ensure the safe positioning of lifesaving equipment
- (i) Ensure a proper buffer zone exists between the surf craft area and the swimming area
- (j) Ensure that all Lifesaving Services Personnel take a pro-active approach to preventative measures
- (k) Co-ordinate any search and rescue situation that may occur
- (l) Be aware of and abide by the Local Government Act
- (m) Ensure the correct recording of information in log books, report forms etc.
- (n) Make themselves easily accessible to the general public to answer any general enquiries
- (o) Have with them a radio (hand held) at all times during patrol
- (p) Complete all required documentation for the Director of Lifesaving
- (q) Attend the Lifesaving Committee meeting on a monthly basis
- (r) Encourage team members to participate in all Club activities



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- (s) Adhere to the SLSNSW rules and regulations as published in the patrol captain's manual.

14.11.3 Required Experience and Skills

- (a) SLSA Bronze Medallion
- (b) Silver Medallion Basic Beach Management
- (c) SLSA awards (ARC, SFA, IRB, Defibrillation, Spinal Management)
- (d) Leadership and decision making qualities
- (e) Sound communication skills
- (f) Professionalism
- (g) Customer orientated manner
- (h) Ability to multi-task
- (i) Ability of work under pressure
- (j) Has been a patrol member for a minimum of two seasons
- (k) Has a sound knowledge of surf lifesaving procedures.
- (l) Awareness of Workers Occupational Health & Safety policies

14.11.4 Desirable Experience and Skills

- (a) Computer literacy
- (b) Hold a training officer's certificate

14.11.5 KPI's:

- (a) At least 80% of the team achieve 100% attendance.
- (b) At least 50% of the team regularly participate in Club events.
- (c) At least 50% of the team increase the award numbers per season.
- (d) No late "sign on" or early "sign off" of the patrol.
- (e) No Insufficient numbers of members on patrol.
- (f) Never failing to have a patrol on duty.
- (g) Appropriate equipment displayed on patrol.
- (h) Appropriate behaviour by all members on patrol.
- (i) Correctly completed logs book, reports, documentation, etc.
- (j) Team adhering to the Patrol Uniform Policy.



14.11.5 Reports to:

Director of Life Saving

14.12 Radio Officer

14.12.1 Position Purpose

To maintain the Club's radio communication system

14.12.2 Main Activities

- (a) Pre-season servicing/programming check of all radios
- (b) Ongoing coordination of radio servicing/repair
- (c) Manage adherence to programming requirements and radio best practice
- (d) Recommend the purchase and replacement of Club radios and radio-bags to the Director of Lifesaving
- (e) Support and promote radio procedure information and training (in consultation with the Director of Education)
- (f) Provide regular communication to Patrol Captains and members directly and in Club's newsletters
- (g) Submit reports to the Director of Lifesaving (as required)
- (h) Ensure all radios are in working order ready for use at all times (charged)
- (i) Update the Director of Lifesaving with relevant information regarding the advancement of systems available to the Club
- (j) Attend the Lifesaving Committee Meetings
- (k) Assist the Director of Education with training members with the radio procedures
- (l) Encourage Club members to obtain the radio operators award

14.12.3 Essential Experience and Skills

- (a) SLSA Bronze Medallion
- (b) Active patrol experience
- (c) Awareness of SLSNSW Standard Operating Procedure's (radio related)
- (d) Communicate effectively and have good interpersonal skills and attitude
- (e) Friendly, positive and enthusiastic
- (f) Well-organised
- (g) A sound knowledge of radio operations



- (h) A sound knowledge in the use and operation of electrical devices

14.12.4 Desired Experience and Skills

A training officer certificate (Radio)

14.12.5 KPI's:

- (a) Ensure the radio communication system is available for Patrol use 100% of the time
- (b) Increase the Club radio operators by 50% per season
- (c) Attend at least 80% of the lifesaving meetings throughout the season
- (d) Provide the Branch with the required number of Club radio operators to the radio room

14.12.6 Reports to:

The Director of Lifesaving

14.13 Board, Ski and Swim Captain

14.13.1 Position purpose

To ensure that all swim and craft competitors and events are coordinated at Club and carnival level

14.13.2 Main Activities:

- (a) Recruit potential competitors
- (b) Assist with training programs
- (c) Coordinate competition areas for the Club's benefit and operation
- (d) Coordinate Club competitors at carnival level
- (e) Represent the Club's Director of Competition for the swim area
- (f) Assist Director of Competition on team selection for touring purposes
- (g) Report to the Gear Steward any lost equipment or any damaged equipment requiring repair or replacement
- (h) Assist with transport or arrange method of transport to & from carnivals in conjunction with competitors
- (i) Manage swim area for Club competition

14.13.3 Essential Experience and Skills

- (a) SLSA Bronze Medallion
- (b) Awareness of Workers Occupational Health & Safety policies



14.13.4 Desired Experience and Skills

- (a) Familiarity with the rules of the swim &/or craft events and all categories associated
- (b) Completed one season as a patrolling member holding a bronze medallion
- (c) Competed in Sydney Branch carnivals or Club events in either category
- (d) Ability to represent a competitor in the process of official protest in the event of the unavailability of Club Director of Competition
- (e) Competed in swim events at carnival level for 2 seasons

14.13.4 KPIs:

- (a) Attendance all Club designated carnivals where competitors are participating
- (b) Maintain a minimum of 4 active competitors
- (c) Increase carnival participation by 50% a season

14.13.5 Responsible to:

Director of Competition

14.14 Surf Boat Captain

14.14.1 Position purpose

To manage all aspects of surfboat equipment and crews

14.14.2 Main Activities:

- (a) Recruit potential competitors and encourage members to participate in boat training and competition
- (b) Assist with training areas and programs
- (c) Ensure that the Club complies with the minimum requirements for the operation of a surf boat to Sydney Branch standards as required by the gear inspection committee
- (d) Coordinate Club surf boat competitors at carnival level
- (e) Representative of the Club's Director of Competition for the boat area
- (f) Assist Club's Director of Competition on team selection for touring purposes
- (g) Report to the Gear Steward any lost equipment or any damaged equipment requiring repair or replacement



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- (h) Assist with transport or arrange method of transport to & from carnivals in conjunction with competitors
 - (i) Recommend to the Director of Lifesaving the repair or replacement of surf boat equipment
 - (j) Maintain a clean and safe working environment within the boat shed
 - (k) Maintain all equipment stored in the boat shed including the boat(s), trailer(s), legal documentation (registration and road worthiness)

14.14.3 Essential Experience and Skills

- (a) SLSA Bronze Medallion
- (b) Familiarity with the rules of the boat events and all categories associated
- (c) Must have completed one season as a patrolling member
- (d) Awareness of Workers Occupational Health & Safety policies

14.14.4 Desirable Experience and Skills

- (a) Ability to represent the boat crew in the process of official protest in the event of the unavailability of Club's Director of Competition
- (b) Competed in Sydney Branch carnivals or Club events for one season
- (c) Boat rowing experience, including still water
- (d) Team leading skills
- (e) Physical fitness training or education

14.14.5 KPI's:

- (a) Attendance all Club designated carnivals where competitors are participating
- (b) Maintain a competitive boat crew
- (c) Develop and increase carnival participation

14.14.6 Responsible to:

Director of Competition



14.15 House Captain

14.15.1 Position purpose

To ensure that Club premises are regularly maintained and renovated

14.15.2 Main Activities:

- (a) Management of all building and development works
- (b) Maintain the Club's facilities
- (c) Plan Club premises upgrades
- (d) Manage club contractors (cleaning, plumbing, electrical, etc.)
- (e) Manage the Club's building requirements set out by the local government BCA requirements; and

14.15.3 Essential Experience and Skills

- (a) Familiarity with the rules and regulations to the building and safety codes set by the Local, State and Commonwealth Governments
- (b) Work or have worked within the building industry
- (c) Awareness of Workers Occupational Health & Safety policies

14.15.4 Desirable Experience and Skills

- (a) Have handy man or equivalent skills to complete minor odd jobs
- (b) Been a Club member for a minimum of three years

14.15.5 KPI's:

- (a) Building projects are completed within specified times
- (b) Urgent repairs are to be approved and actioned within 24hrs
- (c) Upon the commencement of the season, provide the Board with a schedule of proposed refurbishment works (Scope of Works)
- (d) Monthly progress reports on the schedule of proposed works.

14.15.6 Responsible to:

The Secretary or other Board nominee



14.16 IT Manager

14.16.1 Position purpose

Maintain the Club's computer infrastructure and information systems

14.16.2 Main Activities:

- (a) Maintain in good working order all IT systems
- (b) Update the Club's systems with relevant information and software
- (c) Update / train the relevant office holders with the latest advancement of systems available to the Club
- (d) Manage the Club's web site and security data base systems
- (e) Assist the Secretary and administrator with the distribution of Club correspondence
- (f) Backup, store and secure all Club information electronically
- (g) Maintain all IT licenses and subscriptions on behalf of the Club

14.16.3 Essential Experience and Skills

- (a) A sound knowledge of the use of the Internet and software programs
- (b) A sound knowledge of computers and the Club's communication systems
- (c) Ability to install or update the Club's computer(s) and software
- (d) Ability to update the Club's website

14.16.4 Desirable Experience and Skills

- (a) A computer science or programming qualification
- (b) Work experience in the IT industry
- (c) Ability to use social media to communicate with members

14.16.5 KPI's:

- (a) The computer system is operational at all times
- (b) Club's website is updated regularly with new relevant information
- (c) Backup, store and secure all Club information electronically at least monthly

14.16.6 Responsible to:

Secretary



14.17 Gear Steward

14.17.1 Position purpose

To purchase and maintain the Club's patrol equipment and ensure all patrol equipment is up to standard. This includes boards, tubes, shelters, flags, first aid kits, radios, chairs, tents and any other equipment required whilst on patrol

14.17.2 Main Activities:

- (a) Coordinate the preparation of all patrol equipment for the annual patrol inspection prior to the start of the patrolling season.
- (b) Maintain patrol equipment standard throughout the season
- (c) Coordinate the correct assembly of gear and equipment for competition, patrols and training
- (d) Coordinate the maintenance and repair of gear and equipment
- (e) Maintain a record of gear and equipment in SurfGuard
- (f) Report to the Director of Lifesaving any loss or damage of gear and equipment
- (g) Recommend to the Director of Lifesaving purchase of replacement gear and equipment

14.17.3 Essential Experience and Skills

- (a) SLSA Bronze Medallion
- (b) Active patrolling member for a minimum of one year
- (c) Ability to manage with assistance others
- (d) Awareness of Workers Occupational Health & Safety policies
- (e) Organisational skills
- (f) Ability to meet deadlines

14.17.3 Desirable Experience and Skills

- (a) Three years active service
- (b) Been an active member of the Club who has participated in a variety of activities

14.17.4 KPI's:

- (a) Club to pass gear inspection without failure or points deducted
- (b) Gear and equipment register has been kept up to date in SurfGuard



14.17.5 Responsible to:

Director of Lifesaving

14.18 Beach Captain

14.18.1 Position Purpose:

To ensure that all beach competitors and events are coordinated at Club and carnival level

14.18.2 Main Activities

- (a) Recruit potential competitors
- (b) Assist with training programs
- (c) Coordinate competition areas for the Club's benefit and operation
- (d) Coordinate Club competitors at carnival level
- (e) Representative of the Club's Director of Competition for the beach area
- (f) Assist Club's Director of Competition on team selection for touring purposes
- (g) Maintain all training equipment in conjunction of the gear steward responsibilities
- (h) Assist with transport or arrange method of transport to & from carnivals in conjunction with competitors
- (i) Management of beach area for Club competition

14.18.3 Essential Experience & Skills:

- (a) SLSA Bronze Medallion
- (b) Familiarity with the rules of the beach events and all associated categories
- (c) Completed one season as a patrolling member
- (d) Competed in Sydney Branch carnivals or Club events in either category
- (e) Awareness of Workers Occupational Health & Safety policies

14.18.4 Desired Experience & Skills:

- (a) Ability to represent a competitor in the process of official protest in the event of the unavailability of Club Director of Competition
- (b) Competed in beach events at carnival level for 2 seasons



14.18.5 KPI's:

- (a) Attendance all Club designated carnivals where beach competitors are participating
- (b) Maintain a minimum of 4 active carnival competitors
- (c) Increase carnival participation

14.18.6 Responsible to:

Director of Lifesaving

14.19 Social Secretary

14.19.1 Position purpose

Manage the social aspects of the Club

14.19.2 Main Activities:

- (a) Prepare a social calendar prior to the start of season
- (b) Organise & promote annual presentation night
- (c) Organise & promote start and end of season BBQ's
- (d) Organise & promote other major social function (such as Australia Day Function, New Year's Eve, Veterans' Day and any other event approved by the Board)
- (e) Provide to the Board a monthly status update on past and completed events for the season

14.19.3 Required experience & skills

- (a) Club membership in any category
- (b) Organisational & time management skills
- (c) Awareness of Workers Occupational Health & Safety policies

14.19.4 Desirable experience & skills

- (a) Regular attendance at Club functions
- (b) Experience in organising social events

14.19.5 KPIs

- (a) Social calendar prepared for Board meeting prior to the start of the season
- (b) All functions held on date as per calendar



14.19.6 Reports to:

Secretary or other Board nominee

14.20 First Aid Officer

14.20.1 Position Purpose:

Ensure that all first aid equipment, stores and requirements are maintained at the required levels and standards throughout the season

14.20.2 Main Activities:

- (a) Maintain a fully-stocked First Aid/Oxygen/AED Kits and First Aid Room (plus backup supplies)
- (b) Purchase and receive delivery of incidental supplies when needed within a budget approved by the Board. If required, seek reimbursement for minor incidental expenditure.
- (c) Monitor adherence to cleaning and hygiene requirements of First Aid Room
- (d) Monitor equipment quality and expiry details of supplies (i.e. AED Pads)
- (e) Ensure training manikins are in good working order and have suitable hygiene supplies
- (f) Make recommendations to Director of Lifesaving on purchase of new training and patrol equipment and supplies
- (g) Attend Lifesaving Committee and patrol captain meetings
- (h) Maintain confidentiality on relevant matters

14.20.3 Required experience and skills:

- (a) SLSA Bronze Medallion
- (b) ARTC
- (c) Nationally-recognised First Aid Certificate (current)
- (d) Patrolling experience
- (e) Awareness of Workers Occupational Health & Safety policies
- (f) Ability to communicate effectively and good interpersonal skills

14.20.4 Desirable experience and skills:

Hands on skills in trauma and triage



14.20.5 KPIs:

- (a) Gear inspection of first aid equipment passes without point loss or adverse comment
- (b) Stock levels and equipment standards maintained at required levels

14.20.6 Reports to:

Director of Life Saving

14.21 Training Officer

14.21.1 Position Purpose:

Provide instruction to candidates for various SLSA awards including but not limited to bronze medallion, ARTC, IRB crewperson and driver

14.21.2 Main Activities:

- (a) Conduct training as directed by the Director of Education
- (b) Competently undertake training activities, ensuring a supportive training environment that meets all SLSNSW requirements and is conducive to learning
- (c) Develop a stimulating learning environment by using a variety of styles, techniques and approaches to present subject matter and practical techniques
- (d) Conduct training using SLSA/SLSNSW endorsed resources only
- (e) Ensure course participants understand the training methods and the expected outcomes as per course requirements
- (f) Ensure each participant of an accredited course completes a Training Enrolment Form in its entirety
- (g) Maintain accurate attendance records in accordance with SLSNSW requirements
- (h) Comply with all rules, regulations and requirements as documented in the SLSNSW (Training Division) Standard Operating Procedures and/or relevant legislation
- (i) Ensure each participant is made aware of the purpose and available of the SLSNSW Academy Handbook, in particular RPL opportunities and access and equity policies
- (j) Ensure Participant Evaluation of Course forms are provided to all participants on completed of training and collected and returned to the Branch Education Officer
- (k) Ensure a Training Course Report is completed at the end of each course and sent to the Branch Education Officer with course evaluation forms



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- (l) Conduct all activities in conformance with procedures, work instructions and/or specifications and advise others to stop any activity if it is determined that the activity is in breach of these requirements
 - (m) Ensure all activities are conducted in a manner that prevents and avoids risk to the occupational health and safety of any person and is in compliance with SLSNSW Occupational Health and Safety policy
 - (n) Ensure all course participants develop and adopt safe practices in the training environment
 - (o) Assist in the completion of member Incident Reports for training activities
 - (p) Adopt a continuous improvement approach to carrying out all activities and contribute by making improvement recommendations to SLSNSW when they become apparent
 - (q) Evaluate own performance on an on-going basis through continuous improvement and professional development activities
 - (r) Ensure a VET Logbook is maintained with details of all training activities undertaken and other associated activities
 - (s) Attend Club or Branch education meetings (as required)
 - (t) Maintain a professional image of Surf Life Saving at all times
 - (u) Ensure that candidates presented for examination are competent in all aspects of course
 - (v) Ensure that candidates are given sufficient training on a surf beach
 - (w) Liaise with other Instructors on progress of squads and any problems arising
 - (x) Attend Education Committee Meetings

14.21.3 Essential experience and skills:

- (a) SLSA Bronze Medallion
- (b) ARTC
- (c) Communication skills
- (d) Minimum one season as an active patrolling member
- (e) Knowledge of the principles of competency based training and the Vocational Education and Training Industry vocational competence in the award being delivered
- (f) Awareness of Workers Occupational Health & Safety policies
- (g) Trainer qualifications and pre-requisite requirements as outlined in the SLSSNSW Standard Operating Procedures (training Division) Human Resource Endorsement policy (HR 1.2)



14.21.4 Desirable experience and skills:

Service as a patrol captain or Industry supervision or training role

14.21.5 KPIs:

- (a) Squads successfully prepared within designated time frames
- (b) Squads commence and complete training in orderly manner and without delay
- (c) 90% of squad members pass exams on initial presentation

14.21.6 Responsible to:

Director of Education

14.22 Junior Captain

14.22.1 Position Purpose:

Guide and assist the junior (under 21) members in completing their training, understanding and fulfilling their patrol obligations, preparing for and participating in competition and generally fully utilising and enjoying their membership

14.22.2 Main Activities:

- (a) Coordinate all youth related programs within the Club
- (b) Act as primary contact for all youth related matters within the Club
- (c) Coordinate junior and U14-U17 year old activities
- (d) Coordinate participants for National, State and Branch run leadership and other development programs
- (e) Organise the Club Junior Lifesaver of the Year award and any related applications for state and regional programs
- (f) Coordinate the Club youth committee (if established)
- (g) Encourage progression of members from Clovelly Nippers to senior ranks
- (h) Attend new member inductions and welcome junior members
- (i) Ensure new junior members are placed in suitable training squads
- (j) Ensure junior members understand and comply with patrol obligations
- (k) Encourage junior members to regularly participate in Club competitions
- (l) Become and remain acquainted with junior members competitive interests and abilities



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- (m) Ensure appropriate training facilities are provided for and utilised by junior members
 - (n) Encourage participation by junior members in SLSA Carnivals
 - (o) Ensure all assistance and encouragement is provided to junior members participating in Carnivals
 - (p) Supervise behaviour of junior members and support club Director of Life Saving enforcing appropriate discipline
 - (q) Ensure that any junior member grievances are understood and addressed by the Director of Lifesaving
 - (r) Determine junior members social and entertainment preferences and ensure activities provided
 - (s) Attend meetings of Lifesaving Committee to represent junior member positions
 - (t) Attend meetings of Competition Committee to represent junior members

14.22.3 Required experience and skills:

- (a) Ability to communicate with and motivate young people
- (b) Computer skills
- (c) Organised and able to delegate tasks
- (d) Communication and interpersonal skills
- (e) Friendly and approachable

14.22.4 Desirable experience and skills:

- (a) Knowledge of SLSA competition and training facilities
- (b) Active member for a minimum of 2 years
- (c) Awareness of Member Protection and other Club policies

14.22.5 KPIs:

- (a) Retention of 80% of junior members from previous season
- (b) Minimum of 80% of eligible Nippers progressing to senior ranks
- (c) Minimum of 80% of new junior members completing qualifying Awards
- (d) Minimum of 80% of junior members regularly participating in Club competitions
- (e) Minimum of 50% of junior members regularly participating in SLSA carnivals



- (f) No more than 3 junior members required to attend Judiciary hearings in any season

14.22.6 Responsible to:

Director of Lifesaving

14.23 Publicity Officer

14.23.1 Position Purpose:

Present positive images of the Club, its members, activities, objectives and environs to a wide cross section of the public, legislative and representative bodies through the use of all types of media

14.23.2 Main Activities:

- (a) Work with Secretary and all Directors to collate contributions to monthly newsletter
 - (b) Arrange wide media circulation of newsletter contributions approved by the Board
 - (c) Attend Board meetings (without voting rights), if requested by the Board) to determine issues requiring publicity
 - (d) Work with Recruitment Officer to develop and publicise programmes to attract new members
 - (e) Assist Social Secretary with publicity for upcoming social events
 - (f) Liaise with Director of Competition to publicise results of Club and inter Club competitions
- 14 Present draft media releases to Board for approval

14.23.3 Required experience and skills:

- (a) Written and verbal communication skills
- (b) Knowledge of available media forms

14.23.4 Desirable experience and skills:

Knowledge of all aspects of Club and SLSA operations

14.23.5 KPIs:

- (a) Provide feedback from Members on communication
- (b) Increase in published articles in newsletter
- (c) Increase in positive exposure in media outlets
- (d) Increase in membership applications in response to publicity



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- (e) All media releases approved by Board

14.23.6 Responsible to:

Secretary

14.24 Recruitment Officer

14.24.1 Position Purpose:

Produce a continuing stream of new memberships

14.24.2 Main Activities:

- (a) Devise programmes to encourage Members to introduce friends or acquaintances as Active Members
- (b) Encourage Associate Members to become Active Members
- (c) Work with Junior Captain and Clovelly Nippers' committee to encourage their members to progress to senior Club ranks
- (d) Work with Clovelly Eskimos' committee to encourage their members to become Active Members
- (e) Develop programmes to present to schools, sporting bodies and community groups to encourage cross membership
- (f) Work with publicity officer to ensure that benefits of membership are conveyed to widest possible cross section of the public

14.24.3 Required experience and skills:

Demonstrated ability to communicate in all mediums and at all levels

14.24.4 Desirable experience and skills:

- (a) Thorough knowledge of all aspects of Club operations
- (b) Active Member for a minimum of 2 years
- (c) Some involvement in SLSA training and competition

14.24.5 KPIs:

An increase in new membership applications of 20% over previous season

14.24.6 Responsible to:

Secretary



14.25 Director of Junior Activities

14.25.1 Position Purpose:

Assume responsibilities as the director of the Club responsible for the management and operations of the Clovelly Nippers, the junior activates division of the Club, reporting to the Board on operation of the Clovelly Nippers.

14.25.2 Main Activities:

- (a) Coordinate all junior activities related activities within the Club
- (b) Act as primary contact for all junior activities related matters within the Club
- (c) Liaise with Club Directors and Clovelly Nippers committee
- (d) Coordinate participants for National, State and Branch run leadership and other development programs
- (e) Chair the Clovelly Nippers committee
- (f) Act as Club contact for Youth Development and Memberships of SLSNSW and SLSA
- (g) Chair the Annual General Meeting of the Clovelly Nippers
- (h) Arrange a delegate to the Board of Junior Activities
- (i) Present as the public face of Clovelly Nippers
- (j) Prepare and deliver sponsorship presentations to potential sponsors
- (k) Communicate regularly with and service the needs of current sponsors and supporters
- (l) Be a visible, approachable and communicative regular presence around the Club and at Clovelly Nippers activities
- (m) Submit a written monthly report to the Board, including a financial report, for Clovelly Nippers and attend Board meetings
- (n) Regularly liaise with other Nippers' Club Presidents, especially those within the Randwick Municipality; and
- (o) Any other functions as appropriate with the public image of the Clovelly Nippers.



14.25.3 Essential Experience and Skills:

- (a) Bronze medallion holder
- (b) Delegate skills
- (c) Communication and interpersonal skills
- (d) Friendly and approachable nature
- (e) Awareness of Workers Occupational Health & Safety policies
- (f) Awareness of Member Protection and other Club policies
- (g) Firsthand knowledge of the operation and management of Clovell Nippers

14.25.4 Desirable experience and skills:

- (a) Previous director position on the Board;
- (b) Previous position on the Nippers committee;
- (c) Senior workplace management role
- (d) At least 3 years as an active member
- (e) Computer skills

14.25.5 KPIs:

- (a) Efficient functioning and management of Clovell Nippers
- (b) Precise and productive Nippers Committee Meetings
- (c) Maintenance and increase in levels of financial and practical support from sponsors and supporters
- (d) An increase in junior members
- (e) The Board kept informed of Clovell Nippers activities and financial status
- (f) An increase in numbers of Clovell Nippers undertaking the Surf Rescue Certificate

14.25.6 Responsible to:

Club President and Board.



14.26 Gym Manager

14.26.1 Position Purpose:

Maintain the equipment in the gym and ensure a safe environment for all gym users

14.26.2 Main Activities:

- (a) Ensure that all equipment is in working order and fit for use and organisation of servicing and repair as required
- (b) Ensure that the Club's cleaner keeps the gym area clean and free of rubbish
- (c) Make recommendations to the House Captain regarding the purchase of any new equipment
- (d) Have any broken or disused equipment remove from the Club

14.26.3 Required experience and skills:

NA

14.26.4 Desirable experience and skills:

- (a) Be a regular user of the gym
- (b) Awareness of Workers Occupational Health & Safety policies

14.26.5 KPIs:

- (a) Well maintained equipment
- (b) The gym maintained as a safe place to exercise and use equipment

14.26.6 Responsible to:

House Captain



14.27 Member Protection and Information Officer

14.27.1 Position Purpose:

Manage child protection and information for the Club

14.27.2 Main Activities:

- (a) To become familiar with relevant SLSNSW policies and procedures in respect to its Member Protection Policy and Grievance Procedure
- (b) Take steps to identify and reduce child protection risks
- (c) Inform members about child protection expectations, policies and procedures via websites, meetings, newsletters and other channels
- (d) Train key members – including Member Protection and Information Officers, Directors and those working in child related roles on protection issues and management
- (e) Ensure that all members who do not fall under exemptions policy, have a Working With Children Check (WWCC)
- (f) Ensure that all WWCCs are recorded in SurfGuard

14.27.3 Required experience and skills:

- (a) A bronze holding member over 18 years of age

14.27.4 Desirable experience and skills:

- (a) Familiarity with SLSNSW Child Protection Policies and the Working WWCC Guidelines
- (b) An understanding of privacy obligations and respect the rights of children as well as those who provide information
- (c) Awareness of Workers Occupational Health & Safety policies

14.27.5 KPIs:

Nil instances of any child protection issues

14.27.6 Responsible to:

Secretary



14.28 IRB (Powercraft) Vice Captain

14.28.1 Position Purpose:

To assist the IRB (Powercraft) Captain in the maintenance and use of the IRBs and associated equipment and ensuring there are sufficient IRB divers and crews to fulfil the Club's patrol obligations and training requirements.

14.28.2 Main Activities:

- (a) Assist pre-season servicing of all powercraft
- (b) Assist ongoing coordination of servicing/repair of powercraft
- (c) Assist in adherence of all powercraft to Standard Operating Procedure's (including complementary equipment)
- (d) Assist in annual IRB driver & crew proficiency
- (e) Develop awareness of IRB (Powercraft) Captain's role and assume responsibility for the performance of those duties in the absence of the IRB (Powercraft) Captain.

14.28.3 Required Experience & Skills:

- (a) SLSA Bronze Medallion
- (b) SLSA IRB driver's silver medallion
- (c) IRB crewman's certificate
- (d) Radio operators certificate
- (e) Basic knowledge and interest in mechanics

14.28.4 Desirable Experience & Skills:

- (a) IRB instructors certificate
- (b) Sound mechanical knowledge
- (c) Awareness of Workers Occupational Health & Safety policies
- (d) Minimum of 2 years active patrol experience

14.28.5 Key Performance Indicators:

IRB (Powercraft) Captain meets his KPIs

14.28.6 Reports to:

IRB (Powercraft) Captain.



15. CODE OF CONDUCT

- (1) Clovelly SLSC endorses the following Code of Conduct for Clovelly members, particularly those responsible for activities involving members under the age of 18, and/or similar statements as endorsed by SLSA State Centre.
- (2) As a Clovelly SLSA Member you should meet the following requirements in regard to your conduct during any Clovelly SLSC sanctioned activity.
 - i. respect the rights, dignity and worth of others;
 - ii. be fair, considerate and honest in all dealings with others;
 - iii. be professional in, and accept responsibility for, your actions;
 - iv. make a commitment to provide quality service;
 - v. be aware of, and maintain upcoming adherence to, SLSA standards, rules, regulations and policies; and
 - vi. operate within the rules of surf lifesaving including national and international guidelines that govern SLSA
- (3) Clovelly Surf Lifesaving Club Limited expects all Members, supporters, advisors and associates to Clovelly SLSA to abide by a Code of Conduct that upholds the principles and values of the organisation. Members should recognise that at all times they have a responsibility to a duty of care to all Members of SLSA. Specifically:
 - i. understand the possible consequences if you breach Clovelly SLSC Code of Conduct;
 - ii. immediately report any breaches of the Clovelly SLSC Code of Conduct to the appropriate authorities;
 - iii. refrain from any form of abuse towards others;
 - iv. refrain from any form of harassment towards others;
 - v. provide a safe environment for the conduct of the activity in accordance with relevant Clovelly SLSC policy;
 - vi. show concern and caution towards others who may be sick or injured; and
 - vii. be a positive role model
- (4) A Clovelly SLSC Team Manager/Age Manager will agree to abide by the Clubs Code of Conduct.
 - i. Be responsible for the overall welfare and well-being of team members and officials when travelling with a team



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- ii. Maintain a 'duty of care' towards team members and an accountability for the management team
 - iii. Have a sound knowledge of SLSA policies, responsibilities and competition rules, and ensure that the conduct of the affairs of the team is in accordance with these policies and guidelines
 - iv. Foster a collaborative approach to the management of the team
- (5) A Clovelly SLSC Coach or Official will:
- i. Agree to abide by the Clubs Code of Conduct
 - ii. Be responsible for matters concerning the coaching, training and development of surf lifesavers
 - iii. Maintain a 'duty of care' towards others and an accountability for matters relating to training and competition
 - iv. Have a sound working knowledge of Clovelly and SLSA policies, rules and regulations and coaching techniques
 - v. Ensure that any physical contact with others is:
 - Appropriate to the situation
 - Necessary for the persons skill development
 - vi. Provide a safe environment for training and competition
 - vii. Be a positive role model for surf lifesavers and SLSA
- (6) A Clovelly Director/Officer will:
- i. Agree to abide by the Clubs Code of Conduct
 - ii. Be fair, considerate and honest with others
 - iii. Operate within the rules of SLSA
 - iv. Be professional in your actions. Your language, presentation, manner and punctuality should reflect high standards
 - v. Resolve conflicts fairly and promptly through established procedures
 - vi. Maintain strict impartiality
 - vii. Maintain a safe environment for others
 - viii. Show concern and caution towards others
 - ix. Be a positive role model for others