



Henley Surf Life Saving Club Inc

Constitution And By-laws

Draft for adoption at the 2009 AGM



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HENLEY SURF LIFE SAVING CLUB INCORPORATED

Affiliated with

Surf Life Saving SA

Where the context so permits, words of the masculine gender shall mean and include the female gender.

CONSTITUTION

1. TITLE

The Club shall be called the Henley Surf Life Saving Club Incorporated, hereinafter called 'The Club', which shall consist of all persons who become members and who shall retain membership in accordance with these Rules.

2. AFFILIATION

The Club shall be affiliated with Surf Life Saving South Australia Incorporated and any other organisation that the Management Committee may from time to time determine.

3. STATEMENT OF PURPOSES

The statement of purposes of the Club shall be: -

- (a) To preserve and safeguard life by the study and practise of the methods of life saving as taught by Surf Life Saving Australia Limited, provide efficient life saving appliances and render first aid on the beach, as required.
- (b) To establish itself in a manner to bring about permanence of establishment by pursuing a policy of enlistment of suitable junior and new members, and progressive promotion and instruction of its active members.
- (c) To promote demonstrations and arrange classes of instruction in life saving and swimming.
- (d) To provide conveniences for Club members, and obtain the best facilities for surf bathing by acquiring and improving any premises necessary for carrying out the Statement of Purposes of the Club.
- (e) To enforce observance of the Rules, Code of Conduct, By-Laws and Regulations governing the Club and deal with any infringement of same.
- (f) To co-operate with the local governing authorities in taking such measures as are considered necessary by the Club to ensure the safety of surf bathers and members.



4. OBJECTIVES

- (a) To acquire or hold (whether on trust or absolutely) and dispose of property.
- (b) To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences to advance the Club's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control of them.
- (c) To invest and deal with moneys not immediately required in such manner as is from time to time thought fit.
- (d) To raise or borrow money upon such terms and in such manner as is from time to time thought fit.
- (e) To secure the repayment of moneys so raised or borrowed or the payment of a debt or liability by giving a mortgage, charge or other security upon or over all or any property of the Club.
- (f) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Club, in the shape of donations, annual subscriptions or otherwise.
- (g) To make donations for patriotic, charitable or community purposes.
- (h) To do all such other things as are incidental or conducive to the attainment of the purposes and the exercise of the powers of the Club.
- (i) To employ either temporally or permanently, any person or persons to carry out duties in furtherance of the objectives of the Club under conditions set by the management committee.

5. MEMBERSHIP CATEGORIES

All members shall abide by the Club's constitution and shall be bound by the Constitution of Surf Life Saving Australia Ltd, its By-Laws and Manuals which shall take precedence of the types of members, which shall be:

- (a) Junior Membership

Available to any person between the ages of five (5) and thirteen (13) years.

- (b) General Membership

Available to any person over the age of thirteen (13) years. Such members, other than those accredited with the Bronze Medallion of Surf Life Saving Australia Ltd., would not normally have voting rights unless elected to an office or position, which is provided with voting rights by the Constitution or By-Laws of the Club.



(c) Life Membership

Life Membership of the Club may be conferred upon any person who has rendered outstanding and special service to the Club as provided for in the Constitutions and By-Laws of the Club.

(d) Honorary Membership

Honorary Membership may be granted by the Management Committee or by resolution at a General Meeting to citizens rendering special services to the Club.

(e) Family Membership

Family Membership shall consist of any number of members of any one family classified as a General or Junior member.

6. CHANGE OF MEMBERSHIP

Any member wishing to change their status of membership must submit a written application justifying the change to the Management Committee.

7. NEW MEMBERS

- (a) Application for membership shall be made on the required Membership Application form.
- (b) Each application for membership must be seconded by a financial bronze member and accepted by the Management Committee.
- (c) The Management Committee may reject the nomination without giving any reason for such rejection and will give notice in writing of the decision to the nominee.
- (d) No applicant financially indebted to, or under suspension of, any other affiliated Club with Surf Life Saving Australia, shall be knowingly admitted to membership

8. MEMBERSHIP FEES / SUBSCRIPTIONS

- (a) The annual membership fees shall be determined by the Management Committee and decided at each Annual General Meeting of the Club and will be due by the first day of November in each year.
- (b) The fees are categorised into a number of areas within the various Membership categories.
- (c) Any member being indebted to the Club cannot renew their membership until such indebtedness has been satisfied.
- (d) Any member who fails to renew their membership by the 1st of December will cease to be a member.



9. MANAGEMENT

- (a) Executive Committee
 - (i) Shall comprise of President (Chairman), Secretary, Finance Manager and Club Captain.
 - (ii) A Quorum of three shall form the Executive Committee Meeting.
 - (iii) Shall deal with matters of an urgent nature and shall report such deliberations to the next ensuing Management Committee Meeting.
- (b) Management Committee
 - (i) Shall comprise of President (Chairman), Secretary, Finance Manager, Club Captain, Chief Instructor, Membership Manager, Junior Representative, Competition Officer, Life Members Representative.
 - (ii) A Quorum of five (5) shall form the Management Committee Meeting.
 - (iii) Shall meet as often as may be necessary but not less than once a month.
 - (iv) Members shall be required to report in writing their months activities at each meeting.
 - (v) Shall deal in matters as in Clause 10
- (c) Life Saving Committee
 - (i) Shall comprise of Club Captain (Chairman), Vice – Captain, Radio Officer, First Aid Officer, IRB Officer, ATV Officer, Life Saving Advisor(s) and Youth Co-ordinator.
 - (ii) Shall meet as often as the Club Captain deems necessary.
 - (iii) Will plan and conduct all business in conjunction with Life Saving Services.
 - (iv) Shall produce a pre-season budget and equipment audit for all Surf Life Saving areas.
 - (v) All recommendations will be reported to the Management Committee.



- (d) Competition Committee
 - (i) Shall comprise of Competition Manager (Chairman), Surf Boat Captain, Ski Captain, Board Captain, Water Captain, Beach Captain, Youth Co-ordinator, Life Saving Competition Officer and IRB Captain.
 - (ii) Shall meet as often as the Competition Manager deems necessary.
 - (iii) Will plan and conduct all business in conjunction with Surf Sports.
 - (iv) Shall produce a pre-season budget and equipment audit for all Surf Life Saving areas.
 - (v) All recommendations will be reported to the Management Committee.

- (e) Junior Committee
 - (i) Shall comprise of Junior Representative (Chairman), Junior Secretary, Junior Training Co-ordinator, Junior Competition Officer and Junior Development Panel Representative.
 - (ii) Shall meet as often as the Junior Representative deems necessary.
 - (iii) Will plan and conduct all business in conjunction with the Junior Section.
 - (iv) Shall produce a pre-season budget and equipment audit for the Junior Section.
 - (v) All recommendations will be reported to the Management Committee

- (f) Sub-Committees
 - (i) Management Committee can appoint Sub-Committees to assist in carrying out the business of the Club.
 - (ii) Such Sub-Committees shall have no authority to transact any business other than that referred to them by the Management Committee.
 - (iii) Any vacancy existing on such Sub-Committee shall be filled by the Management Committee.
 - (iv) Any recommendation or resolution made by the Sub-Committee, if adopted by the Management Committee, shall be recorded as the business of the Management Committee.



10. POWER OF THE MANAGEMENT COMMITTEE

- (a) The Management Committee shall have the control and management of the receipts and payments of the Club, its affairs and concerns, the officers and servants, and has power to appoint Sub-Committees to consider and report upon any questions referred to them.
- (b) The Management Committee shall have power in its absolute discretion to:
 - (i) Fine, suspend, expel or terminate the membership of any member proved to its satisfaction to have been guilty of a breach of Code of Conduct, misuse of Club equipment or equipment in the custody of the Club, misconduct in the Club premises or elsewhere or who, in the opinion of the Management Committee has acted prejudicially to the interests of the Club.
 - (ii) Suspend from office any of its officers or members or any officers or members of any Committee who in its opinion have been guilty of any neglect of duty, breach of confidence, misconduct or absent themselves from two consecutive meetings or four in any one year.
 - (iii) Any member who in the opinion of the Management Committee has committed any offence by virtue of which action can be taken as provided in Sub-Clauses 10. (b), (i), (ii) and (vi) shall be summoned before the Management Committee by at least fourteen (14) days notice in writing, and shall show cause why the Management Committee should not exercise any of its powers as outlined in Sub-Clauses 10. (b), (i), (ii) and (vi).
 - (iv) The decision of the Management Committee may be appealed against to the Judiciary Committee. Such an appeal must be in writing giving grounds and shall be lodged with the Secretary within twenty-eight (28) days from the date of the Management Committee's decision.
 - (v) The Management Committee shall have power from time to time to draw up a Code of Conduct for ensuring the conduct and control of Club members in regard to Club duties, and the Code of Conduct shall be binding until altered.

11. ELECTION OF OFFICE BEARERS

- (a) The election of all Management Committee positions, Sub-Clause 9 (b), (i), are to be appointed for a two year term at the Annual General Meeting, with the positions of President, Secretary, Chief Instructor, Competition Manager, and Junior Representative being subject to election on years that are an even numbers and the others on odd.
 - (i) The Junior Committee shall recommend a nominee for Junior Representative to be appointed at the Annual General Meeting.



- (ii) Life Member Representative is appointed by Life Members present at the Annual General Meeting.
- (b) The election of Vice Captain, Radio Officer, First Aid Officer, IRB Officer, Youth Coordinator, Senior Registrar, Clothing Manager, Maintenance Manager, Social Coordinator, Surf Boat Captain, Beach Captain, Water Captain, Board Captain, Ski Captain, ATV Officer, Publicity Officer, Grants Officer, Sponsorship Manager, Life Saving Competition Officer and Senior Registrar are to appointed for a one year term at the Annual General Meeting.
- (c) The election of Honorary Officers of Patron, Vice Patrons, Vice Presidents, Honorary Members and Honorary Auditor are appointed for a one year term at the Annual General Meeting. The Management Committee may appoint persons to these positions and have the decision ratified at the Next Annual General Meeting.
- (d) The election of officer bearers of the Junior Committee as in Sub-Clause 9 (e),(i), other than the Junior Representative are nominated and elected by those present at the first junior meeting following the Annual General Meeting, The election of Junior Registrar, Age Group Leaders, Junior Clothing Manager and any other specialist coaches shall be also nominated and elected.
- (e) The Following officers shall be appointed by the Management Committee at their first meeting following the Annual General Meeting. Club Historian, Book Keeper, OH&S Officer, Web Master, Mandatory Reporting Officer(s), Grievance Officer, Life Saving Advisor, Responsible Officer and a Bar Manager.
- (f) The Responsible Officer will usually be the Club President. There can be more than one elected. This election must be recorded in the Management Committee Meeting Minutes. Under Section 61 of the South Australian OHS&W Act 1986, the Responsible Officer must undergo a course of training recognised by SafeWork SA Advisory Committee within three months of that election. The Responsible Officer must be able to spend from a budget allocation in the event of urgent reported safety concerns.
- (g) The Public Officer will usually be the Club Secretary. This must be recorded in the Management Committee Meeting Minutes. The Public Officer must be 18 years or older. The Corporate Affairs Commission must be notified within 30 days of a newly elected Public Officer or of his or her change in address.
- (h) OH&S Officer, Mandatory Reporting Officer(s) and Club Life Saving Advisor(s) (CLA) must hold appropriate and current qualifications as per Surf Life Saving Australia Ltd policies.
- (i) The Management Committee may at their discretion appoint other officers, advisors and representatives as they feel necessary for the better running of the Club's affairs.
- (j) No person shall be eligible for election to the office of Captain, Vice-Captain, Chief Instructor, Competition Manager, Surf Boat Captain, Board Captain, Ski Captain, Beach Captain, Water Captain, IRB Captain, unless such person is the holder of the Bronze Medallion of Surf Life Saving Australia Ltd.



- (k) Any person elected or appointed to office who is not a Club Member shall take steps to become a member and to gain any appropriate qualifications within three months of the date of their election.
- (l) All Officers shall hold office until the appointment of their successor, or until otherwise ceasing to hold such office for any reason. Vacancies existing after the Annual General Meeting and occurring during the year may be filled at the discretion of the Management Committee.
- (m) An Office of the Club becomes vacant if the Officer: -
 - (i) Ceases to be a member of the Club; or
 - (ii) Becomes a Bankrupt; or
 - (iii) Resigns his office or
 - (iv) Is removed by a majority vote of the Management Committee.

12. JUDICIARY COMMITTEE

- (a) The Judiciary Committee shall consist of three Life Members of the Club who have no other official position in the Club. In the event of there being no Life Members available for appointment, the Judiciary Committee members may be chosen by agreement between the parties, or in the absence of agreement.
 - (i) In the case of a dispute between a member and another member, a person appointed by the committee of the Club.
 - (ii) In the case of a dispute between a member and the Club, a person who is a mediator appointed or employed by Surf Life Savings South Australia.
- (b) This Committee will be appointed as required by the Management Committee and a quorum will consist of all members.
- (c) The duties of the Judiciary Committee shall be to hear and give final judgement on any appeal which may be made by a member who has been dealt with by the Management Committee.
- (d) The report and findings of the Judiciary Committee shall take effect immediately and their report shall be tabled at the first meeting of the Management Committee after their investigation is concluded.
- (e) Pending the report of the Judiciary Committee, the member or members appealing to such Committee shall remain subject to the decision made by the Management Committee.

13. FINANCES

- (a) All monies received shall be banked in the name of the Club. Payments are paid by cheque signed by the Finance Manager and one of two other signatories for



accounts passed for payment by the Management Committee or ratified by such Committee if an account for payment is required prior to a Management Committee meeting. The Management from time to time can authorise payments which need to be made electronically or the use of cash floats provided all receipts are kept and accounted for.

- (b) Where special accounts and/or cheque signatories are required, Management Committee approval must be obtained.
- (c) The funds of the Club shall be derived from, annual subscriptions, donations and such other sources as the Management Committee determines.
- (d) The Management Committee shall have power to expend funds of the Club in such manner as they think most expedient, but funds collected for a specific purpose must be expended only for such purposes unless otherwise specified by the instigators of the fund.
- (e) The Management Committee may recommend honoraria for persons contributing certain specialised services to the Club. The honorary payment must be ratified at the Annual General Meeting. All honoraria are set without precedent.
- (f) Copies (as required) of the Annual Report and Financial Statement sheet shall be forwarded each year to any relevant Government Authorities, Legal Deposits, State Library of South Australia and Surf Life Saving South Australia.
- (g) The Financial Statement Sheet must be presented to the Annual General Meeting accompanied by an independent Audit report. The Audit Report must be prepared by an Accountant with a minimum qualification of Associate Membership of either the Institute of Chartered Accountants or the Australian Society of Accountants.
- (h) The Management Committee is to ensure an Annual Budget is prepared and presented for endorsement and approval at a Committee Meeting at the commencement of the season.
- (i) The Management Committee is to approve all fundraising activities and ensure that appropriate accounts are kept for receipts and payments for approved activities.

14. WINDING UP

- (a) No resolution for the Winding Up of the Club shall be deemed to have been passed unless:-
 - (i) A notice to propose a resolution to that effect at a Special General Meeting shall have been given to members at least twenty one (21) days prior to such a meeting, and,
 - (ii) That the resolution was passed by at least 75% of the financial members, as defined in Sub-Clause 15, (a) (vi), present.
- (b) That the surplus of assets and property of the Club shall be reverted to Surf Life Saving South Australia Inc., to be held in trust pending the reformation of a Surf Life



Saving Club at Henley Beach in the State of South Australia, provided that such Club is reformed within the auspices of the Surf Life Saving Australia

15. MEETINGS

- (a) Annual General Meeting
- (i) The Annual General Meeting shall be held prior to the 31st day of July in each year.
 - (ii) The Secretary shall give at least twenty one (21) days notice in writing of the Agenda and Notices of Motion of the Annual General Meeting.
 - (iii) Sixty (60) days notice in writing to the Secretary shall be give of any Notices of Motion to be included in the Agenda of the Annual General Meeting.
 - (iv) A quorum shall consist of 50% of the Club's Members eligible to vote or 35, whichever is the fewer.
 - (v) The Meeting shall be open to all interested parties who may enter into discussions and any subject matter before the chair. Voting on such matters shall be limited to those persons contained in Sub-Clause 15. (a), (vi).
 - (vi) Members eligible to vote are
 - Life Members
 - Management Committee Members
 - Any financial active bronze holders who are currently proficient in the Surf Life Saving Australia approved proficiency test and completed their most recent patrol obligations to the satisfaction of the Management Committee.
- (b) The Business of the Annual General Meeting.
- (i) To receive the Annual Report of the Honorary Secretary
 - (ii) To receive the Financial Statement for the preceding year.
 - (iii) To consider any Notices of Motion of which due Notice had been given.
 - (iv) To endorse the recommendations of the Annual Subscriptions as proposed by the Management Committee
 - (v) To ratify any By-Laws made by the Management Committee during the previous year.
 - (vi) To elect Office Bearers for the next ensuing season. In the event of two or more candidates being nominated for any one Office, the election shall be by ballot.



- (c) Special General Meeting
 - (i) The Secretary, upon written request from at least ten financial members with power vote in the affirmative, stating the business to be discussed, shall call a Special General Meeting for the purpose of that business only.
 - (ii) The Special General Meeting shall take place within 28 days from the date of receipt of the requisition.
 - (iii) The quorum for the Special General Meeting shall be similar in all aspects to that of the Annual General Meeting at Sub-Clause 15, (a),(vi)
- (d) Procedures
 - (i) The Chairperson shall have a deliberate vote and shall be entitled to one extra (casting) vote.
 - (ii) Voting for any matter before the chair, other than Election of Officers, shall be by show of hands unless a poll of at least 50% of those persons present eligible to vote, demand otherwise.
 - (iii) Points of Order, and Rules of Debate disputes, shall be satisfied by the Chairperson's decision.

16. RULES OF DEBATE

- (a) Any member desiring to speak shall stand up and address the Chairperson respectfully.
- (b) No member may speak more than once to a question, except in explanation or reply.
- (c) A member, who formally seconds a motion of amendment, may address the meeting in support at a subsequent stage of the debate.
- (d) A reply shall be allowed only to a member who has moved a substantive motion.
- (e) No member shall use offensive or unbecoming words.
- (f) No speaker shall digress from the subject under discussion, and impure improper motives and all personal reflections on members shall be deemed disorderly.
- (g) Whenever the Chairperson rises during debate, the member speaking shall sit down.
- (h) No member shall interrupt another while speaking, except on a point of order.
- (i) Any member during the debate may raise the point of order, when the member then speaking shall sit down until the point of order has been decided. The member rising to a point of order shall state concisely the point, and the Chairperson without further discussion shall give his ruling.



- (j) It shall be competent for any member to move a motion of dissent from the Chairperson's ruling. The mover of the motion of dissent shall concisely state the point. The seconder and the Chairperson only may speak to the motion.
- (k) A member may move the adjournment of debate. If the motion is resolved in the negative, the mover shall not be allowed to again speak on the question under debate. If the motion is resolved in the affirmative, the mover shall have the right of resuming the debate at the ensuing meeting. No member shall move the adjournment at the end of his speech.
- (l) At any time during the debate, any member may without motive move "that the question now be put" and such motion being duly seconded, shall then be put without debate. If carried, the question shall be put to the vote; if lost, the debate shall proceed.
- (m) An amendment may be moved on any original motion. The Chairperson shall first put the amendment to the meeting and if carried, it shall be declared to embody the decision of the meeting superseding the motion. When an amendment has been decided, a further amendment may be moved, which, if carried, shall in turn supersede the motion. If there be no amendment, the original motion shall be put after the mover has replied.
- (n) The Chairperson shall refuse to receive any amendment which is a direct negative.
- (o) Voting shall be by voices, or show of hands at the request of any member.
- (p) If a secret ballot is demanded at any meeting by any member present thereat, it shall be taken upon such conditions as the Chairperson of such meeting directs.
- (q) The Chairperson may appoint tellers to assist him in counting a vote by show of hands or division, or at a secret ballot.
- (r) The mover of an original motion must obtain the consent of his seconder and the approval of the meeting before making any alterations to the wording of his motion.
- (s) An amendment having been moved, it shall not be competent to move any further amendment but notice may be given of intention to move such further amendment when the previous amendment has been disposed of. Only one amendment can be considered at the one time.
- (t) No member shall be entitled to be nominated for, or hold office or vote at any meeting of the Club unless his subscription or outstanding debts for the then current year have been paid.
- (u) No member under 15 years of age on the 1st of October in each season shall be entitled to vote.



17. CLUB COLOURS AND COSTUMES

- (a) The Club's colours shall be royal blue, and white, and shall be registered as required by Surf Live Saving South Australia. The Club's badge shall be in accordance with the design adopted by two-thirds of members present and entitled to vote at an Annual or Special General Meeting and shall be registered as required by Surf Life Saving South Australia.
- (b) Club costumes and/or badges may be supplied to the members on payment of a price fixed by the Management Committee.
- (c) Costumes and/or badges so obtained shall remain the property of the Club and must be returned in the event of the member being expelled.
- (d) The Management Committee shall have the right to refund the whole or any portion of the price paid by the member expelled.
- (e) Any use of the Club name and/or insignia is subject to the approval of the Management Committee.

18. SALE AND CONSUMPTION OF LIQUOR

- (a) The Club shall at all times comply with the current requirements of the South Australian Liquor Licensing Act 1997 and the South Australian Occupation Health Safety and Welfare Act.1986.
- (b) The Club Secretary shall supply the Office of Liquor and Gambling Commission the names and details of the Management Committee within 14 days after the election of such positions.

19. INSURANCE

It is the responsibility of the Management Committee to maintain adequate insurance coverage of Club buildings, equipment and its members. The insurance policy must be reviewed annually by Management Committee as soon as possible after election to ensure that adequate insurance coverage is being maintained.

20. COMMON SEAL

- (a) The Common Seal of the Club shall be kept in the custody of the Secretary.
- (b) The Common Seal shall not be fixed to any instrument except by the authority of the Management Committee and the affixing of the Common Seal shall be attested by at least two members of the Management Committee provided that one of the signatories is the Secretary, Finance Manager or President.



21. SERVICE OF NOTICES

- (a) Notices may be given by the President or his representative to any member by sending the notice pre-paid post, facsimile transmission or where available, by electronic mail to the member's registered address or facsimile number or electronic mail address.
- (b) Where a notice is sent by post, service of the notice shall be deemed to be effected by addressing, prepaying and posting the notice. Service of the notice is deemed to have been effected three (3) business days after posting.
- (c) Correspondence using official Club letterhead must be approved by the Club Secretary and ratified at the next Management Committee meeting.

22. MOTIONS TO RESCIND

- (a) The Club may fix its own conditions or qualifications of a motion to rescind a resolution carried at a previous meeting of the Club provided that the qualification shall not be less than:
 - (i) Signature by not less than three (3) persons eligible to vote as per Sub-Clause 15, (a), (vi).
 - (ii) Notice in writing must be given to the Secretary at least thirty (30) days prior to the meeting at which it will be considered.
- (b) The Secretary shall forward a copy of such notice to all members at least twenty one (21) days prior to the meeting at which it will be considered.
- (c) A motion to rescind a resolution carried at a previous meeting requires a two-thirds majority of those members present and eligible to vote at the meeting. If a two-thirds majority is not a whole number, then the figure shall be the next whole number.
- (d) A notice of motion to rescind of which due notice has been given, if unsuccessful, cannot be resubmitted nor may any motion having a similar effect be moved at a meeting for a period of twelve (12) months.
- (e) A notice of motion to rescind a motion is not required where a resolution has been resolved for three (3) years or more.

23. ALTERATION OF CONSTITUTION AND BY-LAWS

- (a) The Club may, by special resolution, at a Special or Annual General Meeting alter its Constitution or By Laws.
- (b) For the purposes of this Rule a resolution of the Club is a special resolution if it is passed by a majority 75% of members entitled to vote under the Rules of the Club, providing the notice specifying the intention to propose the resolution as a special resolution was given in accordance with those Rules.



- (c) No addition, alteration or amendment shall be made to or in this Constitution unless the change has been approved by a Special Resolution at a Special General Meeting or the Annual General Meeting.
- (d) By-Laws can be added, altered or amended by the Management Committee providing it is ratified at the Annual General Meeting.
- (e) At any meeting at which a Special Resolution is submitted, a declaration by the Chairperson of the resolution as being carried shall be conclusive evidence of the fact unless a division is demanded.
- (f) Any alteration to the Constitution of the Club must be lodged with the Office of Consumer and Business Affairs within thirty (30) days, for approval in order for the alterations to become binding. If it is not approved the alterations will become invalid.
- (g) A Certified copy of any alteration to the Constitution and By-Laws of the Club must be forward to Surf Lifesaving South Australia Inc within 14 days of the General Meeting at which the amendment was passed.

24. GRIEVANCE PROCEDURES

- (a) Where a member of the Club has a grievance with another member or with the Club, and that member considers the grievance warrants investigation and action by the Club, that member shall follow the following procedure:
 - (i) The aggrieved member shall present their grievance to the Management Committee in writing, stating clearly and completely the details of the grievance.
 - (ii) The Management Committee shall consider the grievance, and the aggrieved member may be permitted to attend the meeting at which it is discussed, to present their case.
 - (iii) The Management Committee shall, as soon as is practicable, decide on the matter and advise the aggrieved member of the Committee's decision, in writing.
- (b) Should the aggrieved member not be satisfied with the decision of the Management Committee, they may:
 - (i) Contacts, either by telephone or in writing, Surf Lifesaving South Australia appointed Grievances Officer, and advise that they have a grievance which they wish to discuss. The identity and contact details of the nominated Grievances Officer shall be made available to any member of the Club. Where a grievance is to be submitted in writing, it should be addressed clearly to the Grievances Officer and marked "Strictly Confidential".
 - (ii) Where a grievance has been received by the Grievances Officer she or he shall, as soon as practicable, meet with, or discuss the grievance with the aggrieved member. The Grievances Officer may take whatever steps and



conduct whatever investigations necessary to determine whether the grievance is legitimate.

- (iii) Where the Grievances Officer determines the grievance is legitimate she or he shall take all reasonable steps to resolve the grievance.
- (iv) Where the Grievances Officer determines the grievance is not legitimate she or he shall advise the aggrieved member accordingly. If the aggrieved member is not satisfied with the Grievances Officer's determination they may take whatever further action they consider necessary or appropriate.
- (v) Where the Grievances Officer is unable to resolve a grievance or considers the grievance of a very serious nature they shall report the grievance to the Hon. Secretary and/or the Committee of the Club for action.
- (vi) All grievances received by the Grievances Officer, and all information surrounding the circumstances of a grievance which is discovered by the Grievances Officer on investigation shall be confidential and may be communicated only to the Secretary and/or the Committee of the Club.

25. INTERPRETATION OF RULES

- (a) The Management Committee shall be the sole authority for the interpretation of these Rules, and any of the Regulations or By-Laws made there under.
- (b) The decision of the Management Committee upon any question of interpretation or upon any matter affecting the Club and not provided for by these Rules or by the Regulations and By-Laws made there under, shall be final and binding upon the members.

26. INDEMNITIES

The members of the Management Committee and Sub Committees and other officers of the Club and their respective heirs, executors and administrators shall be indemnified and saved harmless out of the funds of the Club from and against all charges, costs, losses, damages and expense which they or any of them shall or may occur or sustain in or about the execution of their respective offices or in or about the contracts of agreements made by them for or on behalf of the Club or in furtherance of the objects of the Club except such charges or expenses as shall be incurred or sustained by or through their own wilful default and none of them shall be answerable for the others of the conformity only, nor for any banker, broker or other person with whom any monies or effects belonging to the Club shall or may be lodged for safe custody, sale investment or otherwise or for the insufficiency of any security in which any monies belonging to the Club may be placed out or invested nor for any other misfortune, loss or damage which may happen in the execution of their respective offices, or in any way in relation thereto, except the same shall happen by or through their own wilful default respectively and no Management Committee, Sub Committee Persons or other officers of the Club shall be liable to repay any money which he/she did not personally receive and misappropriate.



BY-LAWS

BY-LAW 1 – RULES

1.1 GENERAL

[Left blank on purpose].

1.2 SUSPENSION

- (a) Any member who is under suspension from the Club shall not be entitled to attend or vote at any meeting of the Club or use the Club equipment or facilities.
- (b) The length of suspension shall be determined by the Management Committee and to be a maximum of three years.

1.3 EXPULSION

- (a) Expulsion shall be a minimum of five (5) years. Re-application may be made to the Management Committee and they may reconsider the application with a 75% majority.
- (b) Any member who is under expulsion from the Club shall not be entitled to attend or vote at any meeting the Club or use the Club equipment or facilities.

1.4 PROVISIO

In the event of anything occurring not within the scope of the foregoing provisions of Section 1, the Constitution, the Management Committee may deal with the same at their discretion and their decision shall be binding upon the Club.

BY-LAW 2 – OFFICE BEARERS

2.1 MANAGEMENT COMMITTEE - POSITION DESCRIPTIONS

(a) President

- To represent the interests of the Club and its members at various external forums, e.g. State Council representative, local council liaison
- To motivate and lead the Club to success
- To temporarily suspend any Club officer/member whose activities or membership have been detrimental to the Club or SLSA until the Management Committee has had the opportunity to discuss and determine same.



- Overall responsibility for ensuring the ongoing health safety and welfare of the Club is maintained in accordance with SLSA standards
- To be a member of the Executive Committee
- Shall chair all General Meetings and Management Committee Meetings.
- Shall be an ex-officio member of all Sub-Committees..
- Shall at the Annual General Meeting, following the election of the new Committee, appoint from the balance of the Executive, a deputy to take his place and have like powers in his absence.
- Shall ensure that all office bearers are performing their required duties and acting in accordance with the Constitution and Rules of the Club.
- Report to the Management Committee in writing after all State Council meetings.
- If unable to attend any State Council meeting must arrange a proxy delegate to represent the Club.
- Shall be responsible for marketing and publicity.
- Shall be responsible for the review and recommendation of changes to the Code of Conduct and Statement of Purposes and Rules.
- Shall be responsible for Club's Strategic Plan
- Chair all General and Management Committee meetings.
- Ensuring the Club's Strategic Plan is observed, maintained and reviewed at least twice yearly to ensure relevancy.
- Shall sign, after ratification, as a true record the minutes of the General or Management Committee meetings.
- The President, or his authorized proxy, shall represent the Club on any external Board, Committee or Group that may assist the growth, development or advancement of the Club.
- Shall attend monthly Management Committee meetings on a regular basis

(b) Finance Manager

- Shall ensure appropriate budget for the ensuing season is presented to the Management Committee by 31 October annually.
- Shall control and manage the financial records and funding of the Club and report activities and position, monthly, to the Management Committee



- Shall maintain records of accounts, in the prescribed format, and present a duly audited full set of accounts, statements and balance sheets for inclusion in the Annual Report.
- Shall be a member of the Executive Committee
- Shall oversee the activities of the Maintenance Manager, Grants Officer, OH&S Officer and Gym Manager
- Receipting, banking and recording all monies on behalf of the Club.
- Making all payments due by the Club, by cheque or other methods approved by the Management Committee..
- Maintaining summaries of payments and receipts, a Trading Statement and Bank Reconciliation
- Maintaining a proper records of accounts, in the prescribed format, and shall present a duly audited full set of accounts, statements and Balance Sheet for inclusion in the Annual Report for presentation to the members.
- Controlling, or delegating control, of a Petty Cash fund and ensure appropriate records of all transactions are maintained.
- Shall attend monthly Management Committee meetings on a regular basis.
- Shall conduct pre, mid & post-season audit of bar and facilities room

(c) Club Secretary

- Shall be the Public Officer of the Club providing is over the age of 18 years. If is under 18 years old ensure another member of the Management Committee is elected as Public Officer.
- Shall receive, log and process all items of correspondence to ensure all areas of the Club are sufficiently informed in order to carry out duties, instructions etc.
- Shall coordinate the recording and distribution of agendas and minutes of all General and Management Committee meetings
- Shall collate and draft the Club's Annual Report for presentation at the AGM.
- Shall ensure a monthly newsletter, The Beach Flag, is created and distributed to all Club members
- Shall attend monthly Management Committee meetings on a regular basis.
- Review all electronic and written correspondence and distribute accordingly.
- Seek and collate all necessary financial records and annual reports each year for the Club's Annual Report.



- Shall approve all web details before being posted on the web and oversee the activities of the Webmaster.
- Shall forward notice of all meetings and the business to be transacted there at to members in accordance with the rules.
- Shall compile an agenda paper for all General and Management Committee Meetings and shall record and keep the Minutes of such meetings.
- Shall conduct the correspondence of the Club and be responsible for custody of all documents belonging to the Club and for the disposition thereof.
- Not permanently hold the position of Finance Manager while being Secretary.
- Shall present at every Annual General Meeting an Annual Report of the Club's activities for the past year.
- Except as otherwise provided in these Rules, the Secretary shall keep in his custody or under his control all books, documents and securities of the Club.

(d) Club Captain

- Shall represent the Club on any external Board, Committee or Group that may assist the growth, development or advancement of the Club, or in their absence an authorized proxy.
- Shall develop a Junior Development strategy for members moving from the Junior to Senior ranks of the Club
- Shall have overall control of active Club members on all occasions.
- Shall ensure the effective development and operation of lifesaving patrols
- Shall ensure lifesaving equipment and area is maintained in good working order and in accordance with legal requirements
- Shall attend monthly Management Committee meetings on a regular basis.
- Shall chair and organise the Lifesaving Committee.
- Shall coordinate a pre-season working bee to ensure all areas are ready for the commencement of the season.
- Shall have overall responsibility of active members resides with this officer and shall have the authority to permit or refuse or access to any Club property to any member as deemed appropriate.
- Shall ensure patrolling members understand their responsibilities and regularly review activities.



- Shall ensure Patrol Captains undertake regular audits of their equipment and areas of responsibility and report and maintenance requirements
- Shall be responsible for the conduct and discipline of members in all Club matters and the general education of members in surf life saving.
- Prior to the commencement of each season shall submit to the Management Committee for approval, a schedule of patrols and their Captains, together with a roster of patrol duties for the ensuing season.
- Shall be responsible for the efficiency of patrols and keep a record of attendance thereat and of all life saving work performed by members of the Club.
- Shall be responsible for the organisation and conduct of all Club Patrol Competitions.
- Selection of Patrol Member of the Year Award;
- Selection of Annual Patrol Service Awards;
- Shall have the power to co-opt members to assist in the performance of their duties.
- Shall manage the Club Vice- Captain, Radio Officer, IRB Officer, ATV Officer and First Aid Officer.
- Shall present a pre-season budget from the Life Saving Committee to the Finance Manager.

(e) Membership Manager

- Shall ensure the safety and welfare of all members through the provision of effective induction programs and grievance handling procedures.
- Shall develop and maintain recruitment strategies in association with the Club Captain and the Chief Instructor in line with the Strategic Plan.
- Shall develop appropriate member retention strategies with assistance of the Club Captain, Junior Committee and Youth Coordinator in line with the Strategic Plan.
- Shall develop achievement recognition systems.
- Shall attend monthly Management Committee meetings on a regular basis.
- Shall maintain accurate membership records for all Club members and officers, together with details of all awards gained and any other appropriate activities of members.
- Shall oversee the activities of the Registration and Clothing Officers.



- Shall ensure all members are registered and financial, and that appropriate insurance documentation is in place in a timely manner.
- Shall maintain key register and ensure only financial members have same.
- May identify members deserving of Club, Association or Community Awards.
- Shall be responsible for the maintenance of membership records, annual membership renewal and the provision of membership lists and statistics as required by other officers.

(f) Chief Instructor

- Shall identify the Club's training needs and develop an annual training plan prior to the commencement of the season.
- Shall encourage members to undertake training and education that will advance their life saving skills and general personal development
- Shall oversee the 'instruction group' comprising of specialist instructors and liaise with Surf Life Saving Australia Ltd Assessors and Club Life Saving Advisors. .
- Shall attend monthly Management Committee meetings on a regular basis.
- Shall coordinate instruction in Life Saving techniques and associated skills for all new, existing and Junior Members transitioning to the Senior Club who wish to undertake examination for Surf Life Saving Awards.
- Oversee the activities of the Club's instructors.
- Continually review training content and instruction techniques to ensure effective outcomes
- Assist Committee members achieve their season objectives
- Shall be responsible for the instruction of all members in the principles of surf life saving.
- Supervise the preparation of Club members for all Association awards and examinations.
- Shall manage award instructors.

(g) Competition Manager

- Shall coordinate the effective operation of the Club's Competition activities.
- Shall ensure nominations for all competitions are submitted to the appropriate bodies.
- Shall ensure competition equipment and areas are maintained in good working order and in accordance with legal requirements



- Shall develop a training and competition strategy in consultation with Area Captains
- Shall identify equipment needs and present same to the Management Committee.
- Shall ensure equipment and resources are sufficient for the Club's obligations at Carnivals/Competitions
- Shall attend monthly Management Committee meetings on a regular basis.
- Shall chair and organise the Competition Committee.
- Shall ensure Area Captains undertake regular audits of their equipment and areas of responsibility and report and maintenance requirements?
- Shall be responsible for the recruitment, motivation, training and morale of competitors.
- Shall arrange the transport of gear and personnel to carnivals.
- Shall be responsible for the maintenance and serviceability of competition equipment
- Shall be responsible for the administration and marketing of the carnival team.
- Shall manage the Board, Ski, Beach, Water and Boat Captains.
- Shall be responsible for the organisation and conduct of the Club Championship event.

(h) Junior Representative

- Shall represent the interests of the Junior membership and their parents/guardians at a Senior Club level.
- Shall chair the Junior Committee.
- Shall provide a monthly report on all Junior activities and developments at the Management Committee Meetings.
- Shall be responsible for managing and coordinating all Junior activities within the Club.
- Shall be responsible for the maintenance and serviceability of Junior equipment.
- Shall be responsible for the organisation and conduct of the Junior Club championships.
- Shall present the Junior pre-season budget.



(i) **Life Member Representative**

- Shall offer experience and guidance to the Management Committee and endeavor to ensure the traditions and objects of the Club and Surf Lifesaving Australia Ltd. are upheld.
- Shall liaise with all Life Members as deemed appropriate, and attend all Management Committee meetings as scheduled.
- A proxy from within the Life Membership group may be appointed to attend a Management Committee meeting in the event the elected Life Member is unavailable.

2.2 **HONORARY OFFICERS**

(a) **Patron**

- Shall be elected because they are a person who is honoured as a special guardian, protector and supporter of the Club.

(b) **Vice Patron**

- Shall be elected from dignitaries who can provide service and support to the Club.

(c) **Vice President**

- Shall be elected from members of the public who can provide service and support to the Club.

(d) **Auditor**

- Person who is qualified to offer their services to assist with advice with the Clubs Finances and the auditing of yearly Financial Statements.

2.3 **OTHER OFFICERS- POSITION DESCRIPTION**

(a) **Vice Captain**

- Shall report to the Club Captain
- Shall attend Life Saving Committee meetings
- Shall assist the Club Captain to develop and maintain the yearly patrol rosters.
- Shall assist the Club Captain to maintain proficient and professional patrols.

(b) **Radio Officer**

- Shall report to the Club Captain.



- Shall attend Life Saving Committee meetings.
- Shall maintain the Clubs' radios.
- Shall maintain a reporting system for faulty and damaged radios.
- Shall supply Life Saving Committee with a pre-season budget.

(c) First Aid Officer

- Shall report to the Club Captain.
- Shall attend Life Saving Committee meetings
- Shall audit and maintain first aid stocks
- Shall supply Life Saving Committee with a pre-season budget.

(d) Inflatable Rescue Boat (IRB) Officer

- Shall report to the Club Captain
- Shall attend Life Saving Committee meetings.
- Shall support IRB competition.
- Shall maintain and organise servicing of IRB and motors for 24 hr patrol readiness.
- Shall supply Life Saving Committee with a pre-season budget

(e) All Terrain Vehicle (ATV) Officer

- Shall report to the Club Captain
- Shall attend Life Saving Committee meetings
- Shall maintain and organise servicing of ATV
- Shall supply Life Saving Committee with a pre-season budget

(f) Surf Boat Captain

- Shall report to the Competition Manager
- Shall organise training and competition in the Surf Boat area.
- Shall conduct pre-, mid- & post-season audit of area/equipment.
- Shall attend Competition Committee meetings
- Shall supply Competition Committee with a pre-season budget



- Shall encourage and support members to ensure solid member participation.

(g) Beach Captain

- Shall report to the Competition Manager
- Shall organise training and competition in the beach area.
- Shall conduct pre-, mid- & post-season audit of area/equipment.
- Shall attend Competition Committee meetings
- Shall supply Competition Committee with a pre-season budget
- Shall encourage and support members to ensure solid member participation

(h) Water Captain

- Shall report to the Competition Manager
- Shall organise training and competition in the water area.
- Shall conduct pre-, mid- & post-season audit of area/equipment.
- Shall attend Competition Committee meetings
- Shall supply Competition Committee with a pre-season budget
- Shall encourage and support members to ensure solid member participation

(i) Board Captain

- Shall report to the Competition Manager.
- Shall organise training and competition in the board area.
- Shall conduct pre-, mid- & post-season audit of area/equipment.
- Shall attend Competition Committee meetings.
- Shall supply Competition Committee with a pre-season budget.
- Shall encourage and support members to ensure solid member participation.

(j) Ski Captain

- Shall report to the Competition Manager
- Shall organise training and competition in the ski area.
- Shall conduct pre-, mid- & post-season audit of area/equipment.
- Shall attend Competition Committee meetings.



- Shall supply Competition Committee with a pre-season budget.
- Shall encourage and support members to ensure solid member participation.

(k) Life Saving Competition Officer

- Shall report to the Competition Manager
- Shall organise training for Life Saving Competition.
- Shall conduct pre-, mid- & post-season audit of area/equipment.
- Shall attend Competition Committee meetings
- Shall supply Competition Committee with a pre-season budget
- Shall encourage and support members to ensure solid member participation

(l) Life Saving Advisor

- Shall ensure that all standards of Life Saving Services and Training are maintained to an appropriate level per surf Life Saving Australia Ltd Policy.
- Shall conduct and arrange proficiencies of patrolling members at the beginning of the season to the standard set down by Surf Life Saving South Australia.
- Shall record members' proficiencies and forward to Surf Life Saving South Australia.

(m) Youth Co-ordinator

- Shall report to the Club Captain.
- Shall be a role model for members in transition from the Junior to Senior level.
- Shall encourage these members to organise activities to develop leadership skills.
- Shall ensure these members are introduced to area captains in the discipline they are interested.
- Shall attend Competition and/or Life Saving Committee Meetings.
- Shall have initial responsibilities for dealing with disciplinary matters arising from the 13 years to 17 years old age group.



(n) Senior Registrar

- Shall report to the Membership Manager.
- Shall receive and process signed registration forms and collect subscription fees..

(o) Clothing Manager

- Shall report to the Membership Manager.
- Shall reconcile Club clothing stocks and submit clothing orders to Membership Manager.

(p) Maintenance Manager

- Shall report to the Finance Manger
- Shall identify any faults to the building and gym equipment and organise quotes and gain approval from the Finance Manager for repairs.

(q) Occupation Health and Safety (OH&S) Officer

- Shall report to the Finance Manger.
- Shall maintain the OH&S folder as per the South Australian OHW&S Act.1986
- Shall report any hazards to the Finance Manager to be rectified.
- Any urgent hazards report to the Public Officer for immediate rectification.
- Shall investigate any accidents or near misses and give full report to the Finance Manager.
- Shall maintain a Hazard Register.

(r) Social Co-ordinator

- Shall report to the Club President.
- Shall assemble a social committee of willing members to assist.
- Shall program and co-ordinate social and fundraising events and report to the President for approval of the Management Committee..



(s) Club Historian

- Shall report to the Club President.
- Shall collect, maintain and store historic information on the Club.

(t) Publicity Officer

- Shall report to the Club President
- Shall organise any publicity on behalf of the Club through all mediums of media sources.

(u) Sponsorship Officer

- Shall report to the Club President.
- Shall manage all sponsorship and ensure Club sponsors are recognised as per the sponsorship agreement.
- Shall develop sponsorship materials, seek and obtain sponsors & donations.

(v) Grants Officer

- Shall report to the Club President.
- Shall seek and respond to all relevant grants in a timely manner.
- Shall ensure that the Club fulfils and finalises the terms of the grant.

(w) Web Master

- Shall report to the Club Secretary.
- Shall maintain the Club web site

(x) Mandatory Reporting Officer(s)

- Nominated members of the Club who are trained in mandatory reporting of child sexual and physical abuse.

(y) Bar Manager

- Shall be appointed by Management committee
- Shall report to the Management Committee at each monthly meeting
- Shall profitably run the licensed bar and kitchen.
- Shall manage the bar roster.



- Shall ensure the Club abides by its conditions contracted by its licence set down by the Office of Liquor and Gambling Commission.
- Shall maintain appropriate stocks of food and beverages.
- Any other responsibilities as set down by the committee in the contracted Position Information Document.

2.4 JUNIOR COMMITTEE –POSITION DESCRIPTION

(a) Junior Representative

- As described in BY-LAW 2.1 (h)

(b) Junior Secretary

- Producing and distribution of Junior Handbook.
- Shall receive, log and process all items of correspondence to ensure all areas of the Junior Section of the Club are sufficiently informed in order to carry out duties, instructions etc.
- Shall coordinate the recording and distribution of agendas and minutes of all Junior meetings.
- Shall provide the Club Secretary with any Junior material required to be entered on the Club website.
- Shall ensure all Junior Members are registered and financial.
- Organise and distribute any Junior news letters or social notices.

(c) Junior Registrar

- Shall report to the Membership Manager.
- Shall distribute Junior Club members' registration forms to individual members.
- Shall receive and process registration forms and collect subscription fees from Junior Members.



(d) Junior Training Co-ordinator

- Shall program the weekly Junior training.
- Shall set up the weekly water and beach area.
- Shall organise training in conjunction with age group leaders.
- Shall ensure that all Surf Education Awards are gained appropriate to each Junior Members age level.
- Shall Inform the Chief Instructor of any Junior Members requiring training for Senior Lifesaving awards as per Junior Competition age level requirements.

(e) Junior Competition Officer

- Shall ensure nominations for all competitions are submitted to the appropriate bodies.
- Shall ensure competition equipment and areas are maintained in good working order and in accordance with legal requirements
- Shall develop a training and competition strategy in consultation with Age Group Leaders
- Shall identify equipment needs and present same to the Junior Committee.
- Shall ensure equipment and resources are sufficient for the Clubs' obligations at Carnivals/Competitions
- Shall supply the Junior Committee with a pre-season budget.
- Shall ensure that all pre requisite educational awards are achieved as per SLSA competition policy.

(f) Age Group Leaders

- Shall co-ordinate training and competition for one particular age group.
- Shall work in conjunction with the Junior Competition Officer.
- Shall ensure Juniors in there age group are safely transported to and from carnivals and are accounted for at all times.
- Shall conduct Surf Education as appropriate to age level.
- Shall ensure that training personnel are aware that specific needs are required for competition eligibility.



(g) Junior Clothing Manager

- Shall report to the Membership Manager.
- Shall reconcile Club Junior clothing stocks and submit clothing orders to Membership Manager

(h) Junior Development Panel (JDP) Representative

- Shall attend the State Junior Development Panel Meetings and report back to the Junior Committee.

(i) Specialist Coaches

- Any person who has been selected by the Junior Committee to give specialist coaching to the Junior members of the Club.

BY-LAW 3 – PATROLS

3.1 PATROL ACCREDITATION

(a) GENERAL PATROL ACTIVITY

In order to participate in general patrol activities a member shall:

- If over the age of fifteen (15) years have gained the Bronze Medallion of Surf Life Saving Australia Ltd. in that Season, OR have passed the annual Association Proficiency requirement for that award.
- If between the ages of thirteen (13) and fifteen (15) years, have gained the Surf Life Saving Certificate accreditation in that Season or have passed the Association Proficiency requirements for that award.
- The current Patrol Uniform must be worn by patrolling members at all times when not in the water.

(b) PATROL HOURS

- (i) Patrol hours counted in an individual Henley SLSC patrol hours tally include:
- All Patrol hours recorded in a Henley SLSC Patrol or Water cover Log Book for activities including Rostered Patrols, Sub Patrols, Make up Patrols, Junior Water cover, emergency call-outs, Search and Rescue Activities, Assessments and Training Water Cover.
 - All Patrol Hours recorded in non- Henley SLSC patrol logs for Henley SLSC rostered Carnival Water Cover commitments and Henley SLSC Radio room duty are also to be counted.
- (ii) Patrols Hours not counted as Club Hours include:



- State Helicopter Patrol Hours
- State Jet Boat Patrol Hours
- Patrol Hours accrued on patrol for another Club, unless directed by the State Centre or extenuating circumstances declared by the Management Committee.

(c) ANCILLARY PATROL ACTIVITY

In order to participate in Ancillary Patrol activity, a member;

- (i) Shall be of the age defined in the Surf Life Saving Australia Ltd. manuals, and who has gained the Radio, Resuscitation, Advanced Resuscitation or First Aid accreditation and be currently conversant in that discipline as required by the Surf Life Saving Australia Ltd.
- (ii) May only participate in an activity pertaining to the scope of the said accreditation requirement.

BY-LAW 4 - EXAMINATION, CARNIVALS & COMPETITION

4.1 COMPETITION ACCREDITATION

Members participating in competition activity will:

- (a) If between the ages of seven (7) and thirteen (13) years, be accredited for their age group as identified in the Surf Life Saving Australia Ltd. Junior Activity Manuals.
- (b) If between the ages of thirteen (13) and fifteen (15) years be accredited with the Surf Life Saving Australia Ltd. Surf Life Saving Certificate in that Season, or be the holder of the Surf Life Saving Australia Ltd. Surf Life Saving Certificate and have passed the annual Surf Life Saving Australia Ltd. Proficiency requirement for that award.
- (c) If over fifteen (15) years of age, be accredited with the Surf Life Saving Australia Ltd. Bronze Medallion in that Season, or be the holder of the Bronze Medallion and have passed the annual Surf Life Saving Australia Ltd. Proficiency requirements for that award, and:
- (d) Not be in default or arrears of patrol duties in excess of ten (10) hours.
- (e) In the case of State Championships competition participation, is that the member shall be accredited with the minimum personal patrol hour requirements for that Season.
- (f) Life Members, who are accredited as in By-Law 4.1.c, and in the case of State Championship competition participation, shall be required to carry out their required number of personal patrol hours.



4.2 AUSTRALIAN CHAMPIONSHIPS SUBSIDY POLICY

- (a) The Club will make arrangements for all competition equipment to be transported to the championships at no cost to the competitor.
- (b) The Club will pay the entry fee for all persons wishing to compete, providing that the Management Committee has endorsed the entry of each member.
- (c) All accommodation and travel expenses shall be at the member's expense.
- (d) The Club reserves the right to conduct or approve the conduct of fundraising activities in which part of the proceeds are used to offset travel and accommodation costs incurred by the Team Manager and the competing members.
- (e) Any member (including a member of a team) competing in a final of any event at the Championships shall receive the sum of \$100 in recognition of that achievement.
- (f) Any member (including a member of a team) who gains a medallion for 1st, 2nd or 3rd place in any event shall receive a further \$100 in recognition of that achievement.
- (g) The Management Committee reserves the right to add to or revoke any of the above conditions if in their opinion such action is warranted.
- (h) Any Club member who enters the Australian Surf Life Saving Titles then withdraws/does not compete is required to reimburse the Club the cost of the entry fee. Grievance provision: if the affected member is not satisfied with the enforcement of this ruling they are able to appeal to the Management Committee.

4.3 AUSTRALIAN MASTERS CHAMPIONSHIPS

- (a) Any member (including a member of a team) who receives a medal at the Championships shall receive \$100 as recognition of that achievement.
- (b) Any Club member who enters the Australian Surf Life Saving Titles then withdraws/does not compete is required to reimburse the Club the cost of the entry fee. Grievance provision: if the affected member is not satisfied with the enforcement of this ruling they are able to appeal to the Management Committee



BY-LAW 5 - LIFE MEMBERS

5.1 DEFINITION

Life Membership of the Club shall not be considered lightly, nor in a frivolous manner, but shall be recognition of outstanding services to the Club, over an extended period, over and above that which is expected as the norm.

5.2 CRITERIA

- (a) A member who has been nominated must have given outstanding and special service to the Club over many years, or
- (b) Not being an active member of the Club, the Nominee shall have provided outstanding service to the Club over an extended period, or in the opinion of the Life Membership and Awards Committee deserves consideration for Life Membership in recognition of special services or deeds rendered.

5.3 NOMINATIONS

- (a) Nominations for Life Membership shall be made by a financial member of the Club, duly endorsed by a further financial member of the Club as the seconder.
- (b) The nomination shall be directed to, and be received by the Secretary, not less than two calendar months prior to the Annual General Meeting, and shall be in the form of a concise history of the nominee's services to the Club, for consideration by the Life Membership and Awards Committee.
- (c) The Life Membership and Awards Committee shall assess the nominations, and, if agreed to by a majority voting in the affirmative, forward the endorsed nomination to Management Committee for circulation with the Notice of Meeting for the next scheduled Annual General Meeting of the Club.



5.4 LIFE MEMBERS AND AWARDS COMMITTEE

- (a) This Committee shall consist of The President and four Life Members who have each been awarded Life Membership at least ten years prior.
- (b) Each Life Member appointed to this Committee shall serve a two year term with two members being eligible for re-election each year.
- (c) This Committee shall elect a Chairperson from within the Committee and the Chairperson shall enjoy full voting rights.
- (d) This Committee is to compile a history on each Club Member who has completed 15 years service to the Club and where appropriate nominate that member for a Club, Association or Community Award in recognition of their service.
- (e) The Committee may be called together to consider a request of the Management Committee from time to time.

5.5 VOTING

The awarding of Life Membership of the Club shall be carried on 75% of members entitled to vote in the affirmative at an Annual General Meeting.

BY-LAW 6 – AWARDS

6.1 NOMINATIONS AND RATIFICATIONS OF AWARDS

All awards with the exception of the Presidents Award shall be nominated by the Life Saving Committee and Competition Committee. All awards are to be ratified by the Management Committee.

6.2 HERO OF THE SURF

This is only awarded for an outstanding rescue when the skills and resourcefulness of our patrolling members come to the fore. Any member of the Club or public can nominate a person for this award to the Life Saving Committee. The rescue does not specifically have to be retrieval from the water, nor does it have to be during the hours of patrol. If there is no one eligible for this award in any given season, then it is not awarded, but equally it may be awarded to more than one recipient in a season.

6.3 BARRY DUHNE JUNIOR LIFESAVERS OF THE YEAR.

This will be awarded to any patrolling member who has not obtained the Bronze Medallion Award and has excelled in enthusiasm, commitment and effort in Life Saving Services, Competition and social participation with the Club. Competition results and patrol hours are not the main focus on this award, but are recognised.



6.4 BARRY DUHNE SENIOR LIFESAVERS OF THE YEAR.

This will be awarded to any patrolling member who obtained the Bronze Medallion Award and has excelled in enthusiasm, commitment and effort in Life Saving Services, Competition and social participation with the Club. Competition results and patrol hours are not the main focus on this award, but are recognised.

6.5 PATROL MEMBER OF THE YEAR

- (a) This award recognises a patrol member who this season has worked towards improving the delivery of our core business, by providing a safe swimming environment at the beach.
- (b) Activities taken into account are:
- Leadership
 - Patrol Hours
 - Water cover commitment
 - Achievement of Senior awards
 - Conduct during rostered patrols
 - Reliability
 - Rescue(s)
- (c) Provision of Lifesaving services outside of regular Club activities (e.g., carnivals, regattas, long swims, search and rescue etc)
- (d) A patrol member would be ineligible if during the season they have been penalised for a misdemeanour with penalty hours and have not completed them.

6.6 CHAMPION PATROL GROUP

Outstanding performance during internal Patrol Competition based on point scoring system put in place at the commencement of each new season by the Lifesaving Committee. In any year where there has been no Patrol Competition the award can be assessed by other activities of each patrol.

6.7 MOST OUTSTANDING U19 CONTRIBUTOR

Open to any active Club member between the age of 14-18 prior to 1st October of the award season. Is awarded to a young member who has displayed outstanding performance and enthusiasm in all facets of Life Saving and or Competition.



6.8 CHOOK AND BEVERLY FIELDER TROPHY

Open to any member who started their association with the Club in the Junior Section and has now excelled in the Senior Section of the Club. A recipient can only receive this award once

6.9 MOST PATROL HOURS

Is awarded to the Club member who has accrued the most Henley Club patrol hours in the season. All patrol hours accrued are subject to By-Law. 3.1(ii)

6.10 BEST FIRST YEAR MEMBER

- (a) Is awarded to a new member (in that patrol year), who has enthusiastically contributed to the Club in a positive way. The award can be given to any person (either Patrolling Member, Competition Member or Social Member) that has contributed enthusiastically as a new volunteer to our Club.
- (b) Candidates for this award are listed by the Membership Manager (e.g. new members for the season).

6.11 CLUB MEMBER OF THE YEAR

- (a) Is given for outstanding contribution to multiple aspects of Club life.
- (b) There is much discretion available for this award as it can encompass almost any outstanding contribution by a Club member.
- (c) At the discretion of the Committee, the award can either be held over or awarded to more than one person in any given patrolling season.
- (d) There is a wide scope of areas to assess, but they can include:
 - (i) Lifesaving
 - Patrol performance
 - Water cover
 - Gaining new awards
 - Training activities
 - Support for other members
 - Representing our Club at a State level (eg, carnivals water cover, assessments at other Clubs etc)
 - Rescues
 - Other



(ii) Competition

- Outstanding performance
- Enthusiastic performance
- Support of other members
- Helping Henley SLSC fulfil our State obligations (eg, carnival water cover, officials etc)
- Training

(iii) Social

- Attends functions
- Organises Functions
- Provides voluntary services in the bar or the kitchen
- Assists with set up and/or clean up of Club functions
- Engages new people to attend our Club functions
- Introduces new people to Lifesaving
- Other

(iv) Other

- Any other activity not covered above that contributes to improving our Services to our members and/or to the community. For example, equipment maintenance, sponsorship applications, dealing with officialdom, administrative work etc.

6.12 CLUB PRESIDENTS AWARD

This is awarded to the member that the Club President feels has provided the Club with an extraordinary service. The Club President may pick a member who he/she feels that their efforts not only benefitted the Club this season but may also in the future..

BY-LAW 7 – MISCELLANEOUS

7.1 NO SMOKING

- (a) There is to be no smoking in the Club premises, except in the designated area on the outdoor balcony, specified by the Management Committee, or South Australian Tobacco Products Regulation Act.1997
- (b) The Management Committee will determine penalties for breaches of the no-smoking By-Law.