

## **BY-LAW**

### **No. 12**

**ISSUE:** Junior Activities

**COMMENCED:** 8 August 2012

**LAST UPDATED:** 9/9/2021

#### **PROVISIONS:**

##### **Composition of Junior Activities Committee**

1. The Chairperson Junior Activities is to ensure that as a minimum, the following positions are filled in respect of the Junior Activities Committee – Secretary, Sport Coordinator, Education Coordinator and Water Safety Superintendent & Equipment Coordinator.
2. Any position on the Junior Activities Committee can be filled by the appointment or two or more people on a shared basis.
3. In undertaking their specific areas of responsibility, members of the Junior Activities Committee, are expected to liaise with the respective Executive Committee member who has similar responsibilities to ensure as far as practicable a coordinated approach to the relevant activities.
4. The Chairperson shall not hold office for more than 3 consecutive years.

##### **Committee Meetings**

5. (i) Unless otherwise determined by the Junior Activities Committee, meetings shall be held monthly.  
  
(ii) A member not physically present at a meeting may participate in the meeting by the use any form of electronic communication that allows that member and the members present at the meeting to clearly and simultaneously communicate with each other.  
  
(iii) A member participating in a meeting under clause 14 is taken to be present at the meeting and, if the member being eligible to vote, votes at the meeting, is taken to have voted in person.
6. Members of the Junior Activities Committee must use their best endeavours to be properly briefed prior to any meeting so as to ensure a smooth flow of business at the meeting.
7. The Chairperson Junior Activities shall chair any meetings unless he or she delegates the role to another member of the Junior Activities

Committee. In the absence of the Chairperson, the meeting will be chaired by a person determined by the members present at the meeting. The procedure for the conduct of the meeting shall be as determined by the chairperson of the meeting.

8. Each Junior Activities Committee member must declare his or her interest in any matter in which a conflict of interest arises (actual or perceived) and must absent him or herself from discussions about, and shall not be entitled to vote in respect of, such matter.
9. At least one member of the Executive Committee will be required to attend each meeting of the Junior Activities Committee. That member shall be entitled to engage in any debate but shall not be entitled to vote on any matter.

### **General powers and responsibilities of Junior Activities Committee**

10. The Junior Activities Committee is responsible for -
  - (i) the appointment of Age managers;
  - (ii) the appointment of coaches for junior activities, in consultation with the Head Coach of the Club and the Director Sport;
  - (iii) the approval of the nomination of junior activity members to represent the Club at the State Championships and other Championship events, not including Branch championships;
  - (iv) the approval of the nomination of members for team events at the State Championships and other Championship events, not including Branch Championships;
  - (iv) ensuring that the Club is suitably represented at any meeting, conference or the like where attendance of club junior activities personnel is required by SNB, State Centre or SLSA or attendance, if not required, is otherwise desirable and in the best interests of the Club;
  - (v) ensuring that the club complies with any obligations relating to the provision of carnival officials, water safety personnel or other support required by SNB, State Centre or SLSA in respect of junior activities carnivals;
  - (vi) ensuring that reasonable steps are taken so that only those parents who are members of the club assist and or participate in junior activities;
  - (vii) ensuring that junior activities are at all times conducted in accordance with any relevant SLSA & Club policies and procedures;
  - (viii) acting at all times in the best interests of the junior activities members and the Club;

### **Age Managers**

11. (a) For each age group, there must be at least one Lead Age Manager appointed. In addition for each age group, the minimum number of age managers shall be in accordance with SLSA requirements.

(b) Age Managers in all age groups shall arrange for assistance from other parents or members as may be required to ensure that activities can be conducted in a safe and efficient manner.

12. Age Managers shall –

- (i) regularly attend and manage weekly activities at Freshwater Beach
- (ii) ensure the attendance roll is marked each Sunday morning prior to the commencement of junior activities
- (iii) attend and manage junior activity members at all carnivals at which the junior activity members in their age group participate
- (iv) nominate junior activity members for inclusion in the team to represent the Club at the State Championships and other Championship event, not including Branch
- (v) nomination of members for team events at the State Championships or other Championship events, not including the Branch championships
- (vi) selection of members for team events at all local carnivals including the Branch championships
- (vii) be responsible for determining which members within their age groups are eligible to compete in the Club championships
- (vii) such other duties and other responsibilities as may be determined from time to time by the Junior Activities Committee
- (viii) be required to undergo Age Manager training as required by SLSA, NSWLS or SNB or as may be determined from time to time by the Executive Committee.

**Eligibility to Compete in Club Championships**

13. In determining whether a junior activities member is eligible to compete in the club championships, Age Managers may take into account any ill-health, injury or other relevant factor if the member has not met the minimum qualification standard set out in By-Law 5.

[Note: By-Law 5 provides that to qualify for club championships a member must have competed in 6 competition events which includes Sunday morning activities, Sunday morning surf race, local and non local carnivals, championship carnivals, inter-Branch championships, premiership carnivals and any other events approved of by the Surf Sports Director]

14. The onus of proof in establishing any issue of ill-health, injury or absence for other reason rests with the parents or carers.

**Carnival entry fees**

15. (a) Parents will be required to contribute to the cost of entry fees for any SNB carnivals in accordance with any decision made by the Junior Activities Committee.

(b) If junior activity members are entered by the club into any carnival held within the SNB area and they do not attend, the parents or carers of those members may be required to reimburse the club any entry fees paid in respect of the carnival.

16. In determining if parents or carers are to reimburse the club for carnival entry fees, the Junior Activities Committee is to take into account any reasons offered by the parents or carers for the non-attendance of the member.
17. Payment of late entry fees for competitors at any carnival within the SNB area, the NSW State Championships and the Freshwater Bennett Board Carnival is the responsibility of parents or carers.
18. Payment of entry fees for competitors at any carnival outside the SNB area (State championships excepted) is the responsibility of parents or carers. The Junior Activities Committee may approve of exemptions from this provision subject to the following –
  - (i) the Sport Coordinator supports any request made by the parents or carers, and
  - (ii) the request for exemption is made prior to the carnival taking place.

### **Levies and training costs**

19. The Junior Activities Committee may require members to pay levies for specific purposes or training costs in addition to any membership fees that may be payable. The amount for such levies or training costs shall be determined by the Junior Activities Committee subject to approval by the Executive Committee.

### **HISTORY OF AMENDMENTS APPROVED BY EXECUTIVE COMMITTEE**

#### **23 Sept 2015**

CI 10-12 deleted regarding Chairman nominating delegate to attend EC meetings and attendance at EC meetings by other junior activity committee members

CI 22-23 deleted regarding need for junior activity committee to submit rules for use of equipment to EC for approval

#### **8 Sept 2016**

CI 11 amended to make reference to Lead Age manager and SLISA requirements

CI 15(a) inserted, existing clause 15 changed to 15(b)

CI 19 inserted

#### **14 Sept 2017**

CI 1 amended by deletion of reference to Treasurer. Other minor changes throughout to correct references to other positions.

#### **12 July 2018**

CI 10(ii) amended to include proper reference to Director Sport, CI 12 (viii) amended to include reference to training required by supervising lifesaving bodies

#### **8 Aug 2019**

CI 17 minor amendment to correct reference to Bennet Board Carnival

#### **9 Sept 2021**

CI 1 amended by deleting reference to Registrar; New cl 5 inserted