



**FRESHWATER**  
**SURF LIFE SAVING CLUB**

**SINCE 1908**

## BY-LAWS

Freshwater Surf Life Saving Club Inc

Freshwater SLSC

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## HISTORY OF AMENDMENTS APPROVED BY EXECUTIVE COMMITTEE

**21 Sept 2023** – All By-Laws were incorporated into a single MS Word document. Formal clause numbering was applied (where not previously). Clause numbering was linked to the referenced clause. Page numbering was added to the document.

## **BY- LAW**

### **NO. 1**

**ISSUE:            Patrols**

**COMMENCED:** 10th September 2009

**LAST UPDATE:** 21st September 2023

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#### **PROVISIONS:**

*Note: Reference should also be made to specific provisions within By-Law 13 regarding obligations of patrol personnel*

#### **Patrol Rosters**

1. The Director Lifesaving shall prepare a Patrol Roster before the beginning of each season. Patrol Roster details shall be made available to each patrolling member in such manner as may be determined by the Director Lifesaving.

#### **Patrol Captains**

2. Patrols shall be under the control of Patrol Captains; and
  - (a) Patrol Captains are responsible for ensuring a record of all rescues and other incidents as may be required by the rules of SLISA are recorded using the Surf Lifesaving Patrol Operations App;
  - (b) In the event the Surf Lifesaving Patrol Operations App is not available or cannot be accessed, the Patrol Captain must record a Patrol Log in hard copy;
  - (c) Patrol Captains will be responsible to the Director of Lifesaving and shall acquaint themselves with the requirements and obligations of the Standard Operating Procedures and any current NSW Lifesaving Services Agreement.

#### **General responsibilities of patrol members**

3. It is expected that patrol members will –
  - (a) Acquaint themselves with these Patrol Rules, their rostered patrol dates and hours of patrols;
  - (b) Attend the beach and be ready for their patrol duties prior to the starting time;
  - (c) Patrol members rostered to patrol on morning patrols must ensure that all patrol equipment is in position by the time the beach is due to open. Patrol members rostered

- on afternoon patrols must ensure that all patrol equipment is removed from the beach and returned to the proper places in the Clubhouse at the end of the Patrol;
- (d) Sign on and sign off the Patrol Log;
  - (e) Wear patrol uniforms in accordance with SLSA requirements at all times whilst on patrol;
  - (f) Not leave the patrol area without the permission of the Patrol Captain;
  - (g) Drive the All Terrain Vehicle (ATV) if authorised;
  - (h) Endeavour to ensure Club sponsors material is in position on the beach and removed from the beach and returned to the proper places in the Clubhouse at the end of the Patrol; and
  - (i) Comply with all reasonable directions of the Patrol Captain.

### **Substitute patrols**

- 4. A patrol member who is unable to attend his or her rostered patrol may arrange for a member of equal status to undertake the patrol as a substitute.
- 5. If the substitute fails to attend the patrol, the original member will be deemed to have missed the patrol unless the details of the substitution have been recorded via authorised Club methods.
- 6. If recorded via authorised Club methods, the substitute member will be deemed to be the rostered patrol member and will be responsible in the event he or she does not attend.

### **Exemptions from patrols**

- 7. A patrol member may apply to their Patrol Captain for an exemption from a patrol;
  - (a) If approved, the Patrol Captain will mark the member in the Patrol Log as having been excused from the patrol for that day;
  - (b) A patrol member who has an exemption approved is encouraged to arrange a substitute and make up the missed patrol unless the exemption is due to prolonged injury or sickness;
  - (c) If the application is denied, the member may seek a review by the Director of Lifesaving or delegate;
  - (d) Any decision on the review by the Director Lifesaving or delegate will be final;
  - (e) If an exemption is granted, there is no requirement to do make up or other patrols; and
  - (f) If the Director Lifesaving considers the circumstances appropriate, he or she may grant a patrol member an exemption from one or more patrols. Any exemption granted by the Director Lifesaving or delegate may be in addition to any exemption that may be granted by the Patrol Captain.

### **Failure to comply with patrol obligations**

- 8. Patrol Captains may report to the Director Lifesaving any patrol member who fails to comply with his or her patrol obligations as set out in this By-law:



- (a) The Director Lifesaving (or his or her delegate) may impose an extra rostered patrol on a patrol member who is in breach of their patrol obligations;
- (b) Any person who the Patrol Captain believes is in breach of his or her patrol obligations as outlined in this By-law may, in addition to any action taken by the Director Lifesaving under clause 8(a), be stricken from the Patrol Log for that patrol by the Patrol Captain. Any member stricken from the Patrol Log will be deemed to have missed the patrol;
- (c) A member may seek a review by the Director Lifesaving (or his or her delegate) against a decision of the Patrol Captain to strike the member from the Patrol Log; and
- (d) Any decision on the review by the Director Lifesaving (or his or her delegate) will be final.

### **Completion of patrol**

- 9. If patrol members complete their rostered patrol period and insufficient members of the “in-coming” patrol attend to replace them, the “out-going” Patrol Captain shall ensure sufficient members of the “out-going” patrol remain on duty until they are relieved by other patrol members.
- 10. The last patrol of each day must ensure that all surf life saving equipment is returned to the clubhouse, the IRB and ATV are hosed out and re-fuelled and that all two way radios are put on charge after signing off in accordance with authorised procedures.
- 11. Patrol members given permission to leave the patrol early may be credited with a full patrol at the discretion of the Patrol Captain or the Director Lifesaving.

### **Calculation of patrol hours performed**

- 12. Competition purposes:
  - (a) For competition purposes, time spent undertaking rostered patrols, substitute patrols, voluntary patrols, make-up patrols, water safety for junior activities (not including surf sports training), water safety at senior and junior carnivals, voluntary patrols for SLSA approved Support Operations, Duty Officer responsibilities, Support Operations functions and any other activities that may be approved by SLSA will be counted, provided it is entered into SurfGuard. It is the responsibility of the patrol member to request that the details of the activity are entered into SurfGuard.
  - (b) Members wishing to compete for the Club must complete at least 25 hours of patrol service between 1 January and 31 December in each calendar year (or such other period or hours as determined by SLSA).
- 13. Patrol service purposes:
  - (a) For the purposes of determining whether an Active Member meets the requirements for Reserve Active and Long Service membership, generally a minimum of 25 hours patrol service per season is required, subject to any exemptions from patrol service approved by the Executive Committee (and/or SLSA or SLS NSW). Water safety hours will not be taken into consideration. The Director Lifesaving shall approve requests for Reserve Active and Long Service membership, taking into account the requirements of

this clause and the member's overall patrol record. A right of review of that decision shall lie to the Executive Committee whose decision shall be final.

### **Floating Patrols**

14. Patrol members may be placed on a floating patrol if:
  - (a) They are required to undertake shift work and their shifts are significantly at the same time as the Club's patrol hours;
  - (b) They have work commitments that result in extensive periods of absence interstate or overseas and those periods of absence are significantly at the same time as the Club's patrol hours;
  - (c) They undertake professional Lifeguard duties during the patrol season on weekends and public holidays;
  - (d) They undertake official duties for the Club which in the opinion of the Director Lifesaving justifies their placement on a floating patrol;
  - (e) Other extenuating circumstances exist which the Director Lifesaving considers appropriate.
15. Members who wish to be placed on a floating patrol may be required to provide to the Director Lifesaving a request in writing outlining their reasons for wanting placement on a floating patrol. The Director Lifesaving may also seek other information from the member, such as work rosters, to allow proper consideration of the request.
16. Approval for any request shall be made by the Director Lifesaving. A right of review of that decision shall lie to the Executive Committee whose decision shall be final.
17. Approval for placement on a floating patrol shall be for the current season only. Members will be required to apply and satisfy the relevant criteria on an annual basis.
18. In granting approval, the Director Lifesaving may require the member to undertake a specified number of patrols during the season. A member's degree of compliance with that requirement will be taken into account when considering any future applications for placement on the floating patrol roster.

### **Members transferring for competition purposes**

19. Unless otherwise approved by the Director Lifesaving, members transferring to the Club for competition purposes must undertake patrols at the Club consistent with any requirements of their membership status. This requirement is in addition to any patrol obligations imposed by their original club.

### **Proficiency of patrol members**

20. Members undertaking patrol duties must be fit and proficient in the award relevant to the position they hold on the patrol. Patrol members must not perform duties outside the scope of any award in which they are proficient.

## HISTORY OF AMENDMENTS APPROVED BY EXECUTIVE COMMITTEE

### **10 Dec 2009**

Removal of references to 10 hours default to maintain consistency with new SLSA policy; address minor typographical errors

### **12 Aug 2010**

Inclusion of clause 5(f) re powers of CC to grant exemptions

### **9 Aug 2011**

Clause 3 amended by incorporating patrol duties previously outlined in cl 6; cl 6 amended to make reporting of patrol breaches by PC discretionary; cl 7 amended to clarify that reporting of breaches to EC only if member has not undertaken make-up or penalty patrols.

### **8 Aug 2012**

Removal of need to put by-law on notice board, replace reference to Club Capt with Director Lifesaving, amendment of cl 9 re calculation of patrol hours for competition and service history, inclusion of cl 10 re floating patrols

### **12 Sept 2013**

Clause 9(c) & 10(a) amended to give Director of Lifesaving responsibility for making decisions about requests for long service status, reserve active status and placement on floating patrols. Right of review by Executive Committee also clarified.

### **11 Sept 2014**

Cl 5(a) amended re timing of applications to patrol captains for exemptions, Cl 7 amended re power of patrol captains to impose make-up and penalty patrols and circumstances when make-up & penalty patrols apply, Cl 9 amended to reflect SLSA policy re non inclusion of surf sports training for water safety hours calculation, misc amendments to tidy up wording

### **23 Sept 2015**

Cl 9(c) amended to make reference to active member. Cl 10(b) amended to remove reference to request being 250 words or less.

### **11 Aug 2016**

Cl 7(d) amended to include reference to loss of competition rights, cl 9(b) amended to include reference to other SLSA determinations re patrol hour obligations, Patrol obligation acknowledgement document deleted as no longer used, minor amendments to tidy up wording

### **10 Aug 2017**

References to Club/Captain/Director of Lifesaving changed by deletion of Club Captain

### **12 July 2018**

Cl 2(e) added; Cl 7(a) amended to differentiate between members in first 12 months of patrols and others; Cl 8(a) amended by deleting need for out-going patrol captain to notify club captain of insufficient incoming patrol members; Cl 8 (c) amended by inclusion of reference to rostered, make-up and penalty patrols.

### **8 Aug 2019**

Cl 3 re wearing of patrol uniforms in accordance with SLSA requirements, Cl 5(a) deletion of limit of 2 exemptions by patrol captains; Cl 7(a) amended to delete requirement for members with more than 12 months patrol experience to do make up patrol

### **14 Nov 2019**

Inclusion of new clause 11 regarding patrols for members transferring for competition purposes

### **13 Aug 2020**

Cl2(a) amended by deletion of reference to honorary beach inspectors; Cl2(c) amended by inserting reference to lifesaving app; new sub-clause (d) relating to preparing hard copy log; Cl 3 amended by deletion of need to sign acknowledgment patrol obligations understood; deletion of reference to patrol members needing to remain at call at all times while on patrol; Cl 5(c) amended re encouragement of

members to do extra patrols; insertion of new sub-clause (f) clarifying no need to do make up or other patrols if granted an exemption; CI 6(b) amended to clarify Director Lifesaving can impose extra patrols if breaches occur; CI 7 relating to missed patrols deleted; Re-numbered CI 7 amended by deletion of sub-clause (c) requiring 50% of patrol hours to be performed in order to be credited with hours; Re-numbered CI 10 amended by clarifying Director of Lifesaving rather than Executive Committee has power to vary rule regarding transferring members; New CI 11 re proficiency of patrol members inserted.

**9 Sept 2021** – CI8(b) amended by addition of words “or hours”; minor typographical errors corrected.

**08 Sept 2022** – Minor administrative changes updating terms when a proper noun is applicable, formatting consistent across By-laws. CI3(c ) updated to include pack down. Update to include Patrol Operations App and current terminology. Track changed document retained as a record.

**21 Sept 2023** – Minor administrative changes updating terms when a proper noun is applicable, formatting consistent across By-laws. CI3 updated to include ATV Vehicle and Club sponsors material.

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## **BY-LAW**

### **No. 2**

**ISSUE:           Funding Assistance Program**

**COMMENCED:**       10th September 2009

**LAST UPDATED:**     21st September 2023

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#### **PROVISIONS:**

1. Funding assistance in the form of a financial contribution may be available to members for the following:
  - (a) Swimming fees up to \$500 per season;
  - (b) Athletics training up to \$500 per season;
  - (c) Acquisition of a Racing Ski to a maximum of \$1,500;
  - (d) Acquisition of a competition racing Malibu Board up to 50% of the total cost to a maximum of \$900;
  - (e) Other forms of training or coaching fees up to \$500 per season that may be approved by the Executive Committee.

*Note: This By-Law does not relate to funding assistance for junior activity members which is covered by a separate junior activities policy. Details of the policy can be found on the Club website.*

2. The level of funding available for the Assistance Program will be as provided for in the Club's annual budget. The Director Sport may seek approval for additional funding from the Executive Committee.
3. Funding assistance can be applied for by U15, U17, U19 and Open competitors of the Club. Funding assistance is not available for Masters competitors. Members are only entitled to make one application per season.
4. Applications by Open competitors will only be considered if the Member:
  - (a) is a full time student; or
  - (b) is not in full time employment; or
  - (c) can demonstrate financial hardship.
5. All applications for funding assistance will be determined by the Executive Committee which will base its decisions on the Member's:
  - (a) Compliance with the patrol membership and other obligations of the Club;
  - (b) Record of competition in surf carnivals;
  - (c) Consistency of attendance at carnivals;
  - (d) Approach and application to training;
  - (e) Potential for improvement in performance outcomes;

- (f) Previous funding assistance applications made by the member;
  - (g) The standard of equipment being sought by the member; and
  - (h) Previous compliance with those matters outlined in clause 10(d), (k) and (l).
6. Applications for swim fees, athletics training or other approved forms of training or coaching fees shall only be accepted after the conclusion of the Australian Surf Championships in any given season and for the purposes of 45a)(e), the relevant period for consideration will be that given season. Payment will be made by 30<sup>th</sup> April of each season.
  7. Applications for the acquisition of craft (Board or Ski) will preferably be made prior to or early in any given season, and for the purposes of clauses 5(a) – (e) the relevant period for consideration will be the previous season.
  8. All requests for funding assistance must be made in writing to the Director Sport. The application must include information that demonstrates how the Member meets or otherwise addresses the matters provided for in clause 5 and provides, where applicable, details of the Member's goals for the current season and beyond.
  9. The Director Sport will refer the application to the Executive Committee together with a recommendation. The Executive Committee is not obliged to accept any recommendation from the Director Sport and any decision of the Executive Committee is final. The Director Sport will maintain a record of the status of all funding assistance requests and approvals.
  10. Approved funding assistance will be subject to the following conditions:
    - (a) The Member must comply with all patrol requirements;
    - (b) Unless otherwise exempted by the Director of Sport, the Member must compete (or entered to compete if the event is cancelled by the organising body), in the Club Championships, the Freshwater Australia Day carnival, SNB Branch, State and Australian championships and all other nominated carnivals as may be determined by the Director Sport or the Club Head Coach (if applicable);
    - (c) The Member must regularly attend relevant scheduled training sessions unless otherwise exempted by the Director Sport or the Club Head Coach;
    - (d) The Member must not engage in any behaviour that is unbecoming or prejudicial to the objects and interests of the Club or is likely to bring the Club and or surf life saving into disrepute;
    - (e) If the funding involves assistance to purchase Craft, the Member is responsible for the payment for repairs for any damage caused outside of competition or official training unless otherwise exempted by the Director Sport;
    - (f) If the funding involves assistance to purchase a Malibu Board, the Member is required to obtain a cover for the board for use when in storage or when being transported to and from carnivals and or training;
    - (g) If the funding involves assistance to purchase Craft, the Craft must be washed down and stored in a rack within the Club's premises except when being held away from the Club premises for the purposes of travel to carnivals and/ or training;
    - (h) Any Craft acquired remains at all times the property of both the Club and the member proportionate to the financial contribution of each and may not be disposed of unless both the Member and Director Sport agree;
    - (i) If the Member seeks to leave the Club (by virtue of a full or competitive transfer) and wishes to retain possession of the Craft, he or she will be required to repay a proportion

- of the funding provided by the Club. If the Member's departure occurs 6 months or less after the contribution is provided, the Member is required to repay the full amount of the Club's funding prior to the transfer being approved;
- (j) If the Member is provided assistance for swimming, athletics or other training or coaching fees and he or she seeks to leave the Club by virtue of a full or competitive transfer within 6 months of receiving the assistance, he or she will be required to repay the full amount of any assistance provided prior to the transfer being approved by the Club;
  - (k) Unless otherwise exempted by the Director Sport, the Member must attend nominated fundraising events as may be determined by the Director Sport, the Club presentation night and squad/team meetings; and
  - (l) The Member must compete in Club clothing in all team and individual events unless otherwise required by carnival rules and must wear Club clothing when in attendance at the Australian Surf Titles.
11. On the recommendation of the Director Sport and/or the Club Head Coach, funding assistance may be provided to a member in one of the following ways:
- (a) In a single payment at a time to be determined by the Executive Committee; or
  - (b) part-payments at times and in amounts to be determined by the Executive Committee.
12. If a Member who has received funding assistance does not comply with the conditions set out in clause 10, the Executive Committee shall, on the recommendation of the Director Sport, have the power to:
- (a) withhold any payments referred to in clause 10 not already paid;
  - (b) terminate the arrangement; and/or
  - (c) require the member to surrender the Craft to the Club.
13. The Executive Committee is not obliged to follow any recommendation made by the Director Sport and any decision to terminate the arrangement and or require the surrender of the Craft to the Club shall only occur after the Member has been given an opportunity to explain why the breach has occurred and why the contemplated action should not be taken.
14. Any Craft surrendered to the Club may be reallocated to another competing Member at the discretion of the Director Sport.
15. If a Craft is surrendered to the Club, the Member is entitled to be reimbursed an amount equivalent to their equity in the Craft. The amount to be paid will be based on a mutually agreed market value of the Craft and if agreement cannot be reached, the amount to be paid will be based on a market appraisal of the Craft.
16. A Member in receipt of funding assistance is required to sign the acceptance conditions attached to this By-law. In the case of a Member under the age of 18 years, a parent or guardian's signature is also required.
17. In the event of a dispute about compliance with the provisions of clause 10, the Member may be called upon to provide substantiation of their attendance at Club training sessions, meetings and/or functions.

18. The Club will only be responsible for repairs of any allocated Craft damaged in any Club authorised competition or training up to a maximum of \$500. In the event of any dispute about when damage has occurred, the onus of proof in establishing when the damage occurred lies with the Member.



## ACCEPTANCE OF TERMS AND CONDITIONS FOR FUNDING ASSISTANCE

I .....of.....

having been granted funding assistance by the Club as detailed below, acknowledge and agree that I will do the following:

1. Comply with all patrol requirements.
2. Unless otherwise exempted by the Director Sport, compete in the Club championships, the Club's Australia Day carnival, SNB Branch, State and Australian championships and all other nominated carnivals as may be determined by the Director Sport or the Club's Head Coach.
3. Regularly attend relevant scheduled training sessions unless otherwise exempted by the Director Sport or the Club's Head Coach.
4. Not engage in any behaviour that is unbecoming or prejudicial to the objects and interests of the Club or is likely to bring the Club and/or surf life saving into disrepute.
5. If the funding involves assistance to purchase Craft, be responsible for the payment for repairs for any damage caused outside of competition or official training unless otherwise exempted by the Director Sport.
6. If the funding involves assistance to purchase a Malibu board, obtain a cover for the board for use when in storage or when being transported to and from carnivals and or training.
7. If the funding involves assistance to purchase Craft, wash down and store the craft securely in a rack within the Club's premises except when being held away from the Club's premises for the purposes of travel to carnivals and/or training.
8. Not dispose of the Craft without prior approval from the Director Sport.
9. Attend nominated fundraising events, the Club's presentation night and squad/team meetings unless otherwise exempted by the Director Sport and/or the Club's Head Coach.
10. Compete in Club clothing in all team and individual events and wear Club clothing when in attendance at the Australian Surf Titles.
11. Repay in full (if within 6 months) or in part any assistance or contribution provided by the Club if I seek a full or competitive transfer after the assistance or contribution is provided.

**I understand that if I seek a full or competitive transfer within 6 months of receiving any assistance or contribution from the Club, approval for the transfer will not be provided until the monies are repaid in full.**

I also understand that if I breach of any of these conditions, the Club has the right to terminate the funding and/or require that I surrender the Craft to the Club and that the Club may re-allocate the Craft to another member. I acknowledge that the Craft remains the property of both the Club and me at all times and that if I leave the Club and wish to retain possession of the Craft, I may be required to repay some or all of the financial contribution made by the Club towards the purchase of the Craft. I also acknowledge that any funding assistance not already paid to me may be withheld by the Club if I breach any of these conditions.

.....

Member's signature

.....

Parent or Guardian's signature (if applicable)

Member's name (print): .....

.....

Signature of Director Sport

Date:

Name (print): .....

Details of Funding Assistance:

Amount: \$......

Date paid: .....

Details of Craft (if applicable):

## HISTORY OF AMENDMENTS APPROVED BY EXECUTIVE COMMITTEE

### **12 Aug 2010**

Inclusion of cl 7(viii) & (ix) to address ownership of craft and repayment of assistance if member leaves club.

Inclusion of "equity" in cl 9 and cl 8 & final paragraph in member undertaking

### **8 Sept 2010**

Change reference to Competition Director to Surf Sports Director throughout; cl 1 amended to increase potential assistance for ski to 50%; cl 3 amended to reflect competition age groups; cl 7 amended to include requirement to attend club functions and wear club clothing; cl 8 & 9 amended to allow flexibility with payment of assistance to members; Terms and conditions document amended to reflect changes to by-law.

### **10 Nov 2011**

Cl 7(ix) amended to provide for repayment if full or competitive transfer made by member]

### **13 Sept 2012**

Addition of cl 4(a)(ix), 4(b) & (c) relating to assessment criteria, amendment cl 7(ix) re transfers to apply if member seeks competitive transfer; inclusion of 7(x) relating to repayment on transfer and associated changes to acknowledgement form.

### **8 Aug 2013**

Cl 4(a) amended to clarify EC determines applications.

### **21 Aug 2014**

Cl 1 amended re max assistance ski (\$1500) & board (\$900), cl 6 to clarify applications referred in first instance to Surf Sports Panel, cl 7(ix) to confirm approval of transfer only if assistance repaid

### **13 Aug 2015**

Cl 7(x) amended to remove potential exemption from repayment to bring clause in line with similar provisions in clause 7(ix). Minor grammatical and typographical errors corrected.

### **11 Aug 2016**

Minor amendments to tidy up language' Reference to Director Surf Sports changed to Director Sport throughout, Note inserted at end of cl 1.

### **12 July 2018**

Cl 1 amended to confirm assistance may be available; Cl 6 amended by deletion of need for requests for assistance being referred to Surf Sport Panel; Cl; 7(iii) amended to clarify regular attendance required rather than attendance at all sessions; Cl 9(a) amended by inclusion of reference to recommendation by Director Sport; New Cl 9(b) & (c) added including reference to requirement for member to show cause prior to termination of agreement or resumption; Cl 3 of Acceptance form amended to reflect provisions of Cl 7(iii).

### **8 Aug 2019**

Cl 3(b) inserted; minor grammatical amendments to cl 7, Cl 13 inserted

### **13 Aug 2020**

Cl 3 amended by rearrangement of order of conditions so that compliance with patrol obligation is first

**08 Sept 2022** – Minor administrative changes updating terms when a proper noun is applicable, formatting consistent across By-laws. Cl1(c) removed up to 50% of the total cost. Funding Assistance document updated to include additional reference to Director Sport. Track changed document retained as a record.

**21 Sept 2023** – Minor administrative changes updating terms when a proper noun is applicable, formatting consistent across By-laws. Cl6 amendment to tie any payment to 30<sup>th</sup> April (Club Financial Year); Cl10 amendment to include event cancellation.

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## **BY- LAW**

### **NO. 3**

**ISSUE:**            **Use and allocation of craft**

**COMMENCED:**        10th September 2009

**LAST UPDATED:**     21st September 2023

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#### **PROVISIONS:**

*Note: This By-Law does not relate to allocation of craft to junior activity members which is covered by a separate junior activities policy. Details of the policy can be found on the Club website.*

#### **Use of craft**

1. Subject to clause 3, all Club owned competition craft (not including surf boats or double skis reserved for use by competitors) are available for use by suitably qualified members (i.e. proficient SRC/BM members).
2. Annually, the Director Sport will arrange for a review of the condition of all Club owned competition craft (not including surf boats) to determine if individual craft, because of their condition, should not be available for use by Members.
3. The Director Sport will maintain a record of the status of all funding assistance requests and approvals.

#### **Allocation of craft**

4. Craft (boards and skis) may be allocated to Members (not including Masters competitors) for their use throughout the season for competition and training. Subject to clause 5, skis will be available only to members who competing in Under 17 to Under 21 age groups.
5. Applications for the allocation of a ski by Members older than 21 will only be considered if the Member –
  - (a) is a full time student; or
  - (b) is not in full time employment; or
  - (c) can demonstrate financial hardship.
6. Not Used.

7. Members up to the age of 21 who are allocated craft shall be required to pay a fee of \$100 for the season. Members over 21 shall pay a fee of \$250 for the season. The Director of Sport will maintain a record of the status of all allocations and confirmations of payments of fees.
8. Craft will be allocated for one season only and eligibility for future allocation will be reviewed on a "season by season" basis. Members are required to reapply for allocation each season.
9. All applications for craft allocation will be determined by the Director Sport utilising the following criteria:
  - (a) The Member's compliance with patrol, membership and other obligations of the Club;
  - (b) The Member's record of competition in surf carnivals;
  - (c) The consistency of the Member's attendance at carnivals;
  - (d) The Member's approach and application to training; and
  - (e) The Member's potential for improvement in performance outcomes.
10. All requests for craft allocation must be made in writing to the Director Sport. The application must, at a minimum, include information on past results, training being undertaken and details of the Member's goals for the season and beyond.
11. Any decision by the Director Sport to approve craft allocation will be subject to the same conditions as By-law 2, Clause 9 and the Member paying the relevant fee.
12. If a Member cannot meet the conditions outlined in clause 11, the Director Sport shall have the power to terminate the arrangement and resume the craft. Any craft resumed may be reallocated to another competing Member at the discretion of the Director Sport. Termination of the agreement, or resumption of the craft must not occur unless the Member is first given the opportunity to explain the breach and give reasons why the contemplated action should not occur.
13. Any craft allocated to a Member is to be returned to the Club after the conclusion of the Australian Surf Life Saving Championships.
14. A Member who is allocated a craft is required to sign the acceptance conditions attached to this By-law. In the case of a Member under the age of 18 years, a parent or guardian's signature is also required.
15. The Club will only be responsible for any accidental damage caused during authorised club competition or training up to a maximum of \$500. The Director Sport must approve any request for repairs prior to the craft being delivered to the repairer. In the event of any dispute about when damage has occurred, the onus of proof in establishing when the damage occurred lies with the Member.

#### **Repairs to privately owned competition craft**

16. Members may seek financial assistance from the Club for repairs to competition craft accidentally damaged during Club authorised competition or training for competition up to a maximum of \$500. Assistance will not be available for replacement of damaged craft.

17. All requests for assistance for repairs must be made to, and approved by, the Director Sport.  
Repairs undertaken prior to approval being given may not be paid for by the Club.

## ACCEPTANCE OF TERMS AND CONDITIONS FOR CRAFT ALLOCATION

I .....of.....

Having been allocated a board/ski as detailed below, acknowledge and agree that I will do the following –

1. Comply with all patrol requirements
2. Unless otherwise exempted by the Director Sport, compete in the Club championships, the Freshwater Australia Day carnival, SNB Branch, State and Australian championships and all other nominated carnivals as may be determined by the Director Sport or the Club's Head Coach.
3. Regular attend relevant scheduled training sessions unless otherwise exempted by the Director Sport or the Club's Head Coach.
4. Not engage in any behaviour that is unbecoming or prejudicial to the objects and interests of the Club or is likely to bring the Club and or surf life saving into disrepute.
5. Be responsible for the payment for repairs for any damage caused outside of competition or official training unless otherwise exempted by the Director Sport.
6. Obtain a cover for the board for use when in storage or when being transported to and from carnivals and or training.
7. Wash down and store the craft securely in a rack within the Club's premises except when being held away from the Club's premises for the purposes of travel to carnivals and/or training.
8. Attend nominated fundraising events, the Club's presentation night and squad/team meetings unless otherwise exempted by the Director Sport or the Club's Head Coach.
9. Compete in club clothing in all team and individual events and wear club clothing when in attendance at the Australian Surf Titles

I also understand that if I breach of any of these conditions, the Club has the right to resume the craft and re-allocate it to another member.

.....

Member's signature

.....

Parent or Guardian's signature (if applicable)

.....

Director Sport

Date:

Details of Craft:

## HISTORY OF AMENDMENTS APPROVED BY EXECUTIVE COMMITTEE

### **8 Sept 2011**

Change reference to Competition Director to Surf Sports Director throughout; cl 8 amended to include requirement to attend club functions and wear club clothing; Terms and conditions document amended to reflect by-law changes

### **10 Nov 2011**

Inclusion of new clauses 1 & 2 regarding use of craft by members generally

### **13 Sept 2012**

Cl 3 to clarify non eligibility of masters competitors

### **8 Aug 2013**

Cl 7 amended to clarify EC determines applications

### **21 Aug 2014**

Cl 9 amended to include referral of applications to Surf Sports Panel

### **13 Aug 2015**

Cl 1 & 2 amended to clarify provisions apply to competition craft only; Cl 7 amended to note applications approved by Director Surf Sports rather than Executive Committee; Cl 9 deleted to remove reference to referral of applications to Surf Sports Panel and Executive Committee; Remaining clauses re-numbered; Insertion of new Cl 14 & 15 regarding assistance for repairs to privately owned competition craft.

### **11 Aug 2016**

Cl 9 & 10 amended to indicate Director Sport has power to approve and terminate agreements; Reference to Director Surf Sports changed to Director Sport throughout; Note inserted at beginning of By-Law.

### **12 July 2018**

Cl 5 amended re different seasonal fees; Cl 9(iii) amended to clarify regular attendance required rather than attendance at all sessions; Cl 10 amended to allow opportunity for member to explain breach before termination and or resumption occurs.

### **8 Aug 2019**

Cl 3 amended to make reference to members 21 or younger; Cl 9 & 10 – minor grammatical errors, Cl13 inserted; C;14 amended by making referenced to training for competition

### **13 Aug 2020**

Cl 4 amended by re-arranging order of factors so that patrol obligations are listed first; Cl15 amended by clarifying repairs carried out prior to approval being given not covered by the club.

### **9 Sept 2021**

Cl 1 amended by inclusion of reference to double skis; Existing cl 3 changed to 3(a) and new cl 3(b) inserted.

**08 Sept 2022** – Minor administrative changes updating terms when a proper noun is applicable, formatting consistent across By-laws. New Cl 3&6 for Director Sport to maintain a record. Cl 5 removed in relation to second generation boards. Cl 14&15 updated to make reference to accidental damage. Track changed document retained as a record.

**21 Sept 2023** – Minor administrative changes updating terms when a proper noun is applicable,

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## **BY- LAW**

### **NO. 4**

**ISSUE:**            **Club Blazer**

**COMMENCED:**        10th September 2009

**LAST UPDATED:**     21st September 2023

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#### **PROVISIONS:**

1. The Club Blazer may be worn by every Member of the Club.
2. Members shall be entitled to have a laurel wreath in white surround the Club badge if they have:
  - (a) been elected a Life Member of the Club;
  - (b) been awarded the Gordon Jones Honour Blazer;
  - (c) been awarded the Don Lees Honour Blazer; or
  - (d) been awarded any other Honour Blazer that may be approved by the Executive Committee.
3. Members who have been granted Life Membership shall be provided with a blazer if they do not already have one.
4. Members who win a gold medal at the Australian Championships (which includes Masters Competition but not Australian Youth Championships) as an individual or as part of a team shall be entitled to have:
  - (a) a laurel wreath in white surround the Club badge; and
  - (b) a star three-quarters (3/4) of an inch in diameter on top of the Club badge for each gold medal won; and
  - (c) details of the event won, including the year, included under the Club badge.
5. In relation to team events, the Executive Committee may also approve team members who did not get presented with a gold medal and coaches being entitled to have the items referred to in 4(a) – (c) if it believes the circumstances warrant such approval being given.
6. Following confirmation from the Director Sport of winners of gold medals at the Australian Championships, the Club will arrange for the provision of the Club Blazers referred to in clauses 4 and 5 (including any alterations to existing Club Blazers to reflect new awards or medals won) to relevant Members.

7. Unauthorised inclusion on a blazer of the laurel wreath, star or details of events or awards won may result in the Member being referred to the Judiciary Panel for a breach of discipline.
8. Members who are awarded the Gordon Jones Honour Blazer, the Don Lees Honour Blazer or granted Life Membership shall be entitled to have the following included on the blazer:
  - (a) the Gordon Jones Honour Blazer - words "Honour Blazer" and the year;
  - (b) the Don Lees Junior Honour Blazer – the words "Junior Activities Honour Blazer" and the year; and
  - (c) Life Membership – the words "Life Member" and the year.
9. The standard colour for the Club Blazer shall be PMS 208.

#### HISTORY OF AMENDMENTS APPROVED BY EXECUTIVE COMMITTEE

**12 Aug 2010**

Inclusion of cl 7 re wording to be used for club Honour Blazers

**11 Aug 2011**

Amend references to Competition Director to Surf Sports Director throughout

**8 Aug 2012**

Inclusion of cl 8 re standard maroon colour

**13 Aug 2015**

Insertion of new Cl 3 re provision of blazers to Life Members and subsequent clauses re-numbered.; Cl 8 amended to include references to Life Membership;

**11 Aug 2016**

Reference to Director Surf Sports changed to Director Sport throughout.

**10 Aug 2017**

Cl 4 amended to exclude winners of Australian youth Championships

**12 July 2018**

Cl 7 minor amendment to clarify meaning of clause.

**13 Aug 2020**

Minor amendment cl 7 by insertion of word "awards" and "panel"

**08 Sept 2022** – Minor administrative changes updating terms when a proper noun is applicable, formatting consistent across By-laws. Track changed document retained as a record.

**21 Sept 2023** – Minor administrative changes updating terms when a proper noun is applicable. Cl8 clarification by the addition of "Junior".

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## **BY-LAW**

### **NO. 5**

**ISSUE:**           **Club Championships**

**COMMENCED:**       10th September 2009

**LAST UPDATED:**     21st September 2023

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#### **PROVISIONS:**

1. Club Championships shall be conducted each season on a date or dates to be determined by the Director Sport or in the case of junior activities, by the Junior Activities Committee (JAC).
2. Subject to a direction by the Director Sport or the JAC Chairperson (as the case may be), separate events shall be held for male and female competitors in the following categories – Under 8, Under 9, Under 10, Under 11, Under 12, Under 13, Under 14, Under 15, Under 17, Under 19, Open, Masters and Veterans.
3. Subject to clause 8, the Club Championships shall be determined by one race, with the following events to be conducted:
  - (a) surf race;
  - (b) board race;
  - (c) ski race;
  - (d) wade race (Under 8s only);
  - (e) beach sprint;
  - (f) flags;
  - (g) iron person; and
  - (h) such other events as may be approved by the Director Sport,with the winner being declared the Club Champion for that particular event (not including junior activity events).
4. Masters' events shall be restricted to competitors aged 30 to 49 years and Veterans' events shall be restricted to competitors aged 50 years or more with ages determined as at 30 September of the current season.
5. All members are eligible to participate in Club Championship events. However, to be declared Club Champion in any particular event, a Member must participate in at least 6\* non-Club Championship competition events made of up of any combination of the following:
  - (a) Weekly morning surf race and/or board race; and/or

- (b) Sunday morning nipper activities; and/or
- (c) Senior, Junior, Youth or Masters surf carnival; and/or
- (d) Senior, Junior, Youth or Masters Branch, State or Australian Championship surf carnival and/or
- (e) Premiership, Inter-Branch or Inter-State surf carnival; and/or
- (f) Any other carnival or activity that may be approved by the Director Sport (seniors) or Junior Activities Committee (junior activities).

*Note: If the Director Sport (seniors) or Junior Activities Committee (junior activities) determine exceptional circumstances exist, the number of qualifying events required may be reduced. An account may be taken of cancellations made by the organising body of events referred to in clause 5 (d) and 5 (e) above.*

6. In relation to junior activity members (i.e. Under 8 to Under 14 inclusive) the Club Champion in each age group shall be the member who:
  - (a) competes in all events applicable to that age group (not including iron person events); and
  - (b) accumulates the most points for the events entered.
7. For the purposes of calculating the points referred to in 6(b), points will be allocated on the following basis – 1st place 60 points, 2nd place 45 points, 3rd place 30 points, 4th place 15 points, 5th place 10 points and 6th place 5 points.
8. If the Club Championships are to be based on more than one race, the Club Champion in any event (or age group in the case of junior activities members) shall be the Member who accumulates the most points for those races, with points being allocated as outlined in clause 7.
9. In the event multiple races are held, the Junior Activities Committee (junior activities) or Director of Sport (seniors) may direct that a competitor's worst result in any particular event or events not count towards the final point score.
10. A member's eligibility to compete and be declared Club Champion in any particular age group (not including Masters and Veterans) or event shall be based on the eligibility criteria determined from time to time by the SLSA for the relevant age group or event.
11. Events shall be conducted in accordance with SLSA competition rules as may apply from time to time unless otherwise determined by the Director Sport (seniors) or the Junior Activities Committee (junior activities).

## HISTORY OF AMENDMENTS APPROVED BY EXECUTIVE COMMITTEE

### **9 Aug 2011**

CI 4 amended to clarify how eligibility for Masters & Veterans is determined; CI 10 inserted to clarify that events run in accordance with SLSA rules; references to Competition Director changed to Surf Sports Director throughout

### **21 Aug 2014**

CI 4 to clarify age qualification of Masters competition

### **11 Aug 2016**

CI 4 amended to reduce minimum age to 30 to reflect SLSA rules, CI 5(f) amended to insert reference to Junior Sports Director; references to Surf Sports Director changed to Director Sport throughout.

### **10 Aug 2017**

CI 5(a) amended to include reference to Sunday morning board race; CI 5(f) amended to clarify who may approve other carnivals or activities

### **12 July 2018**

CI 3 minor amendment to correct omission of word "one"

### **14 February 2019**

New clause 9 added re calculation of point score when multiple events held; CI10 amended to include reference to club champion

### **13 Aug 2020**

CI 5 amended to clarify requirement to compete in 6 events can occur at any time during season; CI 11 amended to clarify usual rules of event can be amended by Director Sport of JAC

### **9 Sept 2021**

CI 5 amended by inclusion of reference to weekly surf races and note relating to reduction of qualifying events in exceptional circumstances

**08 Sept 2022** – Minor administrative changes updating terms when a proper noun is applicable, formatting consistent across By-laws. CI2 addition of subject to direction of Director Sport or JAC Chairperson. CI5(c) (d) – inclusion of Youth. Track changed document retained as a record.

**21 Sept 2023** – Minor administrative changes updating terms when a proper noun is applicable. CI5 Note amended to make reference to cancellation of events.

## **BY-LAW**

### **NO. 6**

**ISSUE:            Photographs & Club Honour Boards**

**COMMENCED:**        10th September 2009

**LAST UPDATED:**      21st September 2023

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#### **PROVISIONS:**

1. Photographs of Australian Championship winners (including Masters Competition & the Australian Youth Championships) shall be displayed in the Freshwater Room as follows:
  - (a) in black and white accompanied by the details of the Member or Members and the relevant title or titles won;
  - (b) in relation to titles won in specific age groups (e.g. U17, U19, Masters' age groups) by one photograph for each title won in each age group; and
  - (c) In relation to titles won in Open competition, by one photograph for all titles won in each specific event.
2. Photographs of Life Members and Honorary Patrons of the Club shall be displayed in the Freshwater Room.
3. Photographs of members who receive Australian Honours Awards, bravery awards or other special awards may be displayed in the Freshwater or Heritage Room together with, where appropriate, details of the award given.
4. Photographs of junior activity members who win Junior State Championships shall be displayed in other parts of the Club premises.
5. Photographs of:
  - (a) State Championship winners (not including junior activities members);
  - (b) Australian and NSW State representatives;
  - (c) Other Club members; and
  - (d) Other people or items associated with the Clubmay be displayed in other parts of the Club premises if sufficient space is available.
6. All photographs displayed within the Club premises shall be reviewed annually by the History Panel to ensure their continued relevance and accuracy.

7. Images of members referred to in clauses 1-6 above may also be displayed by electronic or other means in such other parts of the club premises as the Executive Committee may decide from time to time.
8. Honour Boards or other forms of recognition may be established to record the following:
  - (a) Club Champions for each year;
  - (b) Life Membership of the Club;
  - (c) Armed Services duty;
  - (d) 50 year membership;
  - (e) Members who represented Australia or NSW in surf life saving;
  - (f) Members who have represented Australia as Olympians;
  - (g) World Championship winners;
  - (h) Members who have held the position of Club President, Treasurer, Executive Officer, Club Captain or Chief Instructor;
  - (i) Outstanding Club competitors on a yearly basis;
  - (j) Club Honour Blazer recipients;
  - (k) Club Junior Honour Blazer recipients;
  - (l) Senior and Junior Club Persons of the Year;
  - (m) Patrol Person of the Year;
  - (n) Winner of the Barney Mullins Ocean Swim Race; and
  - (o) Other achievements or recognition of members as may be determined from time to time by the Executive Committee.
9. Honour Boards shall be displayed in the Club's premises subject to suitable space being available.
10. If necessary, the details of individual Honour Boards may be combined at the discretion of the Executive Committee from time to time, including in electronic form, so that sufficient space is available to facilitate the display of club photographs and member achievements.
11. Whilst every effort will be made to display all relevant photographs and Honour Boards, the Executive Committee may exercise its discretion from time to time to determine that one or more items will not be displayed. In exercising its discretion, the Executive Committee is to ensure that priority is given so that the matters referred to in clause 1, 2, 3, 4, 5(b), 8(b), 8(c), 8(d) and 8(h) remain on display.
12. Life Members shall be entitled to a bronze plaque in the Life Members Walk with the following information, as applied at the date they were awarded life membership:
  - (a) Name and year life membership was granted;
  - (b) Year member obtained his or her Bronze Medallion;
  - (c) Details of any positions held on the Executive Committee, including if applicable, if he or she was a general committee member;
  - (d) Details of whether the Member was a State and/or Australian Champion including the relevant discipline; and
  - (e) In relation to Masters competition, if the Member has won a State and/or Australian Masters championship without reference to the relevant discipline.
13. Plaques for deceased Members shall not be allowed on the Club's premises or immediate surrounds.

## HISTORY OF AMENDMENTS APPROVED BY EXECUTIVE COMMITTEE

### **12 Aug 2010**

Inclusion of cl 9(i) & (j) re honour boards for outstanding competitors & club honour blazer.  
Minor amendment of cl 12 to insert reference to cl 9

### **9 Aug 2011**

Cl 6 amended to allow discretionary display of State Masters champ photos; cl 9 amended by inserting sub-clause (k) re Snr & Jnr club person awards and sub clause (m) re other forms of recognition; references to "clubhouse" changed to club premises throughout

### **8 Aug 2012**

Inclusion in cl 9 of sub-clause (l) re Patrol Person of the Year

**21 Aug 2014** Cl1 to include reference to Australian Youth Championships

### **13 Aug 2015**

Cl 2 amended to include reference to patrons; cl 3 amended to make reference Heritage Room; Cl 12 amended to delete reference to sub-clause 5(e); minor typographical errors.

### **11 Aug 2016**

Cl 11 amended by insertion of reference to electronic display of honour board information

### **10 Aug 2017**

Cl 1(a) – (c) amended to clarify guidelines re display of Australian Champion photos; Cl 13 amended to include details of information to be displayed on Life member bronze plaques

### **12 July 2018**

Cl 3 – inclusion of reference to Freshwater room; Cl 9(m) added to list; minor amendments to correct grammatical errors.

### **13 Aug 2020**

Cl 5 relating to display of photographs deleted because of duplication of provisions; all following clauses re-numbered; New clause 6 amended so that History Panel not Executive Officer responsible for annual review of photos; Renumbered Cl 12 amended by clarifying information for plaques is that which applied at the date life membership awarded; New Cl 13 inserted re plaques for deceased members.

### **9 Sept 2021**

Minor amendment to clause 11 to correct incorrect reference to other provisions

**08 Sept 2022** – Minor administrative changes updating terms when a proper noun is applicable, formatting consistent across By-laws. Cl6 amended to be annually. Track changed document retained as a record.

**21 Sept 2023** – Minor administrative changes updating terms when a proper noun is applicable. Cl8 addition of sub-clause for "Club Junior Honour Blazer recipients".

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## **BY-LAW**

### **NO. 7**

**ISSUE:            Competition Prize Money & Prizes**

**COMMENCED:**        10th September 2009

**LAST UPDATED:**     21st September 2023

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#### **PROVISIONS:**

1. This By-law applies to any carnival, competition or event sanctioned, organised or run by or under the auspices of SLSA or any body or club affiliated with SLSA, for which the Club pays entry fees and Members compete as representatives of Freshwater Surf Life Saving Club.
2. Any prize money or prizes won by Members in individual and team events shall be applied in the following way:
  - (a) 50% of any prize money will go to the Club as general income with the remaining 50% being retained by the Club and paid to the Member(s) at the end of the competition season or such other time during that season as may be determined by the Executive Committee; and
  - (b) non-monetary prizes may be retained by the Member(s).
3. A request for a variation in the way prize money is allocated can be made by or on behalf of a Member to the Executive Committee. The request must be in writing and outline the reasons why the variation is being sought and why the variation should be approved.
4. The Executive Committee may vary the way prize money is allocated if it is satisfied special circumstances exist which warrant a variation to clause 2 being made. The matters to be taken into account by the Executive Committee include but are not limited to:
  - (a) the nature of the event including the level of competition;
  - (b) the amount of prize money involved;
  - (c) the extent of any training undertaken by the Member in addition to that ordinarily undertaken as part of the normal Club training program in preparation for the event;
  - (d) whether financial or other assistance is provided by the Club to the Member; and
  - (e) such other matters as may be considered relevant.

## HISTORY OF AMENDMENTS APPROVED BY EXECUTIVE COMMITTEE

### **8 Sept 2016**

Minor grammatical changes to clauses 2, 3 & 4.

**08 Sept 2022** – Minor administrative changes updating terms when a proper noun is applicable, formatting consistent across By-laws. Cl.3 added Executive Committee and reason for why a variation should be approved. Track changed document retained as a record.

**21 Sept 2023** – Minor administrative changes updating terms when a proper noun is applicable.

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## **BY-LAW**

### **NO. 8**

**ISSUE: Procedures for Meetings**

**COMMENCED:** 10th September 2009

**LAST UPDATED:** 21st September 2023

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#### **PROVISIONS:**

1. Unless stated otherwise, this By-law applies to the Annual General Meeting and all Special Meetings of Club Members as identified in the Constitution.
2. All meetings shall be subject to the Constitution and under the control of the Chairperson (which includes his or her delegate if appointed). Any Member wishing to speak shall address the meeting through the Chairperson. Members attending the meetings will behave in a courteous and respectful manner.
3. The Chairperson may call upon any Member to withdraw and/or apologise in the case of any comment that is deemed offensive or otherwise inappropriate. If the Member refuses to withdraw and/or apologise or otherwise persists in being disorderly, the Chairperson may call on the Member to withdraw from the meeting.
4. Members must not interrupt other Members who are speaking except to raise a point of order. The Chairperson shall rule on all points of order and matters of procedure and notices of motion or debate in relation to the Chairperson's ruling on such matter is not permitted.
5. If a Member raises a point of order, the person speaking shall be silent until the Chairperson has ruled on the issue.
6. The Chairperson shall ensure reasonable time is provided to debate any matters that are to be determined by the Members at the meeting. At any time during the debate a Member may move that the question be put to the Members present for a vote and, provided that the Chairperson is satisfied that a reasonable period of time has been provided for the debate, the vote shall proceed.
7. Prior to a vote being taken on any issue, any Member may move that the debate of the issue be adjourned to a subsequent meeting. If carried, the debate shall proceed at the subsequent meeting.

8. The Chairperson in his or her discretion can determine how long Members may speak on any motion or other issue under consideration at the meeting.
9. All motions for consideration by the Members at a meeting shall be in writing and made available to the Membership (not including a matter referred to in clause 10 at least 21 days prior to the meeting in question.
10. At a meeting, a Member may move an amendment to a motion of which previous notice has been given but only one amendment can be considered at any one time.
11. Prior to any vote being taken on a motion, either in the original or an amended form, the Chairperson shall ensure the wording of the motion is recorded in writing and made known to the Members present at the meeting.
12. Any Member present at a meeting shall be entitled to speak on any issue being considered at the meeting. Voting on any matter shall be limited to those Members authorised to do so under the Club's Constitution.
13. A record of the Members attending any meeting of the Club shall be maintained and included with the Club's records.
14. A Member not physically present at a meeting may, subject to the approval of the Chairperson, participate in the meeting by the use of any form of electronic communication that allows that Member and the Members present at the meeting to clearly and simultaneously communicate with each other.
15. 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.

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

##### **9 Aug 2011**

Cl 1 amended by insertion of reference to special meetings

##### **23 Sept 2015**

Cl 9 amended to change period from 28 to 21 days

##### **8 Sept 2016**

Cl 2 amended to remove reference to member standing

##### **9 Sept 2021**

Cl 14 & 15 added

**08 Sept 2022** – Minor administrative changes updating terms when a proper noun is applicable, formatting consistent across By-laws. Cl2 addition of final sentence around manner of behaviour. Track changed document retained as a record.

**21 Sept 2023** – Minor administrative changes updating terms when a proper noun is applicable. Cl14 clarification of "subject to approval" for non-physical presence.

## **BY- LAW**

### **NO. 9**

**ISSUE:            Membership Criteria and Fees**

**COMMENCED:**        11th March 2010

**LAST UPDATED:**     21st September 2023

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#### **PROVISIONS:**

##### **Long Service Members [Cl 8(g) of Constitution]**

1. Members granted Long Service Membership shall be exempt from all patrol duties.
2. Generally, a Member must have completed;
  - (a) at least 25 hours of patrol duties each patrol year for ten (10) years; or
  - (b) Eight years of Active Service (of at least 25 hours for each year) and four (4) years (of at least 16 hours for each year) of Reserve Active membership,to meet the patrol service requirements for Long Service Membership, subject to any exemptions from patrol service approved by the Executive Committee and/or SLSNSW.
3. Water safety hours will not be taken into consideration. Requests for Long Service Membership shall be determined by the Director of Lifesaving in accordance with this clause and the Member's overall patrol record. A right of review of that decision shall lie to the Executive Committee whose decision shall be final.
4. If any Member who has undertaken their patrol duties with another club or clubs and is not already a Long Service Member seeks long service membership they are required to provide proof of their previous patrol duty. To be eligible the extent of their patrol duties at the other club or clubs must be the equivalent to that applying to Members who have undertaken their patrol duties with the Club unless otherwise excused by the Executive Committee.
5. Long Service Membership previously granted by other clubs will be recognised and an exemption from all patrol duties will apply.

6. All approvals for Long Service Membership made by the Director of Lifesaving shall be subsequently endorsed by the Executive Committee.

*Note – cl 8(g) provides that long service may be granted after 10 years active service or 8 years active service and 4 years reserve active service.*

#### **Reserve Active Members [Cl 8(e) of the Constitution]**

7. Generally, a Member must have completed at least 25 hours of patrol duties for 8 years of active service to meet the patrol service requirements for Reserve Active Membership, subject to any exemptions from patrol service approved by the Executive Committee and/or SLSNSW.
8. Water safety hours will not be taken into consideration. Requests for Reserve Active Membership will be determined by the Director of Lifesaving in accordance with this clause and the Member's overall patrol record. A right of review of that decision shall lie to the Executive Committee whose decision shall be final.
9. If any Member has undertaken their patrol duties with another club or clubs and is not already a Reserve Active Member seeks Reserve Active Membership, they are required to provide proof of their previous patrol duty. To be eligible the extent of their patrol duties at the other club or clubs must be the equivalent to that applying to Members who have undertaken their patrol duties with the Club unless otherwise excused by the Executive Committee.
10. Reserve Active Membership previously granted by other clubs will be recognised.
11. Reserve Active
  - (a) Reserve Active Members must fulfil their patrol obligations of 16 hours per patrol season to maintain their membership status.
  - (b) Failure to fulfil patrol obligations may result in the Member being required to show cause to the Director of Lifesaving why his or her membership category should not be changed to that of an Active Member.
  - (c) A member may seek a review by the Executive Committee of any decision of the Director of Lifesaving to change the membership status.
  - (d) In lieu of Active Membership, the Member may elect to accept a change in membership status to any other category for which the Member is qualified.
12. All approvals for Reserve Active Membership made by the Director of Lifesaving shall be subsequently endorsed by the Executive Committee.

*Note – cl 8(e) provides that reserve active service may be granted after 8 years active service*

#### **General Members [Cl 8(i) of Constitution]**

13. General Membership of the Club is open to any person who is a Junior Activity Parent or a person who wishes to assist or otherwise participate in JAC authorised activities and non-local members. The Club will accept other Members in this category approved by the Executive Committee.

14. General Members, subject to By-Law 14, clause 11. (b), shall not be entitled to use Club surf lifesaving equipment and changing rooms unless they are proficient SRC or BM holders. Use of the gym will be permitted upon payment of an annual gym fee. General Members who are Officials or Junior Activity Age Managers are entitled to use the changing rooms.

#### **Associate Members [CI 8(j) of Constitution]**

15. Associate Members shall be entitled to the use of the Club's facilities. Use of the Club's gymnasium will be permitted upon payment of an annual gym fee.
16. Associate Members shall not be entitled to use Club's surf life saving equipment and changing rooms unless they are proficient SRC or Bronze Medallion holders unless otherwise approved by the Executive Committee.
17. Unless otherwise approved by the Executive Committee, a person under the age of 35 shall not be admitted as an Associate Member.

#### **Associate Member (Community Supporter) [CI 8(j) of Constitution]**

18. A maximum of ten (10) people may be admitted annually to the Club as an Associate Member (Community Supporter) subject to approval by the Executive Committee.
19. An Associate Member (Community Supporter) shall be entitled to the following benefits –
- (a) access to the Club's gym and the Members' change rooms;
  - (b) approval to store either a surf ski or board (not including surfboards or stand up paddle boards) at the Club, subject to availability of space and the approval of the Director of Sport;
  - (c) 2 free drinks at "Freshie on Fridays" or other Club functions as may be approved by the Executive Committee;
  - (d) an invitation to attend the Australia Day Open Surf Carnival as a guest of the Club;
  - (e) an opportunity to participate in any surf awareness or general surf skills sessions (water and or board) which may be conducted by the Club;
  - (f) an opportunity to undertake Bronze Medallion training at no extra cost;
  - (g) receipt of Club newsletters;
  - (h) receipt of a Club merchandise pack, the contents of which shall be as determined by the Executive Committee
20. If an Associate Member (Community Supporter) successfully undertakes Bronze Medallion training he or she will be required to take up Active Membership of the Club and undertake patrols. Any benefits applicable under clause 17 will be retained.
21. Acceptance as an Associate Member (Community Supporter) does not entitle the person to have access to any marketing or advertising rights in respect of their business other than the benefit arising under clause 19(h).

#### **Honorary Members [CI 8(k) of Constitution]**

22. Any person may be admitted to the Club as an Honorary Member subject to approval by the Executive Committee.

23. Honorary members shall be entitled to use the Club's gymnasium upon payment of an annual gym fee. Honorary members shall not be entitled to use the Club's surf life saving equipment unless they are proficient SRC or Bronze Medallion holders.

#### **Award Members [CI 8(h) of Constitution]**

24. Any person may be admitted to the Club as an Award Member subject to approval by the Executive Committee.

#### **Active Members [CI 8(d) of Constitution]**

25. In accordance with the SLSA Regulations, to retain Active Membership, Members must be proficient bronze medallion holders and undertake patrols. Water safety duties alone will not be considered as undertaking patrols.
26. Any Member who does not wish to undertake Club Patrols but otherwise meets the criteria for Active Membership shall be required to take up an alternative category of membership as may be provided for by the Constitution. In doing so, the Member shall not be entitled to count any years in the alternative category as service for the purpose of qualifying for Reserve Active or Long Service Membership.

#### **Past Active Members [CI 6(f) of Constitution]**

27. The Club will not accept Members in this category unless in the opinion of the Executive Committee, exceptional circumstances apply.

#### **Other Categories Non-local members [CI 6(m) of Constitution]**

28. Any person living overseas, inter-state or outside of the greater Sydney metropolitan area may be admitted to the Club as a Non-local Member. The membership fee payable shall be 50% of the fee normally applicable to the Member's relevant membership category.
29. Non-local Members shall not be entitled to use the Club's surf life saving equipment unless they are proficient SRC or Bronze Medallion holders.

#### **Membership Renewals and Fees**

30. Any Member (not including Junior Activity Members or General Members) who rejoins the Club after 30 September will be required to pay a \$20 levy in addition to their membership fees.
31. In the case of membership fees paid other than in person, the renewal date shall be the date the application for membership and payment is received in the office.

#### **Membership levies and training costs**

32. The Executive Committee may require Members to pay levies for specific purposes or training costs for SLSA award training in addition to any membership fees that may be payable. The amount for such levies or training costs shall be set by the Executive Committee.



## HISTORY OF AMENDMENTS APPROVED BY EXECUTIVE COMMITTEE

### **12 Aug 2010**

Inclusion of notes at cl 4 & 7 to clarify provisions of clauses

### **9 Aug 2011**

Minor amendments of cl 8 & 15 to correct grammatical errors

### **13 Sept 2012**

Cl 2 & 5 amended to clarify eligibility provisions; inclusion of cl 18 & 19 re active members

### **12 Sept 2013**

Cl 2 & 5 amended so that requests for long service and reserve active membership decided by Director of Lifesaving with review to Executive Committee.

New Cl 8 inserted to clarify that reserve active members not fulfilling patrol obligations can be required to revert to other membership categories.

New Cl 19, 20 & 21 inserted to deal with Past Active and Non-local membership categories

Cl 22 & 23 amended to clarify levies can be imposed in addition to membership fees

New Cl 24 inserted to clarify power of Executive Committee to set levy and training fees

### **15 May 2014**

New cl 13-16 inserted to create community-supporter membership category.

### **23 Sept 2015**

Cl 18 amended to include requirement to pay annual gym fee and use of equipment only if proficient SRC or BM

Cl 20 amended to include requirement to pay annual gym fee

Cl 26 amended to increase late payment levy from \$10 to \$20.

### **8 Sept 2016**

Cl 3 & 6 – minor grammatical changes

Cl 12 – amended to include requirement to be proficient SRC or BM holder before using club equipment

### **10 Aug 2017**

New cl 5 & 10 inserted re endorsement of long service and reserve active memberships granted by Director of Lifesaving; Cl 16(i) deleted re special inclusion of community supporter members in annual report

### **12 July 2018**

Cl 26 amended to clarify relevant fee payable

### **13 Aug 2020**

Heading & note to Cl 5 amended by deletion of reference to SLSA constitution; Heading & note to Cl 6 amended by deletion of reference to SLSA constitution; Cl 11 amended by insertion of details relating to use of equipment and gym to bring membership conditions in line with other membership categories; Cl 28 amended by clarifying members re-joining club after 30 Sept subject to late fee.

**08 Sept 2022** – Minor administrative changes updating terms when a proper noun is applicable, formatting consistent across By-laws. Cl2 – clarity around Active Service obligations. Nipper Parent – Insured Member deleted as no longer in the Constitution – now covered under General Member (Cl11 & Cl12). Cl22 – added Award member for consistency with Constitution. Track changed document retained as a record.

**21 Sept 2023** – Minor administrative changes updating terms when a proper noun is applicable. Cl14, General Members - amendment to include Officials or Junior Age Managers having access to the changing rooms.

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## **BY- LAW**

### **NO. 10**

**ISSUE:**            **Club Awards and other forms of Member Recognition**

**COMMENCED:**        11th March 2010

**LAST UPDATED:**     21st September 2023

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#### **PROVISIONS:**

##### **General**

1. The matters to be taken into account in relation to the various Club Awards and other forms of Member recognition are detailed in this By-law.
2. Subject to the Constitution, the Executive Committee can at any time vary the details relating to any Club Award or other form of Member recognition, including instigating and terminating such awards and other forms of recognition.
3. The matters to be taken into account for recognition of Long Service, Patrol Service and other matters determined by the SLSA shall be in accordance with relevant SLSA rules and regulations and/or other By-laws as may be applicable.

##### **Awards**

4. Unless otherwise indicated, all Awards or other forms of Member recognition will be determined by the Executive Committee. If after considering the relevant guidelines applying to any particular Award, the merits of two or more Members cannot be distinguished, the Award may be presented on a shared basis. Subject to the Constitution, and provided that the individual Award requirements are met, the Executive Committee has the absolute discretion to approve any award for any financial Member.
5. Subject to meeting any guidelines for individual Awards, any financial Member may nominate and be nominated for a Club Award.

##### **Awards Panel**

6. The Awards Panel shall be responsible for making recommendations to the Executive Committee for their approval for the following awards:

- (a) Club Honour Blazer;
  - (b) Club Person of the Year;
  - (c) Young Club Person of the Year;
  - (d) Scholarship Award; and
  - (e) Prominent Service Awards.
7. The Awards Panel shall consist of a minimum of 3 Members of the Club chosen by the Executive Committee. As far as practicable, the Members should be representative of the broader membership within the Club. Members of the Executive Committee cannot be members of the Panel.
8. All nominations received from Members for the Awards referred to in clause 6 shall be referred to the Awards Panel for its consideration. The Awards Panel may also make its own nominations for any of the relevant awards.
9. If a Member is nominated for a particular Award referred to in clause 6, the Awards Panel may, if it considers it appropriate to do so, recommend the Member for another Award referred to in that clause.
10. The Awards Panel is to ensure that the guidelines in this By-Law relating to the Awards referred to in clause 6 are met when recommending a Member for any Award.
11. The Awards Panel can determine its own process for dealing with Award nominations and may make its own inquiries of Members in order to satisfy itself of the merits of any particular nomination for an Award.
12. The Executive Officer may provide or arrange for the provision of administrative support to the Awards Panel.
13. A member of the Awards Panel may be present at an Executive Committee meeting to answer any questions the Executive Committee may have prior to its consideration and voting on any recommendation.

## **Life Membership**

14. Life Membership may be awarded to a Member who demonstrates distinguished or special service for the Club.
15. In determining the extent and quality of any distinguished or special service, the Life Membership Panel is to have regard to;
- (a) How long the person has been a Member of the Club
  - (b) Whether the person has served on the Executive Committee;
  - (c) Whether the person has undertaken any other roles within the Club and for how long that service was undertaken;
  - (d) Whether the person has taken on additional responsibilities for the Club and for how long;
  - (e) Any service rendered which can reasonably be considered to be in excess of the requirements of any elected or official position the person has performed; and

(f) Any other matter considered relevant by the Life Membership Panel.

16. The Member's commitment to fair play, respect for other Members and adherence to the rules of the Club and governing bodies is also to be taken into consideration. In this regard, the Life Membership Panel is entitled to take into consideration any previous disciplinary action at Club or higher level against the Member.

17. Whilst a Member's competition record for the Club can be considered, it will not be given the same weight as the matters referred to in clauses 15 and 16.

18. The matters referred to in clause 15 are not mandatory and are of equal importance when determining a member's overall record of Club membership.

*Note: The procedure to be followed for the nomination of Members for Life Membership and the establishment of the Life Membership Panel is set out in clause 24 of the Club's Constitution.*

### **Gordon Jones Honour Blazer**

*Gordon Jones had a long running association with the Club in his capacity as a local councillor and Mayor of Warringah. He was a staunch supporter of the Club and he felt it important to recognise the efforts of Club Members by donating an annual Blazer for the person considered to have made an outstanding contribution to the Club throughout the season. His son Darren, has continued the tradition set by his father of donating the annual Blazer. The Blazer is considered the most prestigious annual award presented by the Club.*

19. The Gordon Jones Honour Blazer is a major Award presented to a Member who has made an outstanding contribution to the Club during the course of the season.

20. The following matters are taken into account when determining the recipient of the Gordon Jones Honour Blazer:

- (a) The person's contribution to Club related activities which includes but is not limited to lifesaving, training, competition, administration, coaching, duties as an official, performing any role within the Club and participation in Club events and social activities,
- (b) Whether the person has represented the Club at meetings or on committees involving SLSSNB, SLSNSW, SLSA or any other external bodies, and
- (c) Any other matters the Awards Panel and/or the Executive Committee considers relevant.

### **Distinguished Service Award**

21. A Distinguished Service Award recognises Members who have provided both sustained and conspicuous service to the Club at any time during their membership of the Club.

22. A Distinguished Service Award may be presented to any Member (not including Life Members) who has served the Club in a distinguished manner in various aspects of Club

related activities which includes, but is not limited to, lifesaving, training, competition, administration, coaching, duties as an official, performing any role within the Club and participation in Club events and social activities,

23. A maximum of 2 Distinguished Service Awards may be issued in any one season. The Honours Panel shall be responsible for identifying and recommending members for a Distinguished Service Award to the Executive Committee.

### **Club Person of the Year and Young Club Person of the Year**

24. An Award recognising significant involvement during the course of the season by a Member in multiple aspects of Club related activities including the level of support provided to other Members.
25. Club related activities includes, but is not limited to, lifesaving, training, competition, administration, coaching, duties as an official, performing any role within the Club and participation in Club events and social activities,
26. The Club Person of the Year Award will be awarded to a Member who is in any age category older than Under 23s. Any Member who is in the Under 23 or younger age groups shall be eligible for the Young Club Person of the Year Award. Junior Activity Members will not be eligible except for those who hold their SRC. Eligibility for either Award will be based on the Member's age as at 30 September in the current season.

### **Meritorious Service Award for Lifesaving or Bravery**

27. A Meritorious Service Award (not necessarily annual) may be awarded to recognise Members who have been instrumental in saving a life or who have participated in a rescue or attempted rescue and, in relation to the bravery award, in circumstances where their own safety has been at a heightened level of risk. The events giving rise to consideration for the Meritorious Service Award are not restricted to surf or beach related activities.
28. The following matters can be taken into account when determining whether to award a Meritorious Service Award:
- (a) The actions of the person(s) saved or contributed to the saving of a life;
  - (b) Whether the actions of the person(s) were above or beyond the normal call of duty;
  - (c) Whether the person(s) undertook the actions as a volunteer and not as part of the person's employment;
  - (d) Whether the person(s) has put their life in potential danger to save the life or to perform the rescue; and
  - (e) Whether the actions of the person(s) occurred in circumstances which were dangerous or out of the ordinary (e.g. late or early in the day when lifeguards or patrols are not on duty).

### **Prominent Service Award**

29. A Prominent Service Award may issued to recognise Members who have provided prominent service to the Club during the course of the season in any Club related activities.

30. A maximum of 5 Prominent Service Awards may be issued in any one season.

### **Patrol and Lifesaving Awards**

31. Where applicable the following general matters apply and or will be taken into account in respect of all Patrol and Lifesaving Awards:

- (a) the Member must be a financial member of the Club;
- (b) the Member's total number of patrol hours completed for the season not including any penalty patrol hours;
- (c) the patrol hours must be completed for the Club unless prior approval from the Director of Lifesaving is given to count patrol service completed elsewhere such as at another club or life saving service;
- (d) the number of "no shows" recorded for the Member during the season with greater weight being given to those who have no such entries on their patrol record;
- (e) the number of exemptions from patrol service granted during the season with greater weight being given to those who have no such entries on their patrol record;
- (f) the number of lifesaving awards the Member has obtained and kept current;
- (g) the overall contribution the Member has made to the Club throughout the season in other roles such as trainer, carnival official, administration and training;
- (h) the Member's competition results throughout the season but only if a determination cannot be made based on the other matters listed above;
- (i) the Member's communications skills and interaction with the public whilst on patrol; and
- (j) the Member's involvement in emergency responses, whether on patrol or in response to a call-out by the Club, Surf Life Saving Northern Beaches, Surf Life Saving New South Wales and/or Surf Life Saving Australia.

32. Not Used

### **Patrol Person of the Year**

33. The Patrol Person of the Year Award is open to all Members of the Club who have engaged in patrolling service during the season. The matters referred to in clause 31 will be used to determine this award.

### **Rookie Patrol Person of the Year**

34. The Rookie Patrol Person of the Year Award is open to Members who have completed their first patrol season or less after gaining their Bronze Medallion award. The matters referred to in clause 31 will be taken into account when determining this award.

### **Youth Patrol Person of the Year**

35. The Youth Patrol Person of the Year Award is for open to Cadet and Active Junior Members who are proficient in either the Surf Rescue Certificate or the Bronze Medallion. The matters referred to in clause 31 will be taken into account when determining this award.

### **100% Patrol Achievement**

36. The Award for 100% Patrol Achievement is awarded to any Member who has completed 100% of their rostered patrol hours, including any substituted patrols. Members who have any missed patrols (whether excused or not) are not eligible for this Award.

### **Patrol of the Year**

37. If a Club patrol competition is run in any season, the rules applicable to that competition will be used to determine the patrol of the year. If a competition is not held, then the following matters will be taken into account –
- (a) the Patrol with the least number of no-shows (other than formal excusals) as a percentage of the total number of Members on the patrol. This aspect is to be given the greatest weight in determining the award;
  - (b) the Patrol that has gained the most number of awards (not including units of competency) as a percentage of the number of Members on that patrol;
  - (c) the total hours performed by the Patrol (taking into account the size of the Patrol) over the course of the season;
  - (d) the accuracy of Patrol information, statistics and related information entered into the Patrol Operations App or other forms of record keeping;
  - (e) whether Patrol Members have had to attend to any major incidents during the season, including the quality of their response to such incidents; and
  - (f) The performance of the Patrol if audited by SLSSNB.

### **IRB Driver of the Year Award**

38. The IRB Driver of the Year Award may be presented, not necessarily annually, to the IRB Driver considered by the Director of Lifesaving, in consultation with the IRB Captain to have made the greatest contribution to the Club throughout the season.

## **SLSA Service and Related Awards**

39. The Club may make application on behalf of Members to relevant lifesaving organisations for the following SLSA Service and related awards –
- (a) 25, 50, 60, 70, 75 & 80 year service pins and certificates;
  - (b) 10 year Patrol Service Award;
  - (c) 15 year National Patrol Service Medal; and
  - (d) Any other SLSA Service or Patrol service related award if the Executive Committee is of the view the individual circumstances warrant the application being made.
40. Members who achieve 75 years membership of the Club, or who have provided exceptional service to the Club over a sustained period may be presented with a framed Club cap in recognition of the achievement.

## **Competition Official of the Year Award**

41. An Award recognising a significant contribution, during the course of the season, by a Member to Surf Sports as an official or support team member in any area of surf sports. Nominations to be sought from Director Sport, Surf Sports Captains and Chairperson Junior Activities and the general membership. Matters to be considered when nominating a member shall include but not be limited to:
- (a) Showed awareness of safety and welfare of competitors;
  - (b) Showed impartiality and fairness at all times;
  - (c) Demonstrated strong knowledge of the competition manual;
  - (d) Followed correct procedures for smooth conduct of competition;
  - (e) Identify officiating roles the Member fulfilled during the season at Club, Branch (where applicable), State and National;
  - (f) Identify if the Official been involved in any mentoring and development of sports officials, creating of supporting documentation and/or programs; and
  - (g) List the members officiating achievements during the season whether it be a new initiative, a problem solved or how they overcame a challenge faced at a carnival.
42. Nominations to be received by the Director of Surf Sports and recommendation to be made to the Executive Committee for final approval.

## **Training Officer of the Year Award**

43. An Award recognising significant contribution, during the course of the season, by a Member in providing training, assessing and/or facilitating of courses or skills maintenance to other Members. Nominations to be sought from members of the Freshwater Education and Assessment Team and the general membership. Matters to be considered when nominating a member shall include but not be limited to:
- (a) Organisation and administration of courses as required under SLSNSW RTO requirements;
  - (b) Training members for courses, including but not limited to SRC, Bronze Medallion, IRB Crew, SM IRB Driver;
  - (c) Assessing and Facilitating courses as required under the auspices of Sydney Northern Beaches;



- (d) Mentoring of new Training Officers;
- (e) Demonstration of positive and supportive attitudes, new or different methods to achieve results or behaviours and actions; and
- (f) List the members training achievements during the season whether it be a new initiative, a problem solved or how they overcame a challenge faced

44. Nominations to be received by the Director of Education and recommendation to be made to the Executive Committee for final approval.

## **Competition Awards**

45. The following list of competition awards may be issued each year:

- (a) Most Outstanding Swimmer Award;
- (b) Most Outstanding Board Paddler Award;
- (c) Most Outstanding Ski Paddler Award;
- (d) Most Outstanding Rower Award;
- (e) Most Outstanding Beach Competitor;
- (f) Most Outstanding Surfboard Rider Award;
- (g) Most Outstanding Life Saving Competitor Award;
- (h) Most Outstanding Masters Competitor Award;
- (i) Most Outstanding March Past Competitor Award;
- (j) Most Outstanding R&R Competitor Award; and
- (k) Most Outstanding Competition Team of the Year Award (teams defined in accordance with SLSA Surf Sports Manual).

46. In determining outstanding performance for the purpose of determining the recipient of an Award listed in clause 45, the following factors are to be taken into account:

- (a) Whether the Member(s) has represented the Club at State or Australian level in that discipline though not necessarily having made State or Australian finals or won medals at either championship;
- (b) Whether the Member(s) has represented the Club in that discipline during the season on a consistent basis at any or all of the following carnivals;
  - i. NSW Premiership or equivalent,
  - ii. those held in other Branches,
  - iii. local, including SNB Branch Championships (but not including junior activities carnivals), and
  - iv. commemorative or other special events.
- (c) If a Junior Member holds a Surf Rescue Certificate (SRC).

47. If two or more competitors in any particular discipline (or two or more teams in respect of the Most Outstanding Competition Team of the Year Award) are considered to be equal in terms of outstanding performance, the following matters will be taken into account in determining the recipient of the Award:-

- (a) Whether the Member(s) has completed at least 25 patrol hours (not including penalty patrols) during the competition season;
- (b) Whether the Member(s) has put themselves forward for team events at carnivals and willingly competed in team events when selected;

- (c) Subject to any relevant allowance being made for other training commitments, place of residence/work and work and or study commitments, whether the Member(s) has participated in organised Club training activities on a regular basis;
- (d) Whether the Member(s) has provided guidance or assistance to other Members, including any formal or informal coaching duties;
- (e) The Member's commitment to fair play, respect for other members and general assistance offered in the relevant competition area;
- (f) Whether there is any previous disciplinary action at Club or higher level against the Member; and
- (g) The Member's participation in Club related activities over the course of the season.

48. In respect of Awards for March Past and R&R, coaches will be deemed to be competitors and are eligible to receive the relevant Award.

49. In determining nominees for any competition Award, other Club Members may be consulted including the Director Lifesaving, Junior Activities Chairperson, coaches and fellow competitors. Recommendations for the Awards will be made by the Surf Sports Panel to the Executive Committee.

### **Scholarship Award**

50. The Scholarship Award is an annual Award designed to assist younger Members in their careers after leaving school. The Scholarship Award is presented to assist the recipient to purchase equipment, books or other materials for their employment and/or tertiary study.

51. The following matters will be taken into account when determining the recipient:

- (a) Whether the person had fulfilled his or her Club patrol obligations;
- (b) The person has recently finished school and has commenced a new apprenticeship or tertiary education;
- (c) The degree to which the person has assisted and/or represented the Club in competition, training activities, Club functions, the Club's Australia Day carnival, Masters Carnival, Bennett Board Carnival, Barney Mullins Swim, patrol and lifesaving functions, training and assessment and other approved Club activities; and
- (d) Any other matters the Executive Committee considers relevant.

52. The amount to be awarded each year for the Scholarship Award shall be at the discretion of the Executive Committee.

### **Don Lees Honour Blazer**

*In 1966 the Junior Activities Club was established. It was associated with Freshwater SLSC but was a separate club in all respects. The Junior Club awarded long serving members with life memberships for their service and contribution to the Junior Club.*

*In the years after 1966, after many junior clubs were formed around Australia, Surf Life Saving Australia decided that these clubs should be part of the existing surf life saving clubs. At this point the Freshwater Junior Club became part of the Freshwater SLSC. Accordingly, life memberships to the Junior Club were no longer possible.*

*Don Lees established an Honour Blazer to replace the life memberships. Don was a Life Member of the Club and was instrumental in initiating and maintaining the involvement of the Club in the annual City to Surf Fun Run. The award is one of the most prestigious awards in the Club.*

53. The Don Lees Honour Blazer is an Award (not necessarily awarded annually) and is the major Award for the junior activities. The matters to be taken into account in considering whether to make this Award and to whom include:

- (a) The person has been actively involved with junior activities at the Club for at least 8 years, or
- (b) The person has served on the Junior Activities Committee for at least 6 years, or
- (c) The person has contributed to the junior members and the junior activities of the Club in an outstanding way.

54. Nominations can be made by any person associated with junior activities or any Member of the Club to the Junior Activities Committee. Nominations are to be considered by the Junior Activities Committee and if a 75% affirmative vote of that Committee agrees, a recommendation for conferment of the Award is to be made to the Executive Committee which shall support or reject the recommendation as it considers appropriate.

### **John Cahalan Award for Junior Activities Member of the Year**

*John Cahalan was a foundation member of the junior club and occupied a number of executive positions on the junior club committee.*

55. The John Cahalan Award is a major Club award presented annually to a Junior Activities Member for outstanding participation and commitment to junior activities. The matters to be taken into account for this award include:

- (a) Whether the Member has regularly attended junior activities at the Club on Sunday mornings;
- (b) Whether the Member has shown an interest in not only their own age group but also younger junior activities members;
- (c) Whether the Member has assisted with training and encouraged others;
- (d) Whether the person has helped with the beach set up and/or pack up on Sunday mornings or similar occasions; and
- (e) Whether the Member has participated in Club activities such as fund raising and attended all relevant Club functions.

56. Age Managers shall nominate Members for the award. All nominations will be reviewed by the Junior Activities Committee who will determine the recipient of the Award.

## **Cathy Crozier Award**

*Cathy was an Age Manager who regarded all the children in her age group as if they were her own. Easy going and relaxed in nature, Cathy carried out her role with no fuss and always ensured the children came first whether at carnivals or on Sunday at Freshwater. Cathy loved the social life of the Freshie community, working tirelessly behind the scenes and enjoying the fruits of that work at the functions. Cathy was an Age Manager for four years from 1999 Cathy passed away during the 2002/2003 season after a short battle with cancer.*

57. The Cathy Crozier Award is presented annually to any person involved in the junior activities, including committee members, age managers, junior activities members or parents. The matters to be taken into account for this Award include:
- (a) Whether the person undertook their duties, participated in the activities or assisted with the activities in way that set a good example to others and which engendered a relaxed atmosphere free of stress; and
  - (b) Whether the person demonstrated that they undertook their duties, participated in the activities or assisted with the activities consistently with a view to promoting the junior activities members as the primary focus.
58. Nominations are to be made to the Junior Activities Chairperson by any person associated with the Junior Activities Section of the Club or any Member of the Club. The recipient is determined by the Junior Activities Committee.

## **Kay Priday Encouragement Awards**

*Kay Priday was a foundation member of Freshwater Nippers when it was a separate junior club in 1966. Kay served in the role of Registrar for a number of years and played an active role in various administrative, social and support functions at the club for many years. Kay also undertook official duties at Branch level.*

59. The Kay Priday Encouragement Awards are to be presented annually to a male and female Junior Activities Member from each of the Under 8 to Under 14 age groups inclusive. The matters to be taken in account for this Award include:
- (a) Whether the Member has participated regularly on Sunday mornings in both land and water events;
  - (b) Whether the Member has attended carnivals;
  - (c) Whether the Member has shown an interest in the Club; and
  - (d) Whether the relevant Age Manager believes the Member will continue with the Club in the future.
60. Junior Activities Members who receive other awards or medals (including Club medals for making State finals) for competition are ineligible for the Award.
61. Nominees are to be determined by the relevant Age Managers and confirmed by the Junior Activities Committee.

### **Perc Stirling Award for Outstanding Sportsmanship**

*Perc Sterling was born in Orange, orphaned at an early age and served in both World Wars in the Royal Australian Navy. After the war he eventually settled at Balgowlah. His granddaughter Sue and husband Bob had three sons who became the centre of his life. His great grandsons – Ben, Luke & Jono – all joined Freshwater Surf Club as nippers and Perc was at the beach every weekend encouraging them and their friends in their lifesaving pursuits and competition. He was always encouraging to those children who always did their best no matter where they placed in competition.*

62. The Perc Stirling Award for Outstanding Sportsmanship is presented annually to a Junior Activities Member who displays outstanding sportsmanship consistently throughout the season or who has displayed an act of outstanding sportsmanship during the season at Saturday/Sunday morning activities, training and or any carnival.

63. Age Managers shall nominate Junior Activities Members for the Award. All nominations will be reviewed by the Junior Activities Committee who will determine the recipient of the Award.

### **Sam Kiely Award for Most Outstanding Beach Competitor**

*Sam Kiely was a former Freshwater nipper who went on to become an outstanding beach sprint, flags and relay competitor in the senior section of the club, winning 4 gold and 5 silver medals at the Australian championships and numerous State & Branch medals. He went on to coach both senior and junior members of the Club.*

64. The Sam Kiely Award for the Most Outstanding Land Competitor is awarded annually to the Junior Activities Member judged by the Junior Activities Committee to be the most outstanding land competitor for the season.

65. Age Managers shall nominate Junior Activities Members for the Award. All nominations will be reviewed by the Junior Activities Committee who will determine the recipient of the Award.

### **Grant Coates Award for Most Outstanding Water Competitor**

*Grant Coates was a former Freshwater nipper who went on to become an outstanding all round water competitor in the senior section of the club. He has won numerous Australian, State & Branch medals in open and Masters Competition. He has also coached and mentored many young competitors in both the senior and junior sections of the club.*

66. The Grant Coates Awards for the Most Outstanding Water Competitors is awarded annually to the Junior Activities Member judged by the Junior Activities Committee to be the most outstanding water competitor for the season.

Age Managers shall nominate Junior Activities Members for the Award. All nominations will be reviewed by the Junior Activities Committee who will determine the recipient of the Award.

### **Junior Activities Chairperson Award**

67. This award is at the discretion of the Junior Activities Chairperson, to recognise:

- (a) One or more Nipper(s) that have not been awarded any other major award but have shown exceptional attitude, spirit, improvement and determination
- (b) One or more Parent volunteer(s) who have contributed over and above others through the season and demonstrated an unwavering support and commitment to the Nippers program

### **Junior Activities Long Service Award**

68. The Junior Activities Long Service Award is awarded to Junior Activity Members who remain in continuous membership with the Club from U6 to U14 inclusive. Unless otherwise determined by the Junior Activities Chairperson, Junior Activities Members entitled to receive these Awards may be presented with a framed Club cap in recognition of their commitment to the Club. The Junior Activities Committee may, if it considers that there are exceptional circumstances applicable, approve the awarding of a framed cap for membership that is less than continuous from U6 to U14 inclusive.

### **Australian Youth Championship Winners**

69. Winners of an Australian Youth Championship title shall be entitled to a Club jacket (not being the Club Blazer) with details of the event won and the year included on the left hand chest pocket or pocket area. Unless otherwise approved by the Executive Committee a Member is only entitled to one Club jacket.

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

### **12 Aug 2010**

Cl 13 amended to alter provisions relating to snr & jnr club person of the year award.

Insertion of cl 17-24 to address various patrol related awards

### **12 May 2011**

Cl 11 deleted to remove requirement that winner of club Honour Blazer must be member of executive committee; new Cl 11 amended to include service on EC as matter to be taken into account when determining club Honour Blazer winner; new cl 17 & 18 inserted to introduce Prominent Service awards; subsequent clauses re-numbered.

### **8 Sept 2011**

Cl 13 & 14 inserted re distinguished service awards; cl 23 amended re calculation of 100% patrol award; cl 26 amended by insertion of reference to award being for outstanding performance; cl 40 amended to clarify that members who win club medals for being state finalists not eligible for Kay Friday award

### **13 Sept 2012**

Inclusion of cl 4(a) & (b) re general eligibility and power of EC, cl 12 (a) & (b) amended re eligibility and powers of Awards Panel, cl 25 amended re eligibility for 100% patrol award, cl 28 amended by including reference to team of the year; cl 29 amended by inclusion of reference to powers of Surf Sports Panel

### **12 Sept 2013**

Minor amendment to cl 4(b) to clarify any member can nominate or be nominated for any award; Cl 7 amended to provide for nominator of life memberships to be advised of outcome of nomination; Note inserted at end of clause with reference to life member provisions in constitution; minor amendments to

CI 21-24 to correct error in reference to other clauses; CI 25 amended to clarify that exemption from patrol no longer acceptable for 100% award; CI 29 re-ordered to emphasise performance aspect of the award.

#### **11 Sept 2014**

CI 28 amended to clarify meaning of team.

#### **11 Feb 2016**

CI 4 amended to refer to guidelines rather than criteria, CI 10, 11 (Honour Blazer), 12 & 13 (Distinguished Service), 15 & 16 (Club Person of the Year) & 20 (Prominent Service) amended to clarify eligibility for awards

#### **10 Aug 2017**

CI 9 amended by deletion of requirement for Life member panel to advise nominator of outcome of nomination; CI 14 amended to clarify Honours Panel recommends members for awards; CI 18 amended by reference to attempted rescues; CI 35 amended by insertion of reference to competition for club; CI 39 amended by inclusion of reference to pack up CI 41 amended to clarify responsibility for approving nominations for award; New cl 46 inserted re winners of Australian youth Championships; miscellaneous changes to correct grammar and references to Director positions.

#### **9 Aug 2018**

New CI 5 inserted re Awards Panel; New CI 31 & 32 added re SLSA & Patrol service awards; CI 34 amended by inserting reference to involvement in club activities; re-number of existing clauses to accommodate new clauses.

#### **8 Aug 2019**

CI 10, deletion of incorrect reference to clu 6, CI 12 inclusion of reference to Awards Panel; CI 19 amended to clarify heightened level of risk applies to bravery award; CI 25-27 amended to correct reference to cl 23; CI 31 amended to make applications for awards discretionary not mandatory; CI 38 amended to correct reference to Bennet Board Carnival, miscellaneous minor grammatical corrections.

#### **13 Aug 2020**

CI 29 amended by inserting deleting criteria referring to degree of diligence, team spirit and other subjective matters and replacing with objective criteria relating to total patrol hours, accuracy of patrol statistics and attendance at major incidents; CI 33 amended by deletion of reference to outstanding performance; cl 38 amended by listing fulfilment of patrol duties as first mentioned criteria; new cl 50 & 51 inserted relating to Sam Kiely and Grant Coates Awards; previous cl 50 renumbered to 52.

#### **13 May 2021**

CI26 amended to delete reference to BM being attained no later than 31 January of the preceding season.

#### **9 Sept 2021**

CI 30 amended to indicate IRB award determined by Director of Lifesaving rather than by vote of IRB drivers; new cl 52 inserted re awarding of framed caps for continuous membership of nippers; previous cl 52 re-numbered to 53.

**08 Sept 2022** – Minor administrative changes updating terms when a proper noun is applicable, formatting consistent across By-laws. CI23(ix)(x) added. CI24 weighting clause deleted. CI29 criteria of SNB audit results added and clarify around size of patrol and excused patrols. CI30 removed wording for Patrol Drivers ballot. CI32 wording added for exceptional extended service. CI35 wording added around disciplinary action. CI36 clarified eligibility. CI41 emphasised that this is the major award. CI52 detailed added to be consistent with CI54. CI56 inclusion of unless determined by the Junior Activities Chairperson. CI57 addition around entitlement to one Club jacket unless agreed. Track changed document retained as a record.

**21 Sept 2023** – Minor administrative changes updating terms when a proper noun is applicable. Addition of Competition Official (CI41), Training Officer (CI43) Awards as endorsed by 2022/23 Executive Committee, CI46 amended to make reference to Junior Member if a Surf Rescue Certificate holder CI49 addition of Junior Activities Chairperson. CI67 addition of Junior Activities Chairperson CI69 clarified that a jacket is not a blazer.

## **BY-LAW**

### **No. 11**

**ISSUE: Club Officers and other positions**

**COMMENCED:** 11th November 2010

**LAST UPDATED:** 21st September 2023

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#### **PROVISIONS:**

##### **Officers**

1. For the purposes of clause 12 of the Club's Constitution, only the positions noted with an asterisk in the organisation chart at Annexure 1 to this By-law shall be regarded as officers of the Club.
2. For the purposes of clause 15 of the Constitution, the responsibilities and duties of the officers of the Club shall be as set out in Annexure 2 to this By-law.
3. Patrons and the honorary legal officer shall not be required to have their responsibilities and duties formally recorded.
4. There will be no limit on the number of consecutive terms of office that an individual officer may serve.
5. If the Executive Committee is satisfied that there is sufficient reason to do so, it may approve Club officers using a different title for their position to that which appears in the Club's Constitution when carrying out their duties and/or representing the Club.

##### **Assistant Directors, Deputy Officers, Registrars, Captains, Chaplains, Trainers, Coaches and**

##### **Junior Activity Coordinators**

6. In order to fulfil their responsibilities and duties, Officers of the Club may arrange for Members to assist them by undertaking Assistant Director, Deputy Officers, Registrar, Section Captain, Trainer Coaching, Chaplain or Junior Activity Coordinator roles within the Club or such other roles as may be considered appropriate by the Officer requiring assistance. These positions are not officers for the purpose of clause 12 of the Constitution.



7. The Assistant Director, Deputy Officer, Registrar, Section Captain, Vice Captain, Trainer, Coaches, Chaplain and Junior Activity Coordinator positions shall be as set out in Annexure 3.
8. All Assistant Director, Deputy Officer, Registrar, Captain, Vice Captain, Trainer and Coordinator positions and duty statements shall be determined by the relevant supervising Club Officer.
9. The responsibilities and duties of the Member(s) assisting the Officer, not being a position specified in clause 7, shall be as determined from time to time by the relevant Officer.

### **Other Positions**

10. Gym Manager reporting to Director Facilities, Catering Coordinator reporting to Director Member Services. Bar Operations Manager reporting to the Executive Officer.

### **Paid Positions**

11. Any paid position approved by the Executive Committee shall not be regarded as an Officer of the Club.
12. Duty statements for a paid position shall be as approved by the Executive Committee from time to time and be subject to formal written agreement between the Club and the person appointed to the paid position.

### **Panels**

13. Nominations (where required) for Panels shall be requested by the Executive Officer.
14. **The Governance Panel** shall be responsible for:
  - (a) the annual review of the Club's By-laws;
  - (b) the development of new By-laws and amendments to existing By-laws;
  - (c) The review, development and amendment of any policy documents referred to it by the Executive Committee;
  - (d) Making recommendations to the Executive Committee in relation to any proposed changes to the Constitution;
  - (e) Any recommendations in relation to changes to, or proposals for new By-laws or policies by the Governance Panel, are to be made to the Executive Committee;
  - (f) The Governance Panel shall be made up of a minimum of:
    - i. The President,
    - ii. The Executive Officer,
    - iii. The Director of Lifesaving,
    - iv. The Director of Sport,
    - v. One Life Member,
    - vi. A representative of the Junior Activities Committee; and

- vii. A Long Service or other senior Member of the Club (who may also be a Life Member);
- (g) The Panel shall be approved by the Executive Committee;
- (h) The Panel shall report to the Executive Committee at least once every three months commencing in September, through the Executive Officer.

#### **15. The History Panel**

- (a) Shall be responsible for the collation, recording, archiving and display of Club photographs and other Club memorabilia.
- (b) The History Panel shall be made up of a minimum of 4 senior Members of the Club who shall be approved by the Executive Committee.
- (c) The History Panel shall report to the Executive Committee at least once every three months commencing in September, through the Executive Officer.
- (d) The History Panel shall review annually all photographs displayed within Club premises.

#### **16. The Surf Sports Panel**

- (a) Shall be responsible for development of policies and procedures relating to surf sports issues for both inter and intra Club competition. It shall also be responsible for the nomination to the Executive Committee of nominees for the Club's annual Sports Competition awards.
- (b) The Surf Sports Panel shall be comprised of:
  - i. the Director of Sport,
  - ii. the captains of the various competition disciplines; and
  - iii. any other Club Members considered appropriate by the Director of Sport.
- (c) The Surf Sports Panel shall report to the Executive Committee at least once every three months commencing in September, through the Director Sport.

#### **17. The Honours Panel**

- (a) Shall be responsible for assisting in the identification and assessment of recommendations for Club and external awards and assisting in the preparation of any supporting submissions where appropriate.
- (b) The Honours Panel shall be made up of a minimum of 4 senior Members of the Club who shall be approved by the Executive Committee from nominations received.
- (c) The Honours Panel shall report to the Executive Committee at least once every three months commencing in September, through the President/Chairperson of the Honours Panel.

#### **18. The Building Panel shall be responsible for –**

- (a) The review of the Club's premises to ensure it continues to meet the needs of the Members.
- (b) Identifying, assessing, costing and prioritising maintenance and building improvement proposals for consideration by the Executive Committee.
- (c) The Building Panel shall be made up as follows:
  - i. The President,
  - ii. The Director of Facilities,
  - iii. A Life Member or Long Service Member preferably with experience or qualifications in building or construction related matters, and

- iv. Such other Members as may be approved by the Executive Committee.
- (d) The Building Panel shall report to the Executive Committee at least once every three months commencing in September, through the Director of Facilities.

**19. The Finance Panel** shall be responsible for –

- (a) The on-going review of the Club's financial systems, to ensure compliance with any relevant overarching policy and procedural requirements and any relevant accounting standards;
- (b) Reviewing Club membership fee and levy structures & hall hire costs to ensure the on-going financial viability of the Club is maintained;
- (c) Reviewing & making recommendations in respect of the remuneration of paid employees.
- (d) The Finance Panel shall be made up as follows – the Treasurer, two other members who shall be Life Members and/or Long Service Members with financial experience or qualifications and such other Members as may be approved by the Executive Committee.
- (e) The Finance Panel shall report to the Executive Committee at least once every three months commencing in September, through the Treasurer.

**20. The Awards Panel** shall be responsible for –

- (a) The identification, receipt and assessment of nominations for the annual Club Honour Blazer, Club Person of the Year, Young Club Person of the Year, Scholarship Award, and Prominent Service Awards;
- (b) Making recommendations to the Executive Committee regarding the winners of those awards.
- (c) The Awards Panel shall report to the Executive Committee through the Executive Officer.

*Note: Refer to By-law 10 for the make-up of the panel and guidelines for its operation.*

**21. The Social Events Panel** shall be responsible for:

- (a) The planning of social functions and events for the benefit of members, their guests, sponsors and other stakeholders in the community;
- (b) The running of social functions and events for the benefit of members, their guests, sponsors and other stakeholders in the community; and
- (c) Making recommendations to the Executive Committee regarding the scheduling of these events.

**22. The Social Events Panel** will be made up as follows:

- (a) Director Member Services;
- (b) Representative from each area in the club; and
- (c) Member volunteering to assist with the Panel.
- (d) The Social Events Panel shall report to the Executive Committee at least once every three months commencing in September, through the Director, Member Services.

**23. The Member Welfare Team (Panel)**

- (a) Shall be responsible for supporting members and assist in the identification and assessment of recommendations to the Executive Committee for Club adherence to SLSA member protection policies;
- (b) The Member Welfare Team shall be made up as follows:

- i. The Executive Officer,
  - ii. The Member Protection Information Officer(s),
  - iii. Complaints Manager,
  - iv. Child Safe Coordinator,
  - v. Director of Member Services.
- (c) The Member Welfare Panel shall report to the Executive Committee at least once every three months commencing in October, through the Executive Officer.

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

##### **8 Sept 2011**

CI 4 amended to make reference to Assistant Director positions; Annexure 3 & 4 amended to reflect new position of Assistant Treasurer/Director Finance, including duty statement; reference to Competition Director amended to Surf Sports Director throughout.

##### **13 Sept 2012**

Inclusion of cls 10, 11 & 12 re Governance, History & Awards and Surf Sports Panels; amendment of annexure 1 to reflect changes

##### **14 Feb 2013**

Deletion of position of Director (General) IT and replaced with Director (General) Youth Development. Changes to Annexures 1 & 2 to reflect new position

##### **23 Sept 2015**

CI 10(c) amended to clarify panel reports through the Executive Officer

CI 11(a) amended by deleting reference to external awards and 11(c) amended to clarify panel reports through the Executive Officer

New CI13 added establishing Honours Panel with responsibility for external awards

##### **8 Sept 2016**

CI 5 & 6 amended by inclusion of reference to Vice Captain

##### **13 Oct 2016**

New CI 4 inserted re consecutive terms of office

##### **14 Sept 2017**

Cls 15 & 16 re Building and Finance included, minor changes throughout to correct errors re references to other clauses

##### **9 Aug 2018**

New Cl. 5 inserted; CI 16(b) amended by adding addition of word “preferable” and discretion to appoint additional members; CI 17(b) amended by adding reference to EC approval; CI 18 inserted

##### **9 Sept 2021**

CI 17(b) amended to make reference to such other members as may be approved

**08 Sept 2022** – Minor administrative changes updating terms when a proper noun is applicable, formatting consistent across By-laws. CI6 Deputy Officers and Coaches added. Ability of the Officer to include other roles if appropriate. “Other Positions” deleted as no longer required, covered by CI6 updates. CI12 – new clause to add clarify around the nomination process. Track changed document retained as a record.

**21 Sept 2023** – Minor administrative changes updating terms when a proper noun is applicable, formatting consistent across By-laws. CI10 – new clause to add Gym Manager, Catering Coordinator and Bar Operations Manager. CI15(d) – clarify that the History Panel will annually review photographs in the Club. CI21. CI21 add Social Events Panel and responsibilities. CI23 add Member Welfare Team and responsibilities. Annexure 2 - Minor administrative changes updating terms when a proper noun is applicable. General updates to identify which Panels report to which roles. General clarification on Youth Development, Captain and Director Education for U13-U23 members. Executive Officer – CI24 oversight of display of historical items within the Club. Director Sport – CI68 addition of annual review of Club craft. Member Protection Information Officer – clarification of responsibilities of role. Addition of Complaints Manager (CI115) and Child Safe Coordinator (CI116)

## **BY LAW**

### **NO. 11 – [Clause 2] ANNEXURE 2**

**ISSUE: OFFICER POSITIONS – RESPONSIBILITIES AND DUTIES**

**COMMENCED:** 11th March 2010

**LAST UPDATED:** 21st September 2023

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#### **PROVISIONS:**

##### **President/Chairperson**

1. Principal leader of the Club with the overall responsibility for the Club's administration and operation.
2. Oversight of the overall annual Executive Committee agenda and planning, including the prioritisation of short term and long term goals and succession planning.
3. Representing the Club and its Membership at local, branch, state and national levels of SLSA;
4. Representing the Club in all negotiations with local, State and Federal Government authorities.
5. Ensuring that planning and budgeting is in accordance with the decisions of the Executive Committee and is in the interests of the Club's Membership.
6. Ensuring that appropriate steps are taken to maintain the operational, financial, social and structural viability of the Club.
7. Ensuring that all reasonable action is taken to identify and communicate to Members threats, challenges and opportunities available to the Club.
8. Other duties and responsibilities as provided for in the Club's Constitution and By-laws.

##### **Executive Officer**

9. Responsible for ensuring the general routine administration of the Club.
10. Maintaining a good working knowledge of the Constitution, By-laws and the duties of all office holders and subcommittees.
11. Play an active role in the overall management of the Club as a member of the Executive Committee.
12. Make arrangements including agenda, venue, date, etc, for Club meetings in consultation with the Chairperson and advise Members accordingly.
13. Collect and collate reports from office bearers as necessary.
14. Call for and receive nominations for committees and other positions for the Club Annual General Meeting.
15. Take minutes of meetings and maintain a copy for the Club's records.

16. Read, reply and file correspondence promptly.
17. Ensure notices of all meetings, Executive Committee minutes and other significant decisions impacting on the Membership are made available to the Members via the Club's notice boards, website, emails or by such other means as may be appropriate.
18. Preparation and submission of the annual budget for the Club's administrative activities to the Executive Committee prior to the commencement of the season. ;
19. Collating and arranging for the printing of the Annual Report.
20. Maintaining or ensuring SurfGuard records and data input.
21. Coordination and preparation of all grant applications made by the Club to local, State, Federal and non-government authorities and organisations.
22. Maintain files of legal documents such as the Constitution, By-laws, leases, contracts and titles.
23. Acting as the Public Officer of the Club, liaising with members of the public, affiliated bodies and government agencies.
24. Oversight of the display and placement of historical items within the Club's Heritage Room;
25. Receipt of Governance Panel, History Panel, Honours Panel, Awards Panel and Member Welfare Team (Panel) reports for provision to the Executive Committee;
26. Other duties and responsibilities as provided for in the Club Constitution and any By-laws.

#### **Treasurer/Director of Finance**

27. Acting as the Chief Financial Officer for the Club.
28. Playing an active role in the overall management of the Club as a member of the Executive Committee.
29. Preparing and monitoring the Club's budget, including the oversight and monitoring of any accounting records maintained by the Junior Activities section of the Club.
30. Maintaining the Club's accounting records including the receipt of all monies paid to the Club, the issue of receipts for money received and the banking of all money received.
31. Ensuring the timely and accurate payment of all invoices received by the Club.
32. Facilitating the annual audit and presenting the details to Members at the Annual General Meeting.
33. Producing relevant and timely financial reports and submitting these to each Executive Committee meeting as required.
34. Causing the preparation of statutory returns and reports as required, including BAS.
35. Ensuring that the Club complies with its financial and reporting obligations under relevant legislation and regulations, including *Associations Incorporation Act 1984* (NSW) and the *Charitable Fundraising Act 1991* (NSW) and all taxation requirements.
36. Attending to the payment of wages, superannuation and taxation liabilities for paid employees of the Club.
37. Receipt of Finance Panel reports for provision to the Executive Committee;
38. Other duties and responsibilities as provided for in the Club Constitution and any By-laws.

#### **Club Captain/Director Lifesaving**

39. Responsible for the conduct and control all patrols and the Club's compliance with any life saving agreements that may be in force from time to time.

40. Playing an active role in the overall management of the Club as a member of the Executive Committee.
41. Scheduling and rostering patrols prior to the commencement of each season so as to ensure that the Club meets all requirements of SLS SNB, SLS NSW and SLISA.
42. Preparing and submission of the annual budget for the Club's lifesaving activities to the Executive Committee prior to the commencement of the season.
43. Overall responsibility for ensuring all operational lifesaving equipment is well maintained and ready for use at all times.
44. Working in consultation with the Chief Instructor/Director of Education to ensure that all patrolling members are proficient each year.
45. Maintaining a record of Members' performances whilst on patrol, including communication with Members who miss patrols to ensure that they comply with any obligations arising under Club rules.
46. Other duties and responsibilities as provided for in the Club's Constitution and any By-laws.

### **Chief Instructor/Director Education**

47. Responsible for the development and delivery of the Club's education and assessment program for new and existing Members.
48. Playing an active role in the overall management of the Club as a member of the Executive Committee.
49. Leading a team of educators, trainers and assessors to work collaboratively to identify, develop and coordinate the delivery of education programs and assessments to meet the ongoing qualification/certification and operational needs of the Club in accordance with the requirements of SLS NSW and SLISA.
50. Actively undertaking the development and mentoring of Members in relation to the training/assessment of Members' qualifications;
51. Representing the Club at Branch and State level for education related activities;
52. Preparing and submission of the annual budget for the Club's education and Member qualification development activities to the Executive Committee prior to the commencement of the season;
53. Ensuring that equipment used for education purposes is in good working condition, relevant and up to date for the education purpose for which it is being used.
54. Coordinating and acquiring as necessary all education resources.
55. Ensuring that re-qualifications of awards and certificates are completed by the required date and recorded in SurfGuard to ensure that all financial Members are proficient each year.
56. Other duties and responsibilities as provided for in the Club's Constitution and any By-laws.

### **Director Sport**

57. Responsible for the oversight of the Club's competition and training programs including the organisation and discipline of all competitors and teams who represent the Club in competition, not including junior activities members.
58. Responsible for the delegation of roles and responsibilities within the various surf sport sections including determining reporting responsibilities to the Director Sport.
59. Playing an active role in the overall management of the Club as a member of the Executive Committee.

60. Ensuring that sectional captains have in place a structured coaching, training & skills development program for the competitors in their area, including the design of training programs for individual competitors.
61. In conjunction with sectional captains, ensuring that the Club's competition Member list is up to date and ensuring that Members are aware of carnival dates and any procedures at interclub, branch, state and national levels (including entry procedures and closing dates).
62. In conjunction with the Director (General) Youth Development, development and coordination of programs for U13-U19 members to facilitate their engagement and on-going involvement in all facets of surf sports competition.
63. Ensuring that sectional captains liaise with the Junior Activity Committee members and individual junior activity Members to facilitate the transition of those Members into the senior competition program.
64. Facilitating entries and accommodation for competitors to carnivals.
65. Ensuring that any protests by Members at carnivals are lodged in an efficient and appropriate manner.
66. Liaising with the captains of the competition sections on upcoming events/issues.
67. Each year allocating responsibility for tasks associated with carnival competition including the transport of gear and equipment, accommodation and travel arrangements, touring team managers, team selectors and such other competitor support personnel considered appropriate.
68. Liaising with Junior Activity Committee members and individual junior activity Members to facilitate the transition of those Members who wish to compete for the Club into post junior activities competition.
69. In consultation with section captains, ensuring that an annual competition budget is prepared and submitted to the Executive Committee for approval prior to the commencement of the season.
70. Annually conduct a review of the condition and maintain a record (as held by the Surf Club Manager) of all Club owned competition craft;
71. Receipt of Sports Panel reports for provision to the Executive Committee;
72. Other duties and responsibilities as provided for in the Club's Constitution and any By-laws.

### **Director Facilities**

73. Responsible for the oversight of all issues relating to the maintenance, repair and on-going use of the Club's building, facilities and the immediate environment around the Club's premises.
74. Playing an active role in the overall management of the Club as a member of the Executive Committee.
75. In consultation with the President/Chairperson, representing the Club in all negotiations with local, State and Federal Government authorities in relation to matters concerning the building, facilities and immediate environment.
76. Arranging for relevant building work, maintenance and repairs to be undertaken by appropriately qualified tradespeople in accordance with any directives or approvals made or given by the Executive Committee.
77. Preparing and submitting the annual budget for the Club's facilities and building maintenance to the Executive Committee prior to the commencement of the season.



- 78. In consultation with the President/Chairperson and Treasurer/Director Finance, determining the procedures to be adopted for the hiring of Club's facilities, including the rates for such hire.
- 79. Oversight of the display and placement of historical items within the Club's Heritage Room.
- 80. Receipt of Building Panel reports for provision to the Executive Committee;
- 81. Other duties and responsibilities as provided for in the Club's Constitution and any By-laws.

### **Director Member Services**

- 82. Responsible for developing, managing and delivering programs, policies and resources relating to Member services as may be approved by the Executive Committee.
- 83. Playing an active role in the overall management of the Club as a member of the Executive Committee.
- 84. Developing and maintaining leadership programs that positively contribute to the development of the Club's Membership and on-going culture, ethos and wellbeing of the Club.
- 85. Preparing and submission of the annual budget for Member Services to the Executive Committee prior to the commencement of the season.
- 86. Developing and maintaining recruitment and retention programs in consultation with relevant Club personnel.
- 87. Receipt of Social Events Panel reports for provision to the Executive Committee;
- 88. Other duties and responsibilities as provided for in the Club's Constitution and any By-laws.

### **Director Sponsorship and Marketing**

- 89. Responsible for the promotion and advancement of the Club to sponsors, potential sponsors and partnerships (corporate and community).
- 90. Playing an active role in the overall management of the Club as a member of the Executive Committee.
- 91. Formulating and submitting for approval by the Executive Committee, annual sponsorship targets that include monetary and non-monetary benefits to the Club.
- 92. Developing and implementing the promotion and advancement of strategies which highlight the strengths of the Club and its Membership to sponsors, potential sponsors and partners (corporate and community) with a particular view to meeting any sponsorship targets approved by the Executive Committee.
- 93. Conducting in conjunction with the President all relevant negotiations and discussions with third parties (associated with sponsorships) concerning benefit(s) to the Club.
- 94. Oversight and coordination of the development of all marketing and sponsorship brochures, pamphlets, flyers and other material, in both written and electronic form, to be used by the Club to attract new sponsors and retain existing sponsors and the development of new partnerships that may benefit the Club and its Membership in the achievement of operational goals.
- 95. Preparing and submitting the annual budget for Sponsorship and Marketing (Partnerships) to the Executive Committee prior to the commencement of the season.
- 96. Other duties and responsibilities as provided for in the Club's Constitution and any By-laws.

## **Director (General) – Youth Development**

97. Acting as the primary contact for all youth related (i.e. members from U13 to U23 inclusive) matters within the Club;
98. Responsible for the development, management and delivery of programs, policies and resources relating to youth related matters, including the transition and retention of U14 members from the junior activities section to the senior section of the Club.
99. In conjunction with the Director Sport, development and coordination of programs for U13-U23 members to facilitate their engagement and on-going involvement in all facets of surf sports competition.
100. Developing, managing and delivering programs directed to ensuring U13 to U23 Members are provided with the opportunity to achieve their potential in all aspects of Club activities.
101. Participating in the overall management of the Club as a member of the Executive Committee.
102. Other duties and responsibilities as provided for in the Club's Constitution and any By-laws.

## **Chairperson Junior Activities**

103. Providing leadership to the Junior Activities section of the Club.
104. Playing an active role in the overall management of the Club as a member of the Executive Committee.
105. Oversight of the annual Junior Activities agenda and planning including the prioritisation of short term and long term goals and succession planning.
106. Ensuring that the Junior Activities Committee is run in accordance with the Club's Constitution and any relevant Board Directives.
107. Liaising with other members of the Executive Committee to ensure that the practices and procedures utilised to coordinate junior activities in the areas of administration, education, competition, lifesaving, sponsorship & marketing, information technology and finance are as closely aligned as practicable across both the senior and junior areas of the Club.
108. Acting as the primary conduit for the exchange of information between members of the Junior Activities Committee and the Executive Committee.
109. Ensuring that the annual budget for the Junior Activities Section is prepared and submitted for approval by the Executive Committee in accordance with the Club's Constitution.
110. Other duties and responsibilities as provided for in the Club's Constitution and any By-laws.

## **Chairperson Life Membership Panel**

111. In consultation with President/Chairperson, determining the constitution of the Life Member panels for purpose of reviewing and making recommendations to Executive Committee.
112. Leading and coordinating the Life Member Panel in the review of nominations for life membership and preparing written recommendations to the Executive Committee.

### **Chairperson Judiciary Panel**

113. In consultation with President/Chairperson, determining the constitution of the panel from time to time for the purpose of dealing with matters referred to the panel for determination.
114. Leading and coordinating the Judiciary Panel in the determination of matters referred to it, including the making of decisions or recommendations in relation to matters referred to it.

### **Chairperson Disputes Panel**

115. In consultation with President/Chairperson, determining the constitution of the panel from time to time for the purpose of dealing with Member disputes referred to the panel for determination.
116. Leading and coordinating the Disputes Panel in the resolution of disputes referred to it, including the making of decisions or recommendations in relation to matters referred to it.

### **Member Protection Information Officer**

117. Providing advice and assistance to Members who may wish to lodge complaints or grievances, including identifying options for the resolution of such complaints or grievances through both informal and formal means.
118. Acting as a first point of contact for any Members who have concerns about safety or welfare issues in relation to Club activities.
119. Providing advice and assistance to Members in relation to child protection, harassment, discrimination and other relevant Member protection issues arising from Club activities and/or SLSA, SLS NSW and SLS SNB policies and rules.

### **Complaints Manager**

120. Responsible for managing any complaint submitted to the Club in line with the SLSA Complaints Resolution Policy:
  - (a) Dealing with all complaints in a fair, timely and transparent manner;
  - (b) Escalating complaints as appropriate to ensure that appropriate persons are involved.
  - (c) Considering the reasonable wishes of all parties involved.
  - (d) Providing communication on a regular basis as to the progress of the complaint.
  - (e) Clearly explaining the next steps and options to all parties involved in a complaint.
  - (f) Maintaining appropriate confidentiality regarding complaints.
  - (g) Reporting any serious issues involving children and young people or allegations of a serious criminal offence to relevant authorities.
  - (h) Maintaining appropriate records of complaints in a safe and confidential manner.

### **Child Safe Coordinator**

- 121. Responsible for ensuring that the Club complies with all child safe information distributed by SLSNSW requirements.
- 122. Developing and maintaining the Club's register of Working With Children Certification (WWCC) records.
- 123. Be the single point of contact for the Club for all child safe information distributed by SLSNSW.
- 124. Review all child safe information distributed by SLSNSW and share or action with relevant members of the Club.
- 125. Respond to requests for feedback made by SLSNSW in relation to child safety on behalf of the club (e.g. respond to surveys; consult with club/branch and feed back to SLSNSW).

### **WH&S Officer**

- 126. Responsible for ensuring that the Club complies with all relevant Work Health and Safety requirements as well as environmental requirements arising from relevant legislation and Australian, State or Branch surf life saving policies or rules.
- 127. As required, undertaking appropriate risk assessments of the Club's facilities and activities so as to ensure the safety and wellbeing of Members and other people who use the Club's facilities or are subject to the Club's activities. [??? Exec or Fac?]
- 128. Maintaining the Club's Risk Register and Risk Management process. [Is this Exec Off?]
- 129. Developing and implementing appropriate OH&S awareness and training programs so that Members are aware of their individual and collective OH&S responsibilities.
- 130. Other duties and responsibilities as provided for in the Club's Constitution and any By-laws.

## **BY-LAW**

### **No. 12**

**ISSUE: Junior Activities**

**COMMENCED:** 8th August 2012

**LAST UPDATED:** 21st September 2023

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#### **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, Junior Sport Coordinator, Junior Education Coordinator, Junior Water Safety Superintendent and Junior Equipment Coordinator.
2. Any position on the Junior Activities Committee can be filled by the appointment of two or more people on a shared basis. All persons appointed must be Members of the Club.
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 Junior Activities Chairperson shall not hold office for more than three (3) consecutive years without the approval of the Club's Executive Committee.
5. The Junior Activities Committee, in consultation with the Child Safe Coordinator, will be responsible for the implementation of processes and procedures to ensure compliance with the SLA Child Safe Code of Conduct and Child Safe Policy.

##### **Committee Meetings**

6. Unless otherwise determined by the Junior Activities Committee, meetings shall be held monthly.
7. A member of the Junior Activities Committee not physically present at a meeting may, subject to the approval of the Chairperson of the Junior Activities Committee, 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.

8. A member of the Junior Activities Committee participating in a meeting under clause 6 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.
9. 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.
10. The Junior Activities Chairperson 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.
11. 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.
12. At least one member of the Executive Committee (not including the Junior Activities Chairperson) is invited 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**

13. The Junior Activities Committee is responsible for:
  - (a) the appointment of Age Managers and assistants;
  - (b) In consultation with the Child Safe Coordinator responsible for the implementation of procedures and qualifications around child protection;
  - (c) the proposed appointment of coaches for junior activities, in consultation with the Head Coach of the Club and the Director of Sport;
  - (d) 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;
  - (e) the approval of the nomination of Members for team events at the State Championships and other Championship events, not including Branch Championships;
  - (f) ensuring that the Club is suitably represented at any meeting, conference or the like where attendance of club junior activities personnel is required by SLSSNB, SLSNSW or SLSA, or attendance if not required, is otherwise desirable and in the best interests of the Club;
  - (g) ensuring that the Club complies with any obligations relating to the provision of carnival officials, water safety personnel or other support required by SLSSNB, SLSNSW or SLSA in respect of junior activities carnivals;
  - (h) ensuring that reasonable steps are taken so that only those parents who are Members of the Club assist and/or participate in junior activities;

- (i) ensuring that junior activities are at all times conducted in accordance with any relevant SLSA and Club policies and procedures;
- (j) acting at all times in the best interests of the junior activities Members and the Club;

### **Age Managers**

14. 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.
15. 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.
16. Age Managers shall –
  - (a) undergo any Age Manager training as required by SLSA, SLSNSW or SLSSNB or as may be determined from time to time by the Executive Committee;
  - (b) regularly attend and manage weekly activities at Freshwater Beach;
  - (c) ensure the attendance roll is marked each Sunday morning (or at other times as advised by the Junior Activities Committee) prior to the commencement of junior activities;
  - (d) attend and manage junior activity Members at all carnivals at which the junior activity Members in their age group participate;
  - (e) nominate junior activity Members for inclusion in the team to represent the Club at the State Championships and other Championship event, not including the Branch championships;
  - (f) nominate junior activity Members for team events at the State Championships or other Championship events, not including the Branch championships;
  - (g) select junior activity Members for team events at all local carnivals including the Branch championships;
  - (h) be responsible for determining which Members within their age groups are eligible to compete in the junior Club championships; and
  - (i) carry out such other duties and other responsibilities as may be determined from time to time by the Junior Activities Committee.

### **Eligibility to Compete in Club Championships**

17. In determining whether a junior activities Member is eligible to compete in the junior Club championships, Age Managers may take into account any ill-health, injury or other relevant factor(s) 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 Director Sport.]*

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

### **Carnival entry fees**

19. Parents of competitors 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.
20. 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.
21. In determining if parents or carers of junior activity Members are to reimburse the Club for carnival entry fees, the Junior Activities Committee is to take into account any reasons offered by the relevant parents or carers for the non-attendance of the junior activities Member.
22. Payment of late entry fees for competitors at any carnival within the SLSSNB area, the NSW State Championships and the Freshwater Bennett Board Carnival is the responsibility of the parents or carers of those competitors.
23. Payment of entry fees for competitors at any carnival outside the SNB area (State championships excepted) is the responsibility of the parents or carers of those competitors. The Junior Activities Committee may approve of exemptions from this provision subject to the following –
  - (a) the Sport Coordinator supports any request made by the parents or carers, and
  - (b) the request for exemption is made prior to the carnival taking place.

### **Levies and training costs**

24. The Junior Activities Committee may require junior activity 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 SLSA 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**

CI17 minor amendment to correct reference to Bennet Board Carnival

### **9 Sept 2021**

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

**08 Sept 2022** – Minor administrative changes updating terms when a proper noun is applicable, formatting consistent across By-laws. CI2 clarity that JAC must be members of the Club. CI4 period can be greater than 3 years with the approval of the EC. CI9 clarity around who from EC will attend JAC meetings. CI10(a) addition of assistants. Track changed document retained as a record.

**21 Sept 2023** – Minor administrative changes updating terms when a proper noun is applicable, formatting consistent across By-laws. New CI5 for compliance responsibilities for SLA Child Safe code and policy. CI7 amended for clarity around meeting attendance. CI13(b) inclusion of new role of Child Safe Coordinator.

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## **BY LAW**

### **NO. 13**

**ISSUE:**           **Code of Conduct**

**COMMENCED:**       14th February 2013

**LAST UPDATED:**     21st September 2023

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#### **PROVISIONS:**

All Members are expected to –

1. Respect the rights, dignity and privileges of others and pay particular regard to the on-going safety and wellbeing of children and young people under the age of 18.
2. Be fair, equitable, considerate and honest in all dealings with others and refrain from doing anything which amounts to abuse, intimidation, harassment or bullying of other people, including when using any electronic communication or social media.
3. Meet all requirements and fulfil all commitments in accordance with the Club's Constitution, By-Laws and policies, including any Club Values Statement, and the rules, regulations and policies of SLSA, SLSNSW and SLSSNB.
4. Act at all times in a way that preserves and protects the standing and reputation of the Club and the surf lifesaving movement in general, including when using any electronic communication or social media.
5. Use the Club's facilities and equipment for their proper purposes and care for and maintain such facilities and equipment correctly.
6. Be professional in, and accept responsibility for, their actions and make a commitment to providing quality service in respect of Club activities.
7. Be aware of their responsibility to take reasonable care for their own health and safety, not act in a way that impinges on the health and safety of members or other people and report to the Executive Committee any work, health and safety issues concerning Club activities of which they become aware.
8. Be familiar and comply with all relevant SLSA policies relating to Member protection and codes of conduct.

*[Note – refer to list of relevant policies at end of this by-law]*

### **Specific provisions relating to lifesaving services**

9. Patrol captains are expected to be familiar with the SLSNSW Standard Operating Procedures and the SLSNSW Lifesaving Services Agreement, ensure rostered patrols are conducted in accordance with those procedures and agreement and ensure the general public is at all times during patrols treated with respect.
10. Patrol members are expected to conduct themselves at all times during patrols and/or whilst wearing their surf lifesaving uniform in a courteous and respectful manner towards members of the general public.
11. Patrol members are required to comply with all reasonable directions of the Director of Lifesaving, Patrol Captain or other delegated Club Officer in relation to the conduct and operation of patrols.

### **Specific provisions relating to surf sports competition**

12. All members who represent the Club in surf sports competition are expected to compete in Club coloured costumes unless otherwise exempted by the Director Sport or their Age Manager or if required by the officials of the carnival in which they are competing.

*[Note – Clause 5 of the Constitution indicates that the Club costume shall be maroon and white or maroon.]*

13. If selected to represent the Club in a team event, Members must not withdraw from the team event in order to save themselves for an individual event unless otherwise exempted by the Director Sport, Section Captain, Team Coach or their Age Manager.
14. Competitors in age groups U15 and above representing the Club at surf sports events are expected, where practicable, to provide all reasonable assistance to tour managers, area managers and section captains in relation to the packing, unpacking, movement and setting up of Club gear and equipment to be used at the event.
15. Competitors representing the Club at State and Australian Surf Championships are expected, unless impracticable or otherwise exempted by the designated tour manager (or in the case of junior activities competition, relevant age managers and officials), to attend all Club meetings arranged by the tour manager.
16. If members of a specific competition section compete in a surf sports event and no formally authorised team manager is appointed, it is the responsibility of the section captain to nominate someone to undertake the role of team manager.
17. All team managers (which includes where appropriate tour managers, area managers, section captains and Age Managers) are to ensure reasonable steps are taken for the overall safety and wellbeing of team members. They are expected to be a role model for the team members, be familiar with this Code of Conduct and are accountable to the Club for the management of the team.

18. Any Member wishing to compete for the Club must comply with their patrol obligations as determined by the Director Lifesaving. These obligations include –
- (a) Attending rostered patrols on an on-going basis unless exempted or arranging for a substitute;
  - (b) Reciprocating for any substitute patrols undertaken on their behalf in a timely manner;
  - (c) Complying with any requirement to undertake make-up or penalty patrols without undue delay from the date the obligation first arises;
  - (d) For the avoidance of doubt, Members who do not attend their rostered patrols on an on-going basis and undertake voluntary patrols in order to make up their competition hours will not be considered to have met their patrol obligations.
19. When undertaking overnight stays at training camps, carnivals and other Club authorised events which involve Members under the age of 18:
- (a) The Child Safe Coordinator must authorise the event;
  - (b) Parents must be advised of the details of the activity including destination, supervision responsibilities and sleeping arrangements;
  - (c) Written consent from the parents must be obtained;
  - (d) Activity organisers or tour managers must ensure appropriate levels of supervision are in place [Note: General rule is a minimum of 2 adults with a ratio of 1:8];
  - (e) As far as practicable, children sharing a room should be the same sex and age and have an accompanying adult present; and
  - (f) Evidence of the WCC is to be checked for all supervisors.
20. Members who have transferred, or who may wish to transfer, to the Club for competition purposes shall not be offered any inducements other than those which are ordinarily available for existing Club Members.

### **Specific provisions relating to surf sports & award training**

21. Junior Activity Members – All Members engaged in authorised Club water activities & award training must wear high viz fluoro coloured tops. Members who fail to do so will not be allowed to be engaged in the activity or training.
22. Senior Activity Members - All members engaged in authorised Club water activities & award training must wear high viz fluoro coloured tops. Members who fail to do so will not be considered part of the authorised activity or training which may lead to a loss of insurance cover.

### **Specific provisions relating to the consumption of alcohol**

23. When consuming alcohol at or in connection with Club activities, Members must do so in way that maintains an appropriate level of responsibility and in a manner which will not impinge on the standing and reputation of the Club or the lifesaving movement in general.
24. Alcohol must not be provided to anyone under the age of 18 at any Club authorised event or other event conducted under the auspices of the Club.

### **Specific provisions relating to child protection**

25. The Club supports Surf Life Saving (SLS) commitment to ensuring the safety and wellbeing of all Children & Young People (CYP) who are involved in SLS. SLS policies and procedures seek to address risks to child safety and to establish child safe culture and practices in line with the National Principles for Child Safe Organisations.
26. These provisions apply to all Members, employees, parents, volunteers and contracted coaches who undertake or assist in Club related activities with Members under the age of 18. WCC documentation as required by SLSA and SLSNSW from time to time must be recorded and maintained by the Child Safe Coordinator and provided to the Surf Club Manager (for record retention purposes) for those assisting in Club related activities with Members under the age of 18.
27. The Club recognises that Members under the age of 18 warrant special consideration to ensure their on-going safety and well-being at all times, especially while engaged in Club approved activities. The safety and well being of Members under the age of 18 must be the paramount consideration. There must be 2 adults present at all training sessions involving Members under the age of 18.
28. The Club will not sanction any privately arranged one on one training sessions conducted at the Club involving Members under the age of 18.
29. If any person to whom this policy applies has reasonable grounds to suspect that any Member under the age of 18 has been subject to sexual misconduct or ill-treatment, they must immediately report that matter to Child Safe Coordinator or a designated Club Officer.
30. For the purposes of these provisions –
  - (a) Sexual misconduct includes sexual assault, indecent assault, sexual relations with a child under the age of 16, inappropriate conversations of a sexual nature and exposing a child to pornography or indecent exposure;
  - (b) Ill-treatment includes physical assault, inappropriate or offensive language directed to a child and behaviour that is likely to cause psychological harm to a child or neglect.
31. For the purposes of these provisions, “designated Club officer” includes:
  - (a) The President;
  - (b) The Executive Officer;
  - (c) The Club Captain;
  - (d) The Chairperson Junior Activities;
  - (e) Member Protection Information Officer;
  - (f) Child Safe Coordinator;
  - (g) The Club Chaplain or Deputy Chaplain.
32. On receipt of a report, the designated Club officer must ensure that the matter is brought to the attention of the President or Executive Officer as soon as practicable and that a record

of the circumstances giving rise to the report is made and provided to the President or Executive Officer.

33. Depending on the nature of the report received, the President or Executive Officer may, in consultation with the person making the report, do any or all of the following –
- (a) Contact SLSNSW or SLISA for further advice and assistance;
  - (b) Report the matter to the Department of Community Services;
  - (c) Report the matter to the police; and
  - (d) Seek further advice from, and or take further action as may be recommended by SLSNSW, SLISA, the Department of Community Services or the police including any action considered necessary to address any on-going Member safety and well being issues.
34. Whilst it may be appropriate in some circumstances for the President or Executive Officer to make further inquiries to clarify the circumstances giving rise to the report, those inquiries should be kept to a bare minimum. In-depth investigation of the circumstances by the President or Executive Officer must be avoided unless otherwise supported by SLSNSW, the Department of Community Services or the police.
35. If a Member is charged with a serious criminal offence as defined by SLISA or otherwise, the Member may be stood down from all official positions and may be suspended from the Club pending resolution of the matter. If a Member is found guilty of a serious criminal offence he or she may be expelled from the Club.

### **Disciplinary powers of the Executive Committee**

36. For the purposes of clause 26 of the Constitution, “breach of discipline” means an allegation against a Member which in the opinion of the Executive Committee, is serious in nature and is best dealt with by referral to the Judiciary Panel for further action.
37. In matters involving an alleged breach of discipline or Club rules which the Executive Committee considers not serious enough for referral to the Judiciary Panel, the allegation can be dealt with by a duly authorised member or members of the Executive Committee
38. Subject to clause 38, if an alleged breach of discipline or Club Rules dealt with under clause 36 is substantiated, the sanctions which may be imposed include but are not limited to reprimand, penalty patrols, undertaking voluntary work relating to Club activities, loss of privileges (e.g. access to the gym, access to the change rooms, and the opportunity to compete for the Club), payment of restitution for property damages (destroyed or stolen), removal from office or position or suspension or expulsion from the Club.
39. A Member cannot be suspended for more than one month or subject to an expulsion from the Club unless the alleged breach of discipline giving rise to the suspension or expulsion has been dealt with by the Judiciary Panel.

40. Provided a Member dealt with under clause 36 is afforded procedural fairness in respect of any allegation, the matter can be dealt with in such manner as the duly authorised member of the Executive Committee sees fit.
41. A Member may seek a review by the Executive Committee of any decision made by a duly authorised member or members of the Executive Committee.
42. If at any stage when dealing with a matter under clause 36, it is considered that the alleged breach of discipline is serious in nature, the matter may be referred to the Club's Judiciary Panel for further action.

*Note: For the definition of "serious criminal offence" refer to SLSA policy 6.16 – Dealing with Police Investigations, Criminal Charges, Guilty Pleas and or Convictions.*

*Note: SLSA Policies relating to member protection and codes of conduct -*

*1.01 Water Safety*

*1.02 Use of SLSA Equipment*

*1.05 Patrol Uniforms*

*5.02 Anti-Doping Policy*

*5.04 Proficiency and Patrol Hour Requirements – Competition Eligibility*

*5.11 Competition Manipulation and Sports Wagering*

*6.16 Criminal Convictions Policy*

*6.20 Use of Social Media*

*6.23 Illicit Drugs in Sport*

*6.05 Member Protection Policy*

*SLSA Safeguarding Children and Young People Guideline*

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

### **12 Sep 2013**

CI 17 amended to clarify role of tour managers and other supervisors duty of care responsibilities; New CI 18 inserted re wearing of fluoro vests during training activities; CI 21 amended to clarify supervision requirements for under 18 training sessions; new CI 22 inserted re privately organised training sessions; New CI 29 inserted to reflect SLSA policy re members charged with serious criminal offences; associated minor changes to clause numbering and policy table to reflect substantive changes.

### **23 Sept 2015**

CI 19 minor amendment by insertion of "appropriate" rather than "reasonable"

### **14 Sept 2017**

CI 12 amended by deletion of word "must" and inserting "expected to", CI 15 reworded to correct grammatical errors, CI 18 inserted to clarify requirement regarding patrol commitments; CI 19 amended to clarify requirement regarding wearing of high viz clothing in training; CIs 31-36 inserted to clarify powers of EC re breaches of discipline and club rules; re-numbering of clauses following insertion of new cl 18

### **12 July 2018**

CI 15 amended to remove reference to age groups 15 and over; list of SLSA policies amended to reflect current policy list

### **8 Aug 2019**

CI 3 amended by adding reference to club Values Statement

### **14 Nov 2019**

Inclusion of new cl 20 re members transferring for competition purposes; following clauses re-numbered.

**9 Sept 2021**

CI 22(b) amended by inclusion of reference to events held under auspices of club

**08 Sept 2022** – Minor administrative changes updating terms when a proper noun is applicable, formatting consistent across By-laws. CI7 report to EC. CL8 add “comply”. CI19 and CI23 addition of WCC checks. CI21 – split into junior and senior requirements with new clause 22. Update to policy 5.11 name. Track changed document retained as a record.

**21 Sept 2023** – Minor administrative changes updating terms when a proper noun is applicable, formatting consistent across By-laws. Various - inclusion of new role of Child Safe Coordinator and responsibilities. CI10 addition of surf lifesaving uniform. CI12 addition of competition official requirements. CI38 addition of expulsion from the Club for breaches of discipline.

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## **BY- LAW**

### **No. 14**

**ISSUE:            Use of Club Premises**

**COMMENCED:**        12th November 2020

**LAST UPDATED:**     21st September 2023

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#### **PROVISIONS:**

##### **General**

1. The Club's premises are to be available for hire by non-members subject to any conditions and rates of hire approved by the Executive Committee. The hours of hire by non-members may be from 6.00am to 12.00am (midnight).
2. The Club's premises are not available for hire by non-members, without the prior approval of the Director Facilities;
  - (a) on Sundays during the patrol season; and
  - (b) on Public Holidays.
3. Members may use the Club's premises (or a part thereof) on Christmas Day subject to the following:
  - (a) an application must be made to the Executive Officer;
  - (b) where more than one Member wishes to use the Club's premises, any approval given may be granted on the basis the use is to be shared with other Members; and
  - (c) the Member(s) will be responsible for cleaning up and leaving the Club's premises in the same condition which existed prior to the use commencing.
4. Members may hire the Club's premises (or a part thereof) for private use subject to any conditions and rates of hire approved by the Executive Committee. The rates applicable to Members shall be as follows;
  - (a) Life and 50 year Members – 50% discount off normal rate;
  - (b) Long Service Members – 35% discount off normal rate;
  - (c) All other Members – 25% discount off normal rate; and
  - (d) All Members – if exceptional or special circumstances can be demonstrated (e.g. funeral or memorial services for Members or functions associated with such funerals or memorial services), at a rate as approved by the Executive Committee.

5. Club Members are not permitted to enter any area of the Club's premises being hired for a private or commercial function or event while the function or event is being held unless permitted to do so by the hirer.
6. The Finance Panel is responsible for reviewing and making recommendations to the Executive Committee regarding rates of hire.

## **Gym**

7. Members must comply with the general rules of use which are set out in Annexure 1. The Executive Committee is responsible for determining the general rules of use and any additional special rules of use which may apply from time to time.
8. The Gym shall be managed by a Gym Manager.
9. In addition to any general rules of use, the following rules apply to the use of the gym:
  - (a) Cadet Members are not to use the gym unless in the company of an adult who is a Member of the Club;
  - (b) Associate & General Members – nipper parent Members are not to use the gym unless they pay the prescribed annual gym fee;
  - (c) Junior activity Members are permitted to use the gym in accordance with the Gym Rules;
  - (d) Council lifeguards stationed at Freshwater Beach may have access to the gym upon request. If not already a Member, council lifeguards are required to join the club as Honorary Members; and
  - (e) Non members are not allowed to use the gym at any time.
10. The gym shall be available for use by financial Members between the hours of 5.00am and 9.00pm subject to any temporary or interim restrictions imposed by the Surf Club Manager or the Executive Officer.
11. Members must not exit the gym via the Koolooro Room when that room is being used by third party hirers.

## **Change Rooms**

12. The change rooms are available for the use of;
  - (a) All SRC qualified U14, Cadet, Active Junior, Active Senior, Reserve Active, Long Service and Life Members;
  - (b) General Members – nipper parent Members who are qualified for and undertake water safety duties, Officials duties or age manager duties or qualified officials for junior activities program;
  - (c) Council lifeguards patrolling at Freshwater Beach;
  - (d) Junior Activity (Nipper) Member attending mid-week and Saturday training and having paid the training fee;

- (e) Infants under the age of 4 in the opposite gender change room in the company of parent / guardian;
  - (f) Toddlers between the age of 5 and 6 in the company of parent / guardian in the change-room of their gender; and
  - (g) Any other person approved by the Executive Committee.
13. The Executive Committee is responsible for determining any further rules relating to the use of the change rooms, including any limitations of use by specific membership categories.

### **Security Fobs**

14. Members must comply with the general rules of use which are set out in Annexure 2. The Executive Committee is responsible for determining the general rules of use and any additional special rules of use which may apply from time to time.
15. Security Fobs will be available for purchase by all financial Club Members in the following categories;
- (a) All SRC qualified U14, Cadet, Active Senior, Reserve Active, Long Service and Life Members;
  - (b) General Member – JAC endorsed nipper parent Members who are qualified for and undertake water safety duties or age manager duties for junior activities program;
  - (c) Any member of the Junior Activities Committee (JAC) who does not otherwise fall within categories (a) & (b); and
  - (d) Any other person approved by the Executive Officer.
16. Security Fobs shall be subject to a fee as approved by the Executive Committee.
17. A list of Security Fob holders will be maintained by the Surf Club Manager.
18. The Executive Committee shall be responsible for approving the level of access applicable to individual membership categories.
19. Non-members hiring the Club's facilities may be provided with Security Fobs to facilitate their use of the premises for the hiring. This can include access to allow the premises to be set up prior to the hire period and to be packed up after the hire has concluded.
20. Any Member who lends, gives or otherwise lets non-members use Security Fobs issued to the Member, or actively allows or facilitates non-members to use the gym or change rooms may have their Security Fob de-activated and or may be subject to disciplinary action in accordance with the Club's Constitution.

### **Storage of privately owned boards and skis**

21. Storage of privately owned boards and skis on the Club's premises shall be subject to sufficient space being available to store Club equipment. The Director of Sport is responsible for determining whether sufficient space exists for the storage of private equipment.

22. In determining whether sufficient space is available, priority will be given to approved surf lifesaving boards and skis over any non-surf lifesaving equipment.
23. Storage of any privately owned equipment of any type may be subject to the payment of a fee as may be prescribed by the Executive Committee.

### **Animals on the Premises**

24. Animals shall not be permitted on the Club's premises at any time. This does not apply to:
- (a) Companion or comfort animals being present in their capacity as companion or comfort animals;
  - (b) Guide dogs;
  - (c) Any animal on the premises in accordance with the Club Caretaker Agreement; and
  - (d) Any other animal for which the Executive Committee gives specific approval.

### **Club Flags**

25. The Australian Flag shall be flown at all times outside the Clubhouse. The caretaker is responsible for ensuring that the Australian Flag is in good repair and arranging for a replacement as required.
26. The Club Flag should be flown at all Club carnivals, the Annual General Meeting and for any other events or occasions deemed appropriate by the Executive Committee.
27. If deemed appropriate by the Executive Committee, the Australian Flag may be flown at half mast for three days on the death of a Club Member. In addition, the Australian Flag may also be flown at half mast on the day of any funeral or memorial service held in respect of a Club Member.

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

**08 Sept 2022** – Minor administrative changes updating terms when a proper noun is applicable, formatting consistent across By-laws. CI4 clarifying "discount off). CL9 clarity around temporary or interim restrictions. New CI13 added and CI16 – updated wording and a new Annexure 2 for Security Fobs. Track changed document retained as a record.

**21 Sept 2023** – Minor administrative changes updating terms when a proper noun is applicable, formatting consistent across By-laws. CI3(a) amended from Director Facilities to Executive Officer. CI8 addition of Gym Manager. CI12(d) inclusion of Junior Members attending authorised training and payment of training fee. CI12( e) and (f) – clarity around infants and toddlers in changing rooms.

## **BY-LAW 14 ANNEXURE 1**

### **ISSUE:           Gym Rules**

To ensure that use of the gym remains a pleasant experience for all Members and the Club meets its legal obligations under work, health and safety legislation, the following rules for use of the gym apply -

1. You must be a current financial Member;
2. Enclosed shoes and clothing (tops and shorts) must be worn at all times;
3. Towels must be used on all equipment and mats. Equipment and mats must be wiped down after use;
4. No dropping of weights on the floor and no use of weightlifter's chalk or powder;
5. Weights and other equipment are to be replaced after use;
6. Only those medicine balls which are designed for throwing against a wall or the floor should be used for this purpose;
7. Members between the ages of 13 and 15 must not use the gym without adult supervision and are not to use weights at any time;
8. Members between the ages of 16 and 18 must only use weights in accordance with a properly devised program;
9. Members should be mindful of the impact of loud music on members of the public when used in the gym. Music which features offensive language must not be played;
10. Members must not allow access or facilitate access to the gym by non-members or Members who are not otherwise entitled to access the gym;
11. When leaving the gym please ensure the lights and fan are turned off & both doors are shut; and
12. Members using the gym do so at their own risk.

Members found to be in breach of these rules may lose their gym access privileges.

## **BY-LAW 14 ANNEXURE 2**

### **ISSUE: Security Fob Rules**

To ensure access to the Club's Facilities and to ensure that the Club meets its legal obligations under work, health and safety legislation, the following rules for access to the Club's facilities apply -

1. Children under the age of 13 are not permitted to use the Changing Rooms unless under the direct supervision of the Security Fob Holder who provides the access. The Security Fob Holder will remain at all times with that child;
2. Male children are not permitted in the Female Changing Room and Female children are not permitted in the Male Changing Room under any circumstance;
3. This requirement does not apply to young children who require hot water treatment for marine stings or other first aid treatment provided they remain under the direct supervision of a parent or caregiver;
4. All Education Trainees /candidates are eligible to apply for a Security Fob to allow access to the Changing Rooms; and
5. Any Member who lends, gives or otherwise lets non-members use security fobs issued to the Member, or actively allows or facilitates non-members to use the gym or changing rooms may have their security fob de-activated and/or may be subject to disciplinary action in accordance with the Club's Constitution.

Security Fob Fees for Season 2023/24 are;

- Members identified under Clause 14(a),(b),(c) - \$20 one off fee;
- Other Approved Members - \$100 one off fee (at the discretion of the Executive Officer).