

2019

***SEACLIFF  
SURF LIFE  
SAVING CLUB  
INCORPORATED***



**CONSTITUTION**

7 October 2019

(July 2019)  
**SEACLIFF SURF LIFE SAVING CLUB INC**  
**CONSTITUTION, BY-LAWS & STANDARD OPERATING PROCEDURES**

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## **CONSTITUTION**

A copy of the Constitution shall be made available to any Member upon request.

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### **1. NAME & INTERPRETATION**

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#### **1.1 Name**

The organisation shall be known as Seacliff Surf Life Saving Club Incorporated' ("Seacliff SLSC").

#### **1.2 Definitions**

In this Constitution, unless the context or subject matter shall otherwise require:

"Act" means the Associations Incorporation Act 1985 (SA) as amended from time to time.

"Area of Control" means the area approved by SLSSA as being under Seacliff SLSC's control

"Board" means the Management Committee of Seacliff SLSC established under **clause 9**.

"Board member" means a member of the Board.

"Club" means a South Australian Surf Life Saving Club affiliated with SLSSA.

"Honorary Member" means a person who has or can offer some necessary skill or service to Seacliff SLSC and is selected at the discretion of the Management Committee.

"Intellectual Property" means any intellectual or industrial property owned by Seacliff SLSC including, but not limited to logos, trademarks, copyright and names in any surf life saving equipment, product, publication or event developed by Seacliff SLSC.

"Life Member" means any person who has rendered distinguished or special service to Seacliff SLSC and has been accepted to that category of membership by the General Meeting.

"Member" means a member of Seacliff SLSC under **clause 6**.

"Medallion" means SLSA Bronze Medallion award.

"SLSA" means Surf Life Saving Australia Ltd. For the avoidance of doubt SLSA is the supreme controlling authority for the whole organisation of surf life saving in Australia within the limitations of its powers as set out in the constitution of SLSA.

"SLSSA" means Surf Life Saving South Australia Incorporated.

#### **1.3 Interpretation**

In this Constitution, unless the contrary intention appears:

- (a) words imputing the masculine gender shall include the feminine gender;
- (b) words denoting the singular include the plural and vice versa;

- (c) a reference to a person or entity includes a natural person, a partnership, corporation, trust, association, unincorporated body, authority or other entity;
- (d) headings and the table of contents (if any) are for convenience only and do not affect interpretation;
- (e) where a word or phrase is defined, its other grammatical forms have a corresponding meaning;
- (f) a reference to any document is a reference to that document (and, where applicable, any of its provisions) as amended, novated, supplemented or replaced from time to time;
- (g) a reference to a party to this document includes that party's executors, administrators, successors and permitted assigns;
- (h) a reference to any legislation or legislative provision includes any regulations or other delegated legislation or instruments made or issued under it and any consolidations, amendments, re-enactments or replacements of it and them and any of them; and
- (i) the word "including" is not to be treated as a word of limitation.

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## 2. OBJECTIVES OF SEACLIFF SLSC

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- 2.1 Seacliff SLSC is a charitable service provider of emergency services. The objects for which Seacliff SLSC is established are to:
- (a) participate as a member of a single uniform entity through and by which surf life saving and the preservation of life in the aquatic environment within South Australia can be conducted, promoted and administered;
  - (b) conduct, promote, advance and control the work of surf life saving in the Area of Control, its many aspects devoted to aquatic safety and management and the preservation of life in the aquatic environment;
  - (c) produce, develop, create, licence and otherwise exploit, use and protect the Intellectual Property;
  - (d) cooperate with any organisations in improving methods of life saving (whether in aquatic environment or elsewhere) and the securing of public recognition and financial support for Life Saving Institutions;
  - (e) strive for Governmental, commercial and public recognition of SLSSA as the authority on aquatic safety and management within South Australia;
  - (g) draft and promulgate such rules as may be necessary for the management and control of surf life saving and related activities and the preservation of life in the aquatic environment and so far as local conditions permit secure uniformity in such rules;
  - (h) extend the operations and/or teachings of SLSSA within the Area of Control ;

- (i) further develop surf life saving into an organised institution and with these objects in view, to foster, regulate, organise and manage examinations, competitions, displays and other activities and to issue badges, medallions and certificates and award trophies to successful members;
- (j) ensure that environmental considerations are taken into account in all surf life saving and related activities conducted by Seacliff SLSC;
- (k) formulate or adopt and implement appropriate policies, including in relation to member protection, sexual harassment, equal opportunity, equity, drugs in sport, health, safety, junior and senior programs;
- (l) promote the health and safety of Members and all other users of the aquatic environment and seek and obtain improved facilities for their enjoyment;
- (m) encourage Members to realise their potential and athletic abilities by extending to them the opportunity of education and participation in surf life saving activities, regardless of gender or age, within the limits of membership categories;
- (n) encourage and promote performance enhancing drug free competition/environment;
- (o) recommend and support awards to Members and others, in honourable public recognition of hard and meritorious rescues from the sea, deeds of exceptional bravery from time to time performed in the course of life saving and other distinguished services and acts;
- (p) recommend and support where appropriate, recognition for Members to obtain awards, civil honours or public recognition for services to surf life saving or other fields of endeavour;
- (q) promote uniformity of laws for the control and regulation of the aquatic environment and to assist the authorities in enforcing these laws;
- (r) effect such purposes as may be necessary in the interests of surf life saving and the aquatic environment;
- (s) enforce the observance of the policies, rules and regulations and written directions from time to time of SLSSA and SLSC, deal with any infringement thereof, and adjudicate upon all disputes and difficulties between Members;
- (t) act as arbiter on matters pertaining to the conduct of surf life saving in the Area of Control, including disciplinary matters, and refer matters to SLSSA, as appropriate;
- (u) represent the interests of its Members and of surf life saving generally in any appropriate forum;
- (v) have regard to the public interest in its operations; and
- (w) undertake or do all such things or activities as may appear to Seacliff SLSC to be incidental or conducive to the advancement of these objects and to conduct the affairs of Seacliff SLSC in a way that strives to attain a surplus cash position.

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### 3. POWERS OF SEACLIFF SLSC

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- 3.1 Solely for furthering the objects set out above Seacliff SLSC has the powers set out in section 25 of the Act, including the power to:
- (a) acquire by purchase, exchange or otherwise, whether for an estate in fee simple or for any less estate, lands, tenements or hereditaments of any tenure whether subject or not to any charges or encumbrances and to erect, replace, maintain, reconstruct, adapt and furnish any offices or other buildings thereon and to sell, let, alienate, mortgage, charge or deal with all or any such lands, tenements or hereditaments or any part of them;
  - (b) purchase, take on lease or in exchange or otherwise acquire any real or personal estate which may be deemed necessary or convenient for any of the objects of Seacliff SLSC and to sell, manage, lease, mortgage, give in exchange, dispose of or otherwise deal with the same or any part thereof;
  - (c) construct, maintain and alter any houses, buildings or works necessary or convenient for the objects of Seacliff SLSC;
  - (d) borrow and raise money in such manner as Seacliff SLSC may think fit;
  - (e) raise or borrow money on bonds or mortgage or other security of any property held for or on behalf of Seacliff SLSC or without any such security and upon such terms as Seacliff SLSC shall think fit;
  - (f) receive money on deposit with or without allowance of interest thereon;
  - (g) invest any monies of Seacliff SLSC not immediately required in such manner as may from time to time be determined by Seacliff SLSC provided such funds shall be invested in securities as defined in the Trustee Act of South Australia;
  - (h) pursue through itself or others, such commercial arrangements, including sponsorship and marketing opportunities as are appropriate to further the objects Seacliff SLSC;
  - (i) do all or any of the matters authorised either alone or in conjunction with any person, company or unincorporated body or by through any factors, trustees or agents;
  - (j) take any donation, bequest, gift of property etc, whether subject to any special trust or not for any one or more of the objects of Seacliff SLSC;
  - (k) take such steps by personal or written appeals, public meetings or otherwise as may from time to time be deemed expedient for the purposes of procuring contributions to the funds of Seacliff SLSC in the shape of donations, annual subscriptions or otherwise;
  - (l) print and publish newspapers, periodicals, books or leaflets that Seacliff SLSC may think desirable for the promotion of its objects;
  - (m) appoint, hire, employ, remove, replace or reinstate secretaries, managers, servants, employees, agents and other persons in and for the carrying out of the objects of Seacliff SLSC and to define duties and to pay them in return for services rendered to Seacliff SLSC, salaries, wages and gratuities;

- (n) establish and maintain corporate entities to carry on and conduct the business affairs and undertakings, or any aspect thereof of Seacliff SLSC and for that purpose, utilise any of the assets of or held on behalf of Seacliff SLSC;
- (o) promote any other person or company for any purpose calculated to benefit Seacliff SLSC;
- (p) purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the companies, institutions, societies or associations whose activities or purposes are similar to those of SLSSA or generally for any purpose calculated to benefit Seacliff SLSC;
- (q) advance the interests of SLSSA and other Clubs;
- (r) carry on any other activity whatsoever which is considered to directly or indirectly enhance or further the interests of Seacliff SLSC and
- (s) Develop, implement and review a suite of Standard Operating Procedures (SOP's).

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#### 4. AFFILIATION WITH SLSSA

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- 4.1 SLSSA is a member of SLSA and subject to the powers of SLSA, is the controlling authority of surf life saving within South Australia.
- 4.2 Seacliff SLSC is a Member of SLSSA and recognises SLSSA as the controlling authority of surf life saving within South Australia.
- 4.3 Seacliff SLSC is recognised by SLSSA as the controlling authority of surf life saving in the Area of Control.
- 4.4 Seacliff SLSC shall apply annually for renewal of affiliation with SLSSA. Such application for renewal of affiliation must be made prior to the date of the annual general meeting of SLSSA and payment of any fees that may from time to time be determined by SLSSA shall be paid prior to the start of the annual general meeting.
- 4.5 When applying for renewal of affiliation Seacliff SLSC must indicate whether it has adopted any changes to its Constitution in the preceding twelve (12) months. If any amendments have been adopted then a complete new copy of the document must be submitted to SLSSA.
- 4.6 Seacliff SLSC will not be granted affiliation with SLSSA unless it is, and remains, a registered incorporated association, or is in the process of registering under the Act, nor will it remain affiliated with SLSSA unless it subscribes to the constitution and by-laws of SLSSA and to the constitution and regulations of SLSA.

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#### 5. SEASON

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The season shall commence annually on the 1st October.



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## 6. MEMBERSHIP

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Membership categories of the Club shall be as per SLSA and SLSSA membership categories.

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## 7. SUBSCRIPTIONS

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- 1) The subscriptions for the current season shall be determined by the Management Committee at its first meeting after the Annual General Meeting.
- 2) Subscriptions shall be payable by the 30<sup>th</sup> November each year.
- 3) Membership of the Club shall be on an annual basis in line with the dates set by SLSSA. After this date, membership shall cease and a member's rights to participate in the privileges of the Club shall be absolutely forfeited.

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## 8. OFFICERS

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The Officers of the Club shall comprise the Patron, Vice-Patrons, President, Vice President, Junior Chairperson, Captain, Vice Captain, Secretary, Treasurer, Business Liaison Officer, Chief Instructor, Competition Coordinator, Communications Officer, Members Representative, Youth Coordinator, Member Protection Officer, Auditor, Solicitor, and Medical Officer, all of whom except the Patron, Vice-Patrons, Auditor, Solicitor and Medical Officer shall be members of the Club.

The following officers shall hold office in an honorary capacity for a term of two years - President, Club Captain and Junior Chairperson.

All other club officers shall hold office in honorary capacity until the Annual General Meeting following their election or until ceasing to hold office for any other reason.

The Captain, Vice-Captain, Chief Instructor and Competition Coordinator shall be holders of the medallion.

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## 9. MANAGEMENT COMMITTEE

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The Management Committee of the Club shall be elected at the Annual General Meeting and shall comprise the President, Vice President, Junior Chairperson, Secretary, Treasurer, Business Liaison Officer, Captain, Vice Captain, Chief Instructor, Competition Coordinator, Communications Officer, Youth Coordinator, and Members Representative, making 13 members in all.

The Management Committee shall meet at least eleven (11) times per season.

Three days notice of each meeting shall be given by the Secretary to each member of the Management Committee.

An attendance of 50% of the Management Committee shall form a quorum.

The Management Committee shall be responsible for the Environment, Work, Health & Safety (EWH&S) and the implementation of the Member Protection Policy of the Club

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10. REPRIMAND, SUSPENSION, EXPULSION

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- 1) A Management Committee member may suspend any member for up to two (2) days for breaches of this Constitution and Bylaws. He shall report with details such Management within three (3) days. Where such breaches warrant further action, Management shall call a meeting of the Judiciary Panel, to be held within twenty one (21) days of the offence being reported. The club Management may decide to refer the matter to the State Judiciary Panel.
- 2) All other breaches of this Constitution and By-Laws will be dealt with by the Judiciary Panel within twenty one (21) days of the offence being reported.
- 3) Management shall notify the member in writing at least seven (7) days before the date of the Judiciary hearing.
- 4) Management shall also notify the member and the Judiciary Panel in writing of the particular section of the Constitution and/or By-Laws under which the breach has been committed.
- 5) The Judiciary Panel shall investigate, call for or act as prosecution and rule on their findings.
- 6) The Judiciary Panel shall have the power to reprimand, suspend or expel any member if on the finding of facts it is determined that a breach of this Constitution has occurred. The Judiciary Panel shall advise the Management Committee in writing of their finding and decisions within three (3) days.
- 7) Right of Appeal  
The member shall have the right to appeal to-
  - (a) Management Committee who shall then send the appeal to SLSSA or as per SLSA constitution.

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11. FINANCE

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- 1) All monies received shall be banked in the name of the Club. All cash withdrawals under \$2000 shall be made over any one signature of officers authorised by the Management Committee. Cash withdrawals over \$2000 shall be made over any two (2) signatures of officers authorised by the Management Committee. All cash withdrawals to be minuted by the Management Committee.
- 2) The payment of accounts in excess of a limit, established by the Management Committee at the first meeting after the Annual General Meeting, shall be made only after the same have been approved for payment by the Management Committee and recorded in the minutes.
- 3) The payment of accounts for the purchase of capital items of equipment shall be authorised by the Management Committee.
- 4) The financial year shall end at 30<sup>th</sup> April and a set of accounts should be prepared by the Treasurer and submitted to the Auditor. The duly audited accounts shall be presented to the Annual General Meeting.

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12. ANNUAL GENERAL MEETING

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- 1) The Annual General Meeting shall be held no later than July 31st on a date to be determined by the Management Committee.
- 2) The business of the meeting shall be:
  - (a) To receive and adopt the Secretary's and the Treasurer's reports of the previous season.
  - (b) To elect officers.
  - (c) To receive nominations for those Sub-Committees/Panels listed in By-Laws **Clause 2 Sub-Committees/Panels.**
  - (d) To receive nominations for Team Manager(s), Downstairs Manager and Merchandise Officer.
  - (e) To consider notices of motion of which due notice has been given.
  - (f) To transact general business.
- 3) Twenty Five per cent of the season's eligible members entitled to vote at the meeting shall form a quorum.
- 4) Twenty one (21) days notice in writing of the meeting shall be given by the Secretary to all officers and to all members entitled to vote at the meeting.
- 5) The notice of the meeting shall be accompanied by a request for nominations for the vacancies for the ensuing season, for notices of any motions to be proposed and general business.
- 6) Nominations shall be lodged with the Secretary in writing at a time and date set by the Management Committee and advised in the notice of meeting. This date not to be less than seven (7) days prior to the Annual General Meeting.

The Management Committee shall have power to add any nominations it may deem expedient at any time prior to the Annual General Meeting.
- 7) A list of all nominations and notices of motion shall be supplied to those members entitled to vote who are present at the meeting.

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13. VOTING

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- 1) At Annual General Meetings, the following only shall be entitled to vote:
  - (a) Life Members
  - (b) Financial Members who hold the Medallion
  - (c) Members of the retiring Management Committee, Sub-Committees & Team Manager
  - (d) Financial Long Service Members or financial 10 year certificate holders

2) At all other General Meetings, the following only shall be entitled to vote:

- (a) Life Members
- (b) Financial Members who hold the Medallion
- (c) Financial Members of the Management Committee, Sub-Committee's & Team Manager(s)
- (d) Financial Long Service Members or financial 10 year certificate holders

Members absent from any meeting shall not be entitled to appoint a proxy to vote on their behalf.

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#### 14. GENERAL MEETINGS

(1) The Secretary, on request in writing of ten (10) members eligible to vote as per Clause 13 stating the business to be discussed, shall immediately call a General Meeting and shall give seven (7) days notice in writing to all Members entitled to vote at such a meeting, twenty five (25) per cent of such members to form a quorum.

2) The Management Committee may call a General Meeting at any time, seven (7) days notice in writing to be given to all members entitled to vote at such meetings, twenty five (25) per cent of such members to form a quorum.

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#### 15. QUORUM

In the event of no quorum being present at the Annual General Meeting or any other general Meeting, such meeting shall be recalled and held within twenty one (21) days following.

In the event of no quorum being present at Management Committee meetings, such meeting shall be recalled and held within the following seven days.

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#### 16. CLUB COLOURS

The Club colours shall be BLACK AND WHITE.

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#### 17. COSTUMES AND BADGES

The Club's costumes and badges shall comply with the requirements of the SLSA.

The Club's insignia, badges and apparel shall be of designs approved by the Management Committee.

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#### 18. ALTERATION OF THE CONSTITUTION

No alteration of the Constitution shall be made except at a General Meeting, and notice of such alteration shall be given in writing by the Management Committee at least twenty one (21) days before the desired date of the meeting.

Alterations of the By-Laws and appendices may be made by the Management Committee at any time, but shall be ratified at the next General Meeting.

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## 19. DISSOLUTION

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The Club shall not be dissolved without the consent of at least 75% of the members entitled to vote at a General Meeting of the Club called for the purpose at least twenty one (21) days notice of which shall be given by the Secretary in writing by means of -

- 1) A notice in the Clubhouse.
- 2) A notice sent to each Member entitled to vote at the Meeting.

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## 20. DISPOSAL OF ASSETS

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- 20.1 If Seacliff SLSC becomes inactive, goes into recess, or has its affiliation as a Club terminated, or is dissolved under this Constitution, SLSSA is empowered by this Constitution to take any necessary action in winding up the affairs of Seacliff SLSC.
- 20.2 Upon dissolution of Seacliff SLSC under **clause 20.1** the books, accounts, assets, property - both real and personal - of Seacliff SLSC shall be handed over to SLSSA, including the seizure of Seacliff SLSC's property, wherever it may be situated.
- 20.3 The property may be sold or disbursed by SLSSA and all funds seized or raised through sale of property would be held in Trust by SLSSA for a period of three (3) years at which time SLSSA shall, in its absolute discretion, decide upon its future use for Surf Life Saving activities.

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## 21. INDEMNITY

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- 21.1 To the extent permitted by the Act, every Board member of Seacliff SLSC will be indemnified out of the property of Seacliff SLSC against any liability to any person (other than Seacliff SLSC) incurred by them in their capacity as a Board member.
- 21.2 To the extent permitted by the Act, every Board member of Seacliff SLSC will be indemnified out of the property of Seacliff SLSC against any liability to Seacliff SLSC incurred by them other than any liability arising as a result of any negligence, default, breach of duty or breach of trust on the part of the Board member of which he may be guilty
- 21.3 Without limiting **clauses 21.1** and **21.2**, Seacliff SLSC may indemnify out of the property of Seacliff SLSC each Board member against any liability for costs and expenses incurred by the person acting in their capacity as a Board member in defending proceedings, whether civil or criminal, in which judgement is given in favour of the person or in which the person is acquitted.

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## 22. GENERAL

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### 22.1 Notices

- (a) A notice may be given by Seacliff SLSC to any Member or Board member by:
  - (i) personal service;

- (ii) sending it by post to the address supplied by that person for the delivery of notices;
- (iii) email; or
- (iv) other approved electronic methods.

(b) Notice of every general meeting must be given all members.

## 22.2 Smoke Free Environment

Seacliff SLSC is a smoke free environment. Bans are in place to protect people from harmful second-hand smoke. There is no safe level of exposure to second-hand smoke.

Smoking and using e-cigarettes are banned in all public and private, enclosed and outdoor areas of Seacliff SLSC, including:

- a. All enclosed areas, club rooms, offices, kitchen and bar areas, bistro and function rooms, craft storage areas and storerooms, patrol towers facilities, first aid rooms, toilets and change rooms, gymnasium, and training facilities.
- b. All outdoor areas including balconies, ramps, driveways, craft wash-down areas, equipment staging areas, and within 5 metres of any pathway or pedestrian access point to a building.
- c. Within all club vehicles and watercraft.

## **BY-LAWS**

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### **1. CODE OF CONDUCT**

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#### **1.1 POLICY**

Seacliff Surf Life Saving Club is committed to conducting its operations in a professional manner at all times and in all contexts.

Personnel representing Seacliff Surf Life Saving Club are expected to act in accordance with the Seacliff Surf Life Saving Code of Conduct.

#### **1.2 CODE OF CONDUCT**

The Code of Conduct is to be adhered to at all times by members of Seacliff Surf Life Saving Club.

At all times members of the club shall conduct themselves in such a way that their behaviour, with regard to the way in which they communicate with each other and/or members of the public, will enhance the professional image of Seacliff Surf Life Saving Club.

In order to fulfil such requirements, the members of the club shall:

- Behave in such a fashion that the professional image of Seacliff Surf Life Saving Club commands the respect of their sponsors and the community.
- Treat all individuals and organisations with whom Seacliff Surf Life Saving Club interacts, with courtesy, respect and tolerance
- Afford due recognition of all ideas and work.
- Respect the rights, dignity and worth of others
- Be fair, considerate and honest in all dealings with others
- Be professional in, and accept responsibility for my actions
- Make a commitment to providing quality service
- Be aware of, and maintain an uncompromising adherence to, SLSA standards, rules, regulations and policies
- Operate within the rules of surf lifesaving including national, international and the Anti-Doping Policy guidelines that govern SLSA
- Understand my responsibility if you breach, or are aware of any breaches of, the code of ethics
- Refrain from any form of personal abuse towards others
- Refrain from any form of harassment or discrimination towards others
- Provide a safe environment for the conduct of the activity in accordance with relevant SLSA policy and follow the EWH&S guidelines.
- Show concern and caution towards others who may be sick or injured
- Be punctual and dressed accordingly
- Be a positive role model
- Ensure the Member Protection Policy is adhered to at all times

#### **1.3 GRIEVANCE PROCEDURE**

The process for a member to follow for a breach in the code of conduct is outlined in SOP Grievance Procedure 1.

#### **1.4 WORKING WITH CHILDREN CHECKS**

All volunteers at Seacliff SLSC need a working with children check in line with the SLSSA Member Protection Policy and at the Management Committee's discretion.

All paid Commercial Operation staff shall hold a current working with children check

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## 2. MEMBERSHIP

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### 2.1 RENEWAL OF MEMBERSHIP

Membership shall be renewed annually either by hard copy or the online registration with appropriate subscription, including Life Members.

The Management Committee may refuse to accept a membership application or renew the membership of any member or ex-member, but such persons shall have the right of appeal addressed in writing to the Secretary, to a decision of a special General Meeting called for that purpose.

### 2.2 RESIGNATION OF MEMBERS

Any member wishing to resign from the Club shall give formal notification to the Secretary.

### 2.3 MEMBER PERSONAL DETAILS

Members shall update their personal details via the Member's Portal.

### 2.4 AWARDS

#### (1) 10 year certificate of service

Persons who have completed 10 years of service as an active member or 10 years as a member of any Committee or Sub-Committee or have otherwise given 10 years special service to the Club shall qualify for the award.

#### (2) Gold Service Award

Persons who have completed 15 years service to the club in a specific area shall qualify for the Gold Service Award. The process for the award shall be a letter of nomination from a financial club member to the Life Saving & Education Committee who shall refer any recommendation to the Management Committee.

### 2.5 LIFE MEMBERSHIP

May be granted to members who have rendered sustained, distinguished, conspicuous and/or, special service to the club.

The name of the proposed Life Member must first be submitted to and approved by a two-thirds majority of the Management Committee. The proposed Life Member recommendation shall then be presented to a General Meeting and a vote must be carried by a two-thirds majority of the members present and entitled to vote. Nominations must be submitted in writing to the Secretary, duly proposed and seconded by a Life Members &/or Medallion holders in time to be presented to the Management Committee at the meeting immediately preceding the General Meeting at which the proposition is to be considered. The vote shall be conducted by secret ballot.

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## 3. COMMITTEES

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### 3.1 POWERS OF THE MANAGEMENT COMMITTEE

The Management Committee shall:

- 1) Manage the affairs of the Club, and expend the funds of the Club, as it deems most expedient in the interests of the Club.
- 2) Approve persons to membership of the Club.
- 3) Fill extraordinary vacancies, which may occur amongst the officers and Sub-Committees of the Club.



- 4) Propose By-Laws for the satisfactory working of the Club, the maintenance of order, and the carrying out of the clauses of the Constitution, such By-Laws, appendices to be confirmed or rejected at the next Annual General Meeting.
- 5) Elect after the Annual General Meeting, a Team Manager(s), a Merchandise Officer, Downstairs Manager and Sub-Committees as listed in Clause 2.
- 6) Appoint delegates to represent the Club or Management Committee as necessary.
- 7) From time to time, as required, determine that one of the positions held for a two-year term shall be for one term only.
- 8) Ensure that all Sub-Committees undertake a review of their operations in December and report back to the Committee.

### 3.2 SUB-COMMITTEES / PANELS

#### (1) JUNIOR

There shall be elected annually, except for the Chairperson or Secretary, a Junior Sub-Committee to administer the activities of the Junior Division. Such Sub-Committee shall be elected in accordance with the By-Laws hereto.

#### (2) OTHERS

The Management Committee shall elect annually from nominations received at the Annual General Meeting, the following Sub-Committees and positions-

Finance, Judiciary, Patrol (including IRB Officer), Sponsorship & Grants, Social & Fundraising, & Facilities Management Sub-Committees. (The Venue and Catering Manager shall become a member of the Social & Fundraising Sub-Committee).

The Management Committee may appoint other Sub-Committees as deemed necessary.

### 3.3 ABSENCES FROM MEETINGS

Should any member of the Management Committee or any elected Sub-Committee absent himself from two meetings without acceptable apology, the seat may be declared vacant and the Management Committee may elect another member in his place.

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## 4. DUTIES OF OFFICERS

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### MEETING PROCEDURES

The Chairperson of the Management Committee and all General Meetings shall be the President, or in his absence, the Vice President, or in the absence of both, the meeting will elect a Chairperson.

The Chairperson shall have a casting vote only.

The Chairperson shall conduct meetings in accordance with the normal rules of debate.

#### 4.1 PRESIDENT

##### ROLE

- 1 Will convene and chair the monthly Management Committee meeting.
- 2 Will monitor the performance of the club officers and make decisions in the best interests of the Club and the SLSA.
- 3 Will represent the Club and its Management Committee at State and National levels.
- 4 Will be aware of the activities of the various Sub-Committees and be satisfied that the objectives of the Club are being served.
- 5 Will be able to attend any Committee or Sub-Committee meeting.

##### QUALIFICATIONS

- 1 Must be a financial member of the Club.
- 2 Must have a thorough understanding of Life Saving structures; Club, State and National.

##### DESIRABLE QUALIFICATIONS

- 1 Be a holder of the Bronze Medallion.
- 2 Have good communication skills.
- 3 Display a willingness to accept responsibility.
- 4 Possess good people management skills.
- 5 Display a good working knowledge of the Club structure and its Constitution and By-Laws.

##### RESPONSIBILITIES

- 1 At all times act in the best interests of the Club.
- 2 Interact with appointed officers and Sub-Committees to ensure the objects of the Club are being served.
- 3 To work toward preventing and resolving disputes as and when they may occur.
- 4 Will be a signatory to the Club bank accounts.
- 5 Will promote and represent the Club.
- 6 Will act as a positive role model to all levels of the Club membership.
- 7 Will communicate with council and local government as required

#### 4.2 VICE PRESIDENT

##### ROLE

- 1 Will convene and chair the Sponsorship & Grants Sub-committee.
- 2 In the absence of the President will be Chairperson of the Management Committee.
- 3 In the absence of the President will represent the Club and its Management Committee at Club, State and National levels.
- 4 Will know or endeavour to be aware of the activities of the various Sub-Committees and be satisfied that the objects of the Club are being served.
- 5 In the absence of the President, may be a voting guest of all Sub-Committees.

##### QUALIFICATIONS

- 1 Must be a financial member of the Club.
- 2 Should know or be in the process of gaining a thorough understanding of Life Saving structures; Club, State and National.

##### DESIRABLE ATTRIBUTES

- 1 Be a holder of the Bronze Medallion and other life saving awards and be accredited as an Assessor, Competition Official and/or Surf Coach.
- 2 Have good communication skills.

- 3 Display a willingness to accept responsibility and deputise for the President as and when required.
- 4 Possess or be developing good people management skills.
- 5 Display a good working knowledge of the Club structure, Constitution, By-Laws, Appendices and SOP's.

#### RESPONSIBILITIES

- 1 At all times act in the best interests of the Club and SLSA.
- 2 Assist the President to interact with appointed officers and Sub-Committees to ensure the objects of the Club are being served.
- 3 To work toward preventing and resolving disputes.
- 4 Will promote and represent the Club.
- 6 Will act as a positive role model to all levels of the Club membership.
- 7 As chair of the Sponsorship & Grants Subcommittee, manage the sponsorship and supporter's portfolio and apply for grants wherever and whenever available.
- 8 Organise for club sponsors and supporters and VIPs to be invited to club functions such as Open Day, Junior and All of Club Presentations.
- 9 Oversee the updating of sponsors and supporters on TV display and in club newsletters and Annual Report.

#### 4.3 JUNIOR CHAIRPERSON

The Vice-President shall be the Chairperson of the Junior Sub-Committee.

#### ROLE

- 1 Will convene and chair the monthly meetings of the Junior Sub-Committee.
- 2 Will coordinate the operations of the Junior Sub-Committee of the Club.
- 3 Will be a member of the Management Committee (if unable to attend will send a delegate from the Junior Sub-Committee).

#### QUALIFICATIONS

- 1 Must be a financial member of the Club.
- 2 Must have a good working knowledge of the junior activities.

#### DESIRABLE ATTRIBUTES

- 1 Have the ability to work as a member of a team.
- 2 Have good communication and people management skills.
- 3 Have a good working knowledge of meeting procedure.
- 4 Have a good understanding of junior activities at both a Club and State level.

#### RESPONSIBILITIES

- 1 Will represent the interests of the Junior Sub-Committee and members on the Management Committee.
- 2 At all times act in the best interests of the Club and SLSA.
- 3 Will interact freely with members to disseminate information and understand the needs of both junior members and parents.
- 4 Will work toward creating a friendly and comfortable Junior Division which serves all members' needs.
- 5 Will promote and represent the Club.
- 6 Will act as a positive role model to all levels of Club membership.
7. Will promote fundraising throughout the Junior division.

#### 4.4 CLUB CAPTAIN

#### ROLE

- 1 Will have the overall responsibility for all lifesaving activities both on the beach and in the clubhouse.
- 2 Will be able to attend any Committee or Sub-Committee meeting.

- 3 He shall oversee all life saving activities conducted and performed by members and submit a written report to each Management Meeting.
- 4 To liaise closely with his Vice Captain, Chief Instructor, Competition Coordinator and Coaching Coordinator, in the areas of patrols, instruction and competition and provide assistance and support in these areas as and when required.

#### QUALIFICATIONS

- 1 Will be a financial member of the Club.
- 2 Will be a holder of the Bronze Medallion.
- 3 Will have a good working knowledge of all Surf Life Saving activities.

#### DESIRABLE QUALIFICATIONS

- 1 Be a proficient Bronze holder.
- 2 Have good communication and people management skills.
- 3 Display a willingness to accept responsibility.
- 4 Possess a good working knowledge of the Club and Association structure.

#### RESPONSIBILITIES

- 1 Will be responsible at all times to the Management Committee.
- 2 To actively carry out life saving duties.
- 3 Will be responsible for the care and overseeing of the Club's gear and equipment.
- 4 To work toward avoiding and resolving disputes.
- 5 To liaise freely with Club officers and general members.
- 6 To promote and represent the Club and uphold the Code of Conduct.

### 4.5 VICE CAPTAIN

#### ROLE

- 1 To assist the Captain as directed in the management & running of the day-to-day running of the club.
- 2 To ensure the smooth operation of the patrolling activities of the Seacliff SLSC and ensure the objects of the Club are met in this regard.
- 3 He will convene and chair the patrol Sub-Committee.
- 4 He will oversee all patrolling activities conducted and performed by members and submit a report to each Management Committee meeting.
- 5 He will compile, update and distribute patrol rosters and information at the beginning of each season.

#### QUALIFICATIONS

- 1 Must be a financial member of the Club.
- 2 Will be a holder of the Bronze Medallion.
- 3 Will have good knowledge of surf life saving.

#### DESIRABLE QUALIFICATIONS

- 1 Be a proficient bronze holder
- 2 Have good communication and people management skills.
- 3 Display a willingness to accept responsibility.
- 4 Possess a good working knowledge of the Club and Association structure.

#### RESPONSIBILITIES

- 1 Will be responsible at all times to the Club Captain and through him to the Management Committee.
- 2 Will deputise for the Captain as and when required.
- 3 Will negotiate the Club's patrol contract with the relevant State officers. Once finalized will ensure it is

- displayed in the Tower.
- 4 Will be responsible for the patrolling operations of the Club.
  - 5 Will be responsible for the care and overseeing of the Club's patrol gear and equipment and ensuring operational readiness.
  - 6 To promote and represent the Club.
  - 7 Ensure Patrol Hours are updated on SurfGuard at least monthly and all logs are updated within a month at the end of the season.
  - 8 Ensure Incident Reports are completed and submitted.

#### 4.6 CHIEF INSTRUCTOR

##### ROLE

- 1 Will have the overall responsibility for the instruction activities of the Seacliff SLSC and ensure the objectives of the Club are met in this regard.
- 2 He will liaise with and support the coordinators of each instruction area:
  - Surf Life Saving Certificate and Bronze Medallion
  - Inflatable Rescue Boat
  - Technical Awards
  - Annual Proficiencies
  - National Junior Awards
- 3 Will be responsible for all administration of Club Assessments.

##### QUALIFICATIONS

- 1 Must be a financial member of the Club.
- 2 Will be a holder of the Association's Instructors or Training Officers Award.
- 3 Have a high level of understanding of the Surf Life Saving Association award structure.
- 4 Have a high level of skills and understandings outlined within the Association's Training Manual.

##### DESIRABLE QUALIFICATIONS

- 1 Hold a number of awards.
- 2 Have good communication and people management skills.
- 3 Be able to organise and record details of awards held by Club members.
- 4 Planning ability to ensure high levels of Life Saving skills amongst Club members.
5. SLSA Assessors and Certificate 4 in TAE are highly desirable.

##### RESPONSIBILITIES

- 1 Will be responsible at all times to the Club Captain and through him to the Management Committee.
- 2 Will deputise for the Captain as and when required.
- 3 Will work with instructors within the different award categories and ensure development of skills.
- 4 Will liaise with the Secretary to ensure that all members training for awards are registered.
- 5 Will liaise with the Communications/Membership Officer to ensure that all new members are introduced to Club activities.
- 6 Will liaise with the Vice Captain to ensure that new members are placed on patrol and that skills are developed within each area.
- 7 Will submit the appropriate paperwork to SLSSA for Assessments and Proficiencies.
- 8 Will submit a report to the monthly Management Committee meeting.

#### 4.7 COMPETITION COORDINATOR

##### ROLE

- 1 Will have the overall responsibility for the Competition of the Seacliff SLSC.
- 2 Will liaise with and support the area coaches of each competition area.
- 3 Will chair and convene the Competition Sub-Committee (Selection).
- 4 Will be responsible for all entries and administration of Surf Life Saving Competitions.
- 5 Will receive, consider and make recommendations to the Selection Sub-Committee on equipment subsidies and report such recommendations to Management Committee.

##### QUALIFICATIONS

- 1 Must be a financial member of the Club.
- 2 Will be a holder of the Bronze medallion.
- 3 Have a high level of understanding of the Surf Life Saving Association competition structure.

##### DESIRABLE QUALIFICATIONS

- 1 Be an experienced competitor.
- 2 Have good communication and people management skills.
- 3 Be able to organise and record details of competitions and entries.
- 4 Planning ability to ensure high levels of competitive skills amongst Club members.

##### RESPONSIBILITIES

- 1 Will be responsible at all times to the Club Captain and through him to the Management Committee.
- 2 Will deputise for the Captain as and when required.
- 3 Will work with the coaches within the different competition areas and provide support and assistance.
- 4 Will liaise with the Secretary to ensure that all members entering competitions are registered.
- 5 Will liaise with the Proficiency coordinator to ensure that all members entered for competitions are proficient.
- 6 Will submit a report to the monthly Management Committee meeting.
- 7 Will promote and represent the Club.
- 8 Liaise with Coaching Coordinator and together appoint Coaches.

#### 4.8 SECRETARY

##### ROLE

- 1 Will have overall responsibility for the administrative function of the Club.
- 2 Will have overall responsibility for the member registrations of the Club.

##### QUALIFICATIONS

- 1 Must be a financial member of the Club.
- 2 Will have a good working knowledge of the operations of the Surf Life Saving Association.

##### DESIRABLE QUALIFICATIONS

- 1 Will be computer literate.
- 2 Display a willingness to know and be known to all members.
- 3 Have good organisational skills.

##### RESPONSIBILITIES

- 1 Will be responsible at all times to the Management Committee.
- 2 Will work closely with the Junior Secretary.
- 3 Will be responsible for Club correspondence and mail distribution.
- 4 Will prepare and present the Annual Report of the Club to the Annual General Meeting.

- 5 Will file the minutes of all general and Management Committee meetings.
- 7 Keep a list of all key holders of the Club premises including security access and the issue of fobs.
- 9 Renew the Charity Status Registration each year.
- 10 Arrange for the purchase of trophies and the organisation of Presentation Night.
- 11 Will endeavour to provide accurate administrative records which facilitate continuity of administrative function for future operations.
12. Maintain Club asset register in liaison with the Treasurer.
- 13 Keep a list of member details and submit registration to the Association.
- 14 Organise and distribute membership cards.

#### 4.9 TREASURER

##### ROLE

- 1 Will have overall responsibility for the financial activities of the Club.
- 2 Coordinate and oversee the activities of the Bookkeeper.

##### QUALIFICATIONS

- 1 Must be a financial member of the Club.
- 2 Have a good working knowledge of bookkeeping.

##### DESIRABLE QUALIFICATIONS

- 1 Have good communication and people management skills.
- 2 Display a willingness to accept responsibility.
- 3 Have a good working knowledge of the financial workings of the Club and general accounting principles.

##### RESPONSIBILITIES

- 1 Will be responsible at all times to the Management Committee.
- 2 To conduct the finances of the Club, at all times in the best interests of the Club.
- 3 Will liaise with the Business Manager and monitor the financial performance of the Clubs business interest.
- 4 To prepare and present the audited statements of the Club to the Annual General Meeting and to have them presented in the Annual Report.
5. Responsible for overseeing the Club insurance.
- 6 Maintain Club asset register in liaison with the Secretary.
- 7 Responsible for the clubs Goods and Services Tax compliance.
- 8 Responsible for the clubs Payroll, WorkCover and Superannuation statutory compliance.
- 9 Responsible to report monthly to the management committee.
- 10 Responsible for ensuring fortnightly payroll is processed and staff paid on time every fortnight.
- 11 Responsible for the clubs Australian Charities and Not-for-profits Commission statutory compliance.
- 12 Responsible acquit grants as required on behalf of the club.
- 13 Responsible for ensuring all club payments are authorised and properly accounted for.
- 14 Responsible for ensuring the club has adequate cash flow to meet its commitments.
- 15 Responsible to ensure club bank accounts are reconciled weekly and ledger accounts monthly.
- 16 Reimburse members in a timely manner as required who have incurred approved expenses on behalf of the club.
- 17 Responsible for invoicing members as required for competition and other club activities.
- 18 Responsible for ensuring all club debts are collected in a timely manner.
- 19 Assist with setting of membership fees annually.
- 20 Set policies and procedures for Club Cash handling.

#### 4.10 BUSINESS LIAISON OFFICER

##### ROLE

- 1 Be the representative on the Management Committee responsible for reporting and oversight of the Club's business operations.

##### QUALIFICATIONS

- 1 Must be a financial member of the Club.
- 2 Have business acumen, and staff management skills.

##### DESIRABLE QUALIFICATIONS

- 1 Have good communication and people management skills.
- 2 Display a willingness to accept responsibility.
- 3 Have a good working knowledge of the financial workings of the Club and general accounting principles.
- 4 Have experience within the corporate sector.

##### RESPONSIBILITIES

- 1 Will be responsible at all times to the Management Committee.
- 2 With the Treasurer, be the liaison between the Management Committee and the Venue and Catering Manager.
- 3 Will review with the Venue and Catering Manager (preferably monthly) and monitor the financial performance of the Club's business operations
- 4 Will report regularly to the Management Committee on the performance of the Commercial Operations of the Club.
- 5 Will work with the Venue and Catering Manager to ensure Management Committee governance decisions regarding the Club's business operations are implemented.
- 6 Will work with the Venue and Catering Manager to ensure compliance with EWH&S policies and any other policies relevant to the Club's business operations.

#### 4.11 MEMBERSHIP REPRESENTATIVE

##### ROLE

- 1 Will canvass the general membership and represent the views of the members to the Management Committee.
- 2 Assist the Secretary & Junior Secretary with registrations.
- 3 Will Chair the Social & Fundraising Sub-Committee.

##### QUALIFICATIONS

- 1 Must be a financial member of the Club.

##### DESIRABLE QUALIFICATIONS

- 1 Will be a holder of the Bronze Medallion.
- 2 Will have a good working knowledge of, or be willing to learn, the different areas within Surf Life Saving.
- 3 Will have strong, positive communication skills

##### RESPONSIBILITIES

- 1 Coordinate volunteers for the upstairs bar and bistro
- 2 To communicate the workings and the decisions of the Management Committee to the general membership.
- 3 To promote and represent the Club.
- 4 To encourage the participation of Club members at all levels of Club life.
- 5 Shall be responsible for meeting with new members to explain club policies, instruction opportunities and



- competition options.
5. Will check member's feedback box upstairs and communicate with appropriate position holders regarding that feedback.

#### 4.12 COMMUNICATIONS OFFICER

##### ROLE

1. Will take the leading role in promoting the activities of the club and will assume the role of Publicity Officer.
2. May Chair a Communications Sub-Committee, the members of which will be approved by the Management Committee.

##### DESIRABLE QUALIFICATIONS

1. Will be a holder of the Bronze Medallion.
2. Will have a good working knowledge of, or be willing to learn, the different areas within Surf Life Saving.
3. Will have a good knowledge of social media platforms.

##### RESPONSIBILITIES

1. Publish a weekly newsletter.
2. Update Club social media platforms which include Facebook and Instagram.
3. Maintain the Club website including updating it with new Committee members, membership fees and new menus.
4. Be responsible for developing and maintaining a Club Communication Policy.

#### 4.13 TEAM MANAGER(S)

All SLS approved events shall have a Team Manager.

Shall be responsible for the management and organisation of representative teams as directed by the Management Committee.

Shall be responsible to report on all aspects of the Team under his control to the Management Committee.

May in consultation with the Representative Team Management suspend and/or expel members from the representative team under his control if there has been a breach of conduct considered unbecoming or any conduct which reflects on the good name of the Seacliff Club whilst they are under his control. Shall report such actions to the Secretary within three (3) days.

Where such breaches warrant further action, the Secretary shall call a meeting of the Judiciary Committee, to be held within twenty one (21) days of the offence being reported to them.

#### 4.14 MERCHANDISE OFFICER

Shall be responsible for the custody and sale of consumable items of gear and equipment.

Shall liaise with the Management Committee with regards to sponsor branding opportunities on any new merchandise.

Shall be responsible to the Treasurer for the collection and accounting of proceeds.

#### 4.15 INSTRUCTION COORDINATORS

(1) Shall be appointed to assist the Chief Instructor in the following areas:

- (a) Surf Life Saving Certificate and Bronze Medallion awards.
- (b) Inflatable Rescue Boat awards.
- (c) Technical awards e.g. radio, first aid.
- (d) Junior Division awards, including National Junior awards and Resuscitation Certificates.
- (e) Annual Proficiency tests.

#### 4.16 BOAT OFFICER

Shall be in charge of, and responsible for, the care and maintenance of the club's surf boat/s and associated equipment and shall be responsible for the arrangement of the necessary transportation of boat/s to and from surf carnivals and displays.

Shall coach and/or arrange instruction for suitable members of boat crews and further the interests of the boat competitors.

Shall report to the Captain on all maintenance and instruction issues concerning the boat area.

#### 4.17 IRB OFFICER

Shall be in charge of, and responsible for, the care and maintenance of the club's IRB's and associated equipment and shall be responsible for the arrangement of the necessary transportation of IRB's to and from surf carnivals and displays.

Shall coach and/or arrange instruction for suitable members of crews and further the interests of the IRB competitors.

Shall maintain current list of club IRB competitors and ensure all IRB competitors complete the annual proficiency tests.

Shall report to the Captain and Vice-Captain on all maintenance and instruction issues concerning the IRB area.

#### 4.18 COACHING COORDINATOR

Shall liaise with area coaches to ensure continuity of programs in line with club expectations.

Liaise with Competition Coordinator and together appoint area Captains and Coaches which are to be ratified by Management.

In liaison with the Competition Coordinator, oversee operation of the Surf Rescue Panel.

#### 4.19 JUNIOR COACHES

##### ROLE

1. To provide coaching and support in the further development of junior surf life savers at Seacliff Surf Life Saving Club.
2. Liaise with Junior Sub-Committee, age group leaders and Club coaches.
3. Appoint assistant coaches as required.

##### RESPONSIBILITIES

1. As a member of the Junior Sub-Committee, the coaches are responsible to the Junior Chairperson and the Coaching Coordinator.
2. Report to the Club Captain on matters of importance.

##### DESIRED OUTCOMES

1. To promote the ethos of junior surf life saving and assist in the personal and physical development of junior members.

##### QUALIFICATIONS

###### Personal abilities and skills.

1. The nominee/s shall be suitably qualified or accredited.
2. Ability to work as part of a team.

###### Knowledge

1. A knowledge of sound coaching practice.
2. A knowledge of surf life saving practices.

###### Experience

1. It is desirable that the nominee/s shall have experience in working with junior surf lifesavers and children.

###### Other Qualifications

1. Financial member of a surf life saving club.
2. Coaching accreditation of at least level one.
3. Bronze medallion holder.

#### 4.20 YOUTH COORDINATOR

##### ROLE

1. Will be responsible for driving club objectives in the area of youth development including recruitment, retention, recognition & the welfare of club members. A particular focus of this role will be to ensure a transition of members (and their families) from juniors into the senior ranks of the club.

##### QUALIFICATIONS

1. Must be a financial member of the Club.
2. Have a current National Police Clearance
3. Be willing to commit to the group for both training sessions and carnivals
4. Have a good understand of Surf Lifesaving.

##### DESIRABLE QUALIFICATIONS

1. Has an interest and/or experience in youth and membership activities.
2. Is aware of and has good relationships with other areas within the club
3. Can assist the club to develop this area including recruitment, retention and welfare of the members.

## RESPONSIBILITIES

1. To encourage, engage and retain Juniors and their families as they transition into the senior ranks of the Club and take on patrolling responsibilities.
2. To communicate a consistent message regarding activities, training and expectations.
3. Will join the Management Committee to ensure flow of information to all parties.
4. Form a Sub-Committee, which will include the Club Captain and Junior Coach.

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## 5. SUB-COMMITTEES / PANELS

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### 5.1 FINANCE

The Finance Sub-Committee shall consist of the Treasurer, and up to two (2) others appointed by the Management Committee.

They shall report on the financial position of the Club and will consider all financial matters referred to them by the Management Committee or any Sub-Committee.

They shall prepare a budget for the incoming Management Committee.

### 5.2 COMPETITION SELECTION

The Competition Coordinator shall be Chairperson/Conveyor of the Competition Selection Sub-Committee.

Shall consist of the Competition Coordinator, Coaching Coordinator and the coaches from respective competition areas.

Shall select all Club teams and representatives and post their selection

Shall make recommendation to the Management Committee with regards to assistance for gear and competition.

Club Championships - 1st place getter in each section - trophy as designated.

The Competition Selection Sub-Committee shall conduct the Club Championships as detailed in the relevant clauses of the By-Laws.

### 5.3 PATROL

The Patrol Sub-Committee shall consist of the Vice Captain, an IRB Officer and a minimum of two (2) other members. They shall roster all patrols in accordance with Club and SLSSA requirements and ensure that accurate Patrol records are kept in the approved form, and provide written reports as necessary.

### 5.4 JUDICIARY

The Judiciary Panel shall be made up of members who shall hold the medallion and are preferably Life Members or qualified assessors. Nominations will be called for at the Annual General Meeting and the nominations endorsed by the Management Committee. When required, a final panel of three will be selected by the Management Committee.

The Judiciary Sub-Committee shall carry out the duties as laid down in the Constitution.

They shall elect their own Chairperson.

#### 5.5 SOCIAL AND FUNDRAISING

The Social and Fundraising Sub-Committee shall:

- (1) Consist of members and be chaired by the Members Representative
- (2) Be nominated at the Annual General Meeting.
- (3) Be responsible for organising the social and fundraising activities of the Club.
- (4) The Chairperson will report to the Management Committee.

#### 5.6 JUNIOR

To be read in conjunction with Section 8 (Junior Operations).

The Junior Sub-Committee shall:

- (1) Consist of members interested in furthering the objects of the Junior Association.
- (2) Be responsible to the Management Committee.
- (3) Have the power to conduct their own affairs in accordance with a set of rules (Section 8 hereof) approved by the Management Committee.
- (4) Recommend how to expend such funds as is necessary for viable operation. All capital expenditure is to be approved by the Management Committee.

#### 5.7 LIFE SAVING AND EDUCATION SELECTION

Shall be responsible for the selection and/or nomination of suitable club members for annual life saving awards that are from time to time available from Surf Life Saving South Australia and from Surf Life Saving Australia eg Life Saver of the Year.

Shall be responsible for the selection and/or nomination of suitable club members to participate in development programs that are from time to time available from Surf Life Saving South Australia and from Surf Life Saving Australia eg Sir Adrian Curlewis Scholarship and National Leadership Development Courses.

Shall be responsible for the annual selection of club trophies and awards

The composition of the Life Saving and Education Selection Committee shall be President, Vice President, Captain, Competition Coordinator and Junior Chairperson. The Captain may co-opt members considered appropriate to determine nominees for national, state & club awards.

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### **6. SPECIAL POSITIONS**

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#### 6.1 SEAL HOLDERS AND PUBLIC OFFICER

##### (i) Seal Holders

- (a) One (1) Seal Holder shall be appointed by the Management Committee and they shall hold office until their ceasing to be a Member of the Club, resignation from office, incapacity to act, or absence from the State of South Australia for a continuous period of more than three (3) months.

- (b) The Seal Holder shall have custody of the Common Seal of the Club which shall be affixed to such official documents as may be directed by a resolution of Management Committee of the Club.
- (c) The Common Seal must be affixed in the presence of either the President or the Secretary of the Club.
- (d) The names of the Seal Holder shall appear in the minutes of each Annual General Meeting.

(ii) Public officer

- (a) A Public Officer shall be appointed by the Management Committee who shall hold office until ceasing to be a member of the Club, resignation from office, incapacity to act, or absence from the State of South Australia for a continuous period of more than three (3) months.
- (b) The Public Officer shall supply to the State Business and Corporate Affairs his name and address and occupation and any other details required.
- (c) The name of the Public Officer shall appear in the minutes of each Annual General Meeting.

6.2 MEMBER PROTECTION OFFICER

There shall be Member Protection Officer duly elected at the Annual General Meeting independent of the Management Committee who shall not be a club office bearer but who will be an ex-officio member of the Management Committee. Their responsibility shall be to act autonomously and impartially for aggrieved members or members seeking independence help and advice.

6.3 DOWNSTAIRS MANAGER

Shall be responsible to the Club Captain to maximize the efficiency of the downstairs area and use of the craft.

- a) Garbage disposal
- b) Cleaning of showers, toilets and members area
- c) Refuse removal
- d) Manage recyclables

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7. GENERAL

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7.1 CONDUCT

No unseemly conduct likely to interfere with the comfort of other members shall be permitted and all members shall assist in preventing such conduct.

7.2 DISCIPLINE

All Club members shall obey all reasonable commands of the Captain, Vice Captains, Patrol Captains and Deputies of each of these officers at all times considered reasonable by the Management Committee and in particular while at or near the Club premises or Club Patrol stations and while attending carnivals, examinations, drills, demonstrations, social events and similar activities.

7.3 CONSUMPTION OF ALCOHOL

(1) Alcohol shall only be consumed within the areas of the Club that are licensed pursuant to the Licensing Act 1967 (amended) or otherwise in accordance with a resolution of the Management Committee.

(2) No liquor shall be sold or supplied to any person, whether member or guest of a member under the age of 18 years.

#### 7.4 DRUGS

The use of, taking of, or dealing in illegal drugs by Members within the boundaries of the Club premises or whilst engaged in Lifesaving duties is prohibited.

#### 7.5 COMPLAINTS

All complaints shall be in writing to the Secretary or in line with the clubs grievance procedure.

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### **8. JUNIOR OPERATIONS**

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- (1) MEMBERSHIP shall be open to persons from the age of 5 to 13 years inclusive as defined by SLSA.
- (2) SUBSCRIPTIONS for the current season shall be set by the Management Committee at the first meeting after the Annual General Meeting.
- (3) At Junior Presentation nominations shall be received for positions on the Junior Sub-Committee. Nominations for Junior Chairperson and Junior Sub-Committee positions shall also be tended via the normal AGM nomination procedure. The club Junior Chairperson who is elected at the AGM shall be appointed as Junior Chairperson as recognized in the By Laws. Voting for the Junior Sub-Committee, other than Chairperson, will be conducted at the first club Management Committee meeting following the AGM.
- (4) COMMITTEE. The Committee shall consist of:
- (a) Junior Chairperson
  - (b) Deputy Chairperson
  - (c) Secretary/Registrar
  - (d) Coach(s) (who shall be a Medallion holder)
  - (e) Committee members (5 - 7)
- All but the coach/s shall be nominated at the Junior Presentation
- The coach/s shall be appointed by the Junior Sub-Committee as soon as possible following the AGM
- All persons elected to the Sub-Committee must become financial members of the Club by payment of the appropriate fee.
- (5) TRAINING Junior Sub-Committee shall be responsible for administration and conduct of all junior activities with consultation with the Management Committee as required.
- (6) COACH In consultation with the Junior Sub-Committee, the coach shall have responsibility for the planning and conduct of training and competition.
- (7) AGE GROUP LEADERS Expression of interest for age group leaders will be sought at the Junior Presentation. The appointment of Age Group Leaders shall be by the Junior Sub-Committee as soon as practicable. Age Group Leaders will be required to be an Accredited Age Group Leader and to attain their Resuscitation Certificate and it is desirable that they gain their Bronze Medallion and First Aid Certificate.

## SEACLIFF SLSC STANDARD OPERATING PROCEDURES

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### GRIEVANCE PROCEDURE - STANDARD OPERATING PROCEDURES

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#### **Purpose**

To detail a process used by a Member in the case of alleged breach of the Code of Conduct:

#### **Procedure**

An aggrieved club member may approach the Club Captain, President or Secretary, any member of the Management Committee or the Member Protection Officer, verbally or in writing to discuss a grievance.

The Club Captain, President, Management Committee or Member Protection Officer may refer the matter to the club Secretary in writing who is then obliged, if the matter is deemed serious enough, to refer the matter to the club or State judiciary for investigation.

The secretary shall also notify in writing the member alleged to have caused the grievance.

Conciliation will be the preferred outcome attempted by club management.

The alleged offender upon receipt of the findings and penalties from the club judiciary may refer the outcomes to the Management Committee for consideration and potential referral back to the judiciary.

The Management Committee may refer an appeal to the SLSSA judiciary.

If in the opinion of the aggrieved member, their problem has not been adequately dealt with by the club, they may refer the matter to the CEO or appointed male or female grievance state grievance officer.

Review by: Management Committee

Review period: Annually

Ratification: Management Committee



## SEACLIFF SLSC

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### GYMNASIUM – STANDARD OPERATING PROCEDURE

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#### **Purpose**

To provide access details and member use of facility and equipment requirements.

#### **Procedure**

##### Access – Approved Users

Access to the gym and use of this club facility is restricted to current proficient, patrolling, active Bronze Medallion holders (over 18 years of age) and Life Members.

Other financial club members that are not Bronze holders or Life Members can apply to management for “Fob” access.

The gym facilities are restricted to Club members only.

##### Age Group Stipulations

Club members aged between 15 and 18 years old must be supervised by an approved adult fob holder when using any area of the gymnasium.

Members under the age of 15 may access the gym as part of a designated training session under the supervision of an accredited coach. The Management Committee encourage pair and group activities for safety purposes.

##### Hours of Operation

Approved users may only access the Gym between the hours of 6:00 am – 10:00pm or as determined by the Management Committee.

##### EWHS & Personal Safety

The Management Committee takes member safety very seriously.

As such, the following requirements must be adhered to:

- Enclosed footwear must be worn in the gymnasium (no thongs, sandals, socks or bare feet).
- A towel must be used for covering and wiping down equipment.
- Participants must be dry and free of sand before entering the gymnasium.
- Any injuries or close calls must be reported to the Management Committee.
- Please ensure the gym is clean, windows are closed, equipment packed away and the gym is locked.

##### Maintenance

Any damage to equipment or surrounds must be reported immediately to the Management Committee

Failure to comply with gym guidelines and conditions may result in the withdrawal of access privileges.

Review by: Management Committee

Review period: Annually

Ratification: Management Committee

## SEACLIFF SLSC

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### PATROLS – STANDARD OPERATING PROCEDURE

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#### **Purpose**

To define Club and Member requirements and responsibilities associated with its approved Patrol Contract with SLSSA.

#### **Procedure**

- (1) The Management Committee shall maintain efficient patrols to carry out life saving and first aid on and near the Seacliff Beach during such periods as may be specified by the S.A. SLSSA of the S.L.S.A.
- (2) Only members as defined by By-Law 9.2 of Surf Life Saving S.A. shall be permitted to patrol.
- (3) Members shall attend the beach for patrol duty on such dates and hours as may be specified on the Patrol Roster. Patrols shall be appointed by the Patrol Sub-Committee and shall be under the direction of the Patrol Captains.
- (4) Patrol Captains shall be responsible for the efficiency of their patrols, shall report in the Patrol Book the absence of any member of their patrol, and shall notify the Vice-Captain of any irregularities which may occur, such as being late, leaving early, not being in costume and ready for instant call during the patrol, disobedience.  
Any rescues, assistance, first aid etc. given shall be noted in the Patrol Book.
- (5) No patrolman shall leave the patrol area without first obtaining the permission of the Patrol Captain.
- (6) Patrol gear shall be erected and made ready for use at the beginning of each patrol and safely stored at the conclusion of the patrol.
- (7) Any member who is unable to attend a patrol to which he is rostered shall notify the Vice Captain Patrol in advance and arrange his own substitute.
- (8) Any member who is absent from a patrol without notifying the Vice Captain Patrol or arranging a substitute shall be guilty of a patrol breach.
- (9) Patrol breaches will be dealt with by the Patrol Sub-Committee who shall allot the following penalties:
  - (a) For failure to attend a patrol or absenting himself or leaving without obtaining the Patrol Captain's permission - two (2) penalty patrols as set down by the Patrol Sub-Committee.
  - (b) For late attendance at a patrol - one (1) penalty patrol at a time set down by the Patrol Sub-Committee.
  - (c) For failure to satisfactorily complete any penalty patrol as above - suspension as determined by the Captain.
  - (d) The above penalties also apply to substitutes acting on behalf of patrol members.
  - (e) Penalty patrols imposed cannot be assigned to a substitute. They must be performed by the member to whom they are given.
  - (f) Penalty patrols shall be completed by pre-arrangement with the Vice-Captain Patrol within two (2) months of being imposed. In exceptional circumstances, the time limit may be extended on application in writing to the Patrol Sub-Committee.

Review by: Management Committee  
Review period: Annually  
Ratification: Management Committee

## **SEACLIFF SLSC**

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### **CLUB COMPETITIONS- STANDARD OPERATING PROCEDURE**

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#### **Purpose**

To define internal club competitions and associated rules

#### **Procedure**

The following events are considered Club Competitions:

##### **Surf Races**

These events shall be conducted weekly during the season at times advised in the season's program under the supervision of a Handicapper appointed by the Captain.

All patrolling members shall be encouraged to complete a minimum of four (4) surf races during a season. Points shall be awarded for each race, except the Seacliff to Brighton and Club Championships, as set out for the following sections:

Junior,  
Under 15,  
Under 17,  
Under 19,  
Open Male,  
Open Female  
Over 30,  
Over 40,  
Over 50,

and trophies shall be awarded for the highest points in each section at the end of the season.

Each member may only compete in one section to be nominated by the member prior to their first race of the season. They cannot compete in any other section.

Points shall be allotted to financial members only.

The member shall be entitled to one point for the first race in which he competes each season. A handicap will apply after the completion of the member's first surf race.

|                        |                 |             |
|------------------------|-----------------|-------------|
| Points for surf races: | 1 <sup>st</sup> | six points  |
|                        | 2 <sup>nd</sup> | four points |
|                        | 3 <sup>rd</sup> | two points  |

All other competitors completing the course shall be awarded one point.

Members rostered for patrol shall be allotted one point towards the surf race aggregate. Any substitute on patrol is not entitled to this point.

Any ties for first placing in the overall point score will be determined by the greatest number of first placing, then in succession, to second and third placing's.

##### **800 Metre Races**

Two (2) 800 metre races shall be conducted during the season, one being the surf race immediately prior to Christmas and the other as programmed. They shall be conducted over a course parallel to the shore. Points for these races shall be scored on the same basis as for surf races, and shall be added to the score of points scored in surf races.

Members shall be handicapped for the 800 metre races by the Handicapper.

##### **Seacliff to Brighton Swim**

Shall be conducted annually over a course from opposite Wheatland Street to the Brighton Jetty and may be in either direction as decided by the Captain. It shall be held at a date and time to be programmed.

The race shall be open only to financial members who have completed at least three (3) surf races and one of the 800 metre races in the same season.

Any member not fulfilling any of the above requirements may nominate; however, a written request for exemption, stating reasons, must be made to the Captain at least seven (7) days prior to the event. Only members allotted a handicap by the Handicapper shall be permitted to swim. Points shall not be allotted towards any other Club trophy from this swim.

#### Club Championships

The Club Championships shall be conducted by a person or persons appointed by the Captain, herein referred to as the Organisers.

To be conducted over nine sections:

Under 15 Male & Female

Under 17 Male & Female,

Under 19 Male & Female,

Female,

Open,

Over 30,

Over 40

Over 50.

Club Championships are only open to financial members who hold the appropriate awards.

Competitors must nominate the section in which they wish to compete prior to the commencement of the event. They cannot compete in any other section.

There shall be a minimum of three in any section before it is held.

Points shall be allotted for errors and the person scoring the lowest number shall be declared the champion.

The competition shall be conducted over the following sections and any persons not completing all sections required for their category shall be disqualified:

(a) Beach Sprint - all sections

(b) Tube swim – all sections

(c) Swim - all sections

(d) Board Paddle - all sections

(e) Ski Paddle - all sections except U17

(f) Theory questions - all sections

(g) One Person Assessment- all sections

(h) Resuscitation - all sections

Points shall be awarded as follows:

Beach sprint - .10 per 1/10th second after the fastest time.

Tube swim - .02 deduction per second after fastest time.

Swim, board & ski - .02 deduction per second after fastest time.

Questions - each question has a value of 0.5 with a total of 20 questions.

One Person Assessment- major faults 2 points, minor faults 0.2 point.

Resuscitation - maximum 2 point deduction.

All theory questions will be multiple choice taken from the current training manual, and one person assessment and resuscitation will be as per the current training manual.

All events shall be conducted over courses as prescribed in Association Competition Manual.

The organisers shall have sole adjudication on matters pertaining to the Club Championships not covered by these By-Laws.

#### TROPHIES

The following trophies shall be awarded annually -

(a) Surf Races - to the highest aggregate points in each section - a trophy as designated and a medal to the second and third place getter.

(b) Seacliff to Brighton Swim - 1st<sup>2nd</sup>, 3rd fastest time, youngest competitor, oldest competitor.

(c) 800 metre swims - 1st place

- (d) Club Championships - 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place getter in each section - trophy as designated.
- (e) Best All Round Club Member
- (f) Most Efficient Patrol Person
- (g) Captain's Trophy
- (h) Best Under 19 Performance at State Titles
- (i) Best Under 17 Performance at State Titles
- (j) Best Youth Performance at State Titles
- (k) President's Trophy - for endeavour and/ or encouragement
- (l) The Oarsman Award
- (m) Best Open Performance at State Titles
- (n) Best Performance at Masters' State titles
- (o) Best Competitor at Surf Rescue Championships
- (p) Best Performance at Australian Titles
- (q) Best Performance at World Titles (ILS)
- (r) Best Performed Boat Crew at State Titles
- (s) Best Youth Performance at Australian Titles
- (t) Best Masters Performance at Australian Titles
- (u) Coach of the Year

#### PRIZE MONEY

Prize money won by club competitors or team shall be allocated according to the discretion of the Management Committee.

Review by: Management Committee

Review period: Annually

Ratification: Management Committee

## **SEACLIFF SLSC**

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### **DRILLS, DEMONSTRATIONS AND COMPETITIONS - STANDARD OPERATING PROCEDURE**

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#### **Purpose**

To define the clubs' participation in association sanctioned activities and competitions.

#### **Procedure**

The following outline Club and members roles and responsibilities when involved in Association sanctioned events.

- (1) Members participating in Association sanctioned events must have complied with Competition Accreditation as per By-Law 10.2 of the S.L.S.S.A. Constitution.
- (2) Members selected to represent the Club in demonstrations and competitions shall attend all training as arranged by the Captain or his deputies.
- (3) They shall attend the demonstrations or competitions and shall carry out their duties at such functions to the best of their ability.
- (4) The Club shall select members to form a Representative Team to compete in competitions as determined by the Management Committee and in accordance with Australian Surf Life Saving Championship Competition of the By-Laws hereto.
- (5) The Representative Team may comprise any or all of the following personnel -
  - Competitors,
  - Coaches
  - Reserves,
  - Assistants, chaperones, or technical advisers
  - Others as considered appropriate.

Review by: Management Committee

Review period: Annually

Ratification: Management Committee

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AUSTRALIAN SURF LIFE SAVING CHAMPIONSHIP AND WORLDS COMPETITION - STANDARD  
OPERATING PROCEDURE

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1. The aims of the Club shall be:
  - (1) To compete in these Championships with the purpose of raising the competition standards of the members and to win Australian Championship Titles.
  - (2) To compete in every team event.
  - (3) To support and encourage club members, who have reached a sufficiently high standard, to compete in individual events.
  - (4) To provide assistance to the Representative Team in the form of finance and/or clothing and/or equipment.
2. To achieve these aims the following criteria shall be followed:
  - (1) All members of the Seacliff Surf Life Saving Club attending the Australian Surf Life Saving Championships or Worlds Competition will be deemed to be members of the Representative Team. All Representative Team members shall be bound by the Seacliff Surf Life Saving Club Constitution and By-laws and any special conditions set by the Representative Team Management and/or Management Committee.
  - (2) Breaches may result in the withdrawal of any assistance at the discretion of the Management Committee.
  - (3) The assistance provided under item (4) above shall be determined by the Management Committee on recommendations from the Representative Team Manager(s).
3. Team Manager(s) shall be elected at the first meeting of the Management Committee after the Annual General Meeting from nominations accepted at the Annual General Meeting.
  - (1) The Team Manager(s) in liaison with the Management Committee, shall be responsible for the following items-
    - (a) Accommodation at the Championship site.
    - (b) Travel arrangements for both the team and its equipment
    - (c) Uniforms and standard of dress of the team.
    - (d) Preparing a budget for submission to the Management Committee prior to the Championships.
4. The Representative Team Manager(s) and Area Coordinators shall be jointly or singularly responsible for:
  - (1) Ensuring the good conduct of the team.
  - (2) Encouraging a minimum standard of uniform dress.
  - (3) The attendance at the competition of all team members in order that they discharge their obligations to the Club and in all cases and at all times in accordance with regulations issued from time to time by. SLSA

Review by: Management Committee  
Review period: Annually  
Ratification: Management Committee

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## SEACLIFF SLSC AUSSIES TEAM MANAGER(S) GUIDELINES - STANDARD OPERATING PROCEDURE

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### **Background:**

Each club travelling to the Australian Surf Life Saving Championships will have a team manager appointed by the club, it is a compulsory for each clubs team manager to attend the Team Managers Briefing or the club will be ineligible to compete. It is an important role that involves taking on a high level of responsibility and also commit a lot of time and effort to ensure that things run smoothly for the club during the event. When there is high numbers of members and supporters from Seacliff SLSC attending it may be favourable to have more than one team manager to share the role. The team manager must sign a declaration on behalf of the club as outlined by SLSA.

### **Team Manager Roles and Responsibilities:**

- Be responsible to the club and SLSA for the conduct of all their team members in travelling to, during and returning home from the event.
- Make sure that if there is separate travelling parties from the main group of the club then a sub-manager be appointed to look after the separate groups.
- Exercise control over the clubs team and ensure members conduct and appearance does not have any adverse bearing upon the good name of their club or SLSA.
- Ensure that all team members abide by the rules and code of conduct of the event as outlined in the current Surf Sports Manual, Bulletins and Circulars
- Be aware of all current Circulars and Bulletins leading up to the event and pass on all the relevant information to members planning on attending.
- Make sure the club meets its Water Cover obligations as outlined in the current Powercraft Circular leading up to the event.
- Order and pick up hi-vis vests for all members and distribute at the beginning of the event.
- Attend all Team Manager Briefings and pass on all relevant information to all members during the event.
- Make sure that there are representatives from our club available across all competition areas to attend any Official's Briefings on site and then pass on the information to members.
- Organise club dinners for members and supporters during the event.
- Be responsible for fundraising.
- A Sub-Committee to be appointed as soon as possible before Aussies competition.
- Responsible for Aussies Merchandise, equipment and transport.

Review by: Management Committee

Review period: Annually

Ratification: Management Committee



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## SEACLIFF CLUB CRAFT CONDITIONS OF USE - STANDARD OPERATING PROCEDURE

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**We encourage members to use club boards and skis however the following must be adhered to at all times.**

All club boards and skis can only be used:

- by club members who hold their Bronze/SRC
- by others under the direct supervision of a Seacliff SLSC appointed coach.
- when a proficient patrolling club member with a Bronze accepts responsibility for the person using the craft and provides supervision.

Craft must be used by the relevant age

- U13's and below are not to use a mal or ski (unless approved by a Seacliff SLSC appointed coach)
- U10 and below are not to use fibreglass nipper boards (unless approved by a Seacliff SLSC appointed coach)

If juniors are using club craft, a proficient, patrolling Bronze holder must be in the water in line of view of the user.

When providing supervision you must have zero alcohol in your system and not be under the influence of any drugs that can effect decision making.

Craft should be fully inspected prior to use. Do not use damaged craft. Report damaged craft to the coach supervising at the time.

All craft needs to be washed down with fresh water after use and put away.

Review by: Management Committee

Review period: Annually

Ratification: Management Committee

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## CODE OF BEHAVIOUR - STANDARD OPERATING PROCEDURE

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### ***Parent/Guardian Code of Behaviour***

- Remember that children participate in sport for their enjoyment, not yours
- Encourage children to participate, don't force them
- Focus on the child's efforts and performance rather than winning or losing
- Never ridicule or yell at a child for making a mistake or losing a competition
- Remember that children learn best by example. Appreciate good performance and skill by all participants
- Respect official's decisions and teach children to do like wise
- Show appreciation for coaches, officials and administrators. Without them, your child could not participate
- Be on your best behaviour. Do not use profane language or harass competitors, coaches or officials
- Show respect for your team's opponents, without them there should not be a competition.

### ***Parents should worry when.....***

- More spectators are watching you instead of the event.
- All you see is winning
- All you see is your child
- You are more stressed than your child
- You are your child's private coach during the event
- You make the important decisions about your child's participation
- You begin to believe that you know better than the coach, the club, the state sporting association and anyone else who has a different opinion.

### ***Competitor Code of Behaviour***

- Duty of care for club gear
- Never argue with an official
- Control your temper. Verbal abuse of officials and sledging other competitors are not acceptable or permitted behaviours
- Work equally hard for yourself and/or your team
- Be a good sport. Applaud all good performances whether they are made by your team or opposition
- Treat all participants as you like to be treated. Do not bully or take unfair advantage of another competitor
- Cooperate with your Age Group Leader, team mates and opponents
- Participate for your own enjoyment and benefit, not just to please your parents and coach

**Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.**

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## MEMBERSHIP CATEGORIES - STANDARD OPERATING PROCEDURE

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- A. Probationary
- B. Junior Activity (5–13)
- C. Cadet (13-15)
- D. Active (15-18)
- E. Active (18 years and over)
- F. Award
- G. Active Reserve
- H. Long Service
- I. Associate
- J. Life
- K. Honorary

### Definitions of Membership Categories:

- a) Probationary Membership  
Probationary Membership shall be the designation of any person for the time period between applying for membership and the gaining of an award and/or the granting of a formal category membership by the Management Committee or a membership sub committee appointed by Management Committee for such purpose.
- b) Junior Membership  
Shall be any member aged five years or more, but be aged thirteen years or less, at the first of October of each season.
- c) Cadet Membership  
A Cadet Member shall be a member of the age qualification as defined in SLSA Manuals (ie under fifteen) and, who has obtained the Surf Rescue Certificate or has passed an Annual Proficiency Test.
- d) Active Membership (15-18)  
An Active Member shall:  
Be a Bronze Medallion holder.  
Fulfill patrol and Club obligations, as provided by SLSA and the Member's Club constitution.  
Qualify in an annual proficiency test unless the Member has obtained their Bronze Medallion in that season.
- e) Active Membership (18 years and over)  
An Active Member shall:  
Be a Bronze Medallion holder.  
Fulfill patrol and Club obligations, as provided by SLSA and the Member's Club constitution.  
Qualify in an annual proficiency test unless the Member has obtained their Bronze Medallion in that season.
- f) Award Membership  
Award Membership may be granted by a Club to persons who hold an SLSA award of one, or more, of the following qualifications:- Surf Rescue Certificate, Radio award/s, Resuscitation Certificate, Advanced Resuscitation Certificate or First Aid Certificate (or equivalent).
  - a. Such Members may be called upon to perform patrol and/or other club obligations within the ability of their qualifications.

- b. An Affiliated Club may grant an Award Member voting rights to that Affiliated Club if they are undertaking lifesaving patrol duties.

g) Active Reserve Member

Active Reserve Membership may be granted by the Club to Active Members who have satisfactorily completed (from the gaining of the Bronze Medallion) at least eight (8) years of patrol and club obligations as provided by the Club constitution. Active Reserve Membership shall not be automatic, but shall be granted by resolution of the Management Committee;

Active Reserve Members shall perform a minimum of patrols in each Affiliated Club where they hold Active Reserve Membership, as required by SLSA and further patrol duties at the discretion of the Management Committee.

Active Reserve Members shall complete the Annual Proficiency Test.

- a. Note: Active Reserve Membership may be granted under exceptional circumstances by the Management Committee to Active Members irrespective of years of service.

h) Long Service Membership

Long Service Membership may be granted by the Club to members who have completed ten (10) years Active Service, or to members who have completed eight (8) years Active Service, plus four (4) years Active Reserve Service, or to members who have held an award and provided twelve (12) years service to the Club.

i) Associate Membership

An Associate Member must comply with all Rules of the Club, and shall be permitted to hold an office of the Club where eligible;

An Associate Member shall pay membership fee;

An Associate Member shall not have voting rights unless elected to office or position.

j) Life Member

Life Membership may be granted to members who have rendered sustained, distinguished and conspicuous service, special service or long service as stipulated in the criteria as set in By Law (Membership 5.).

k) Honorary Membership

The Management Committee may appoint an individual as an Honorary Member of Seacliff SLSC who may have some necessary skill or service.

An Honorary Member will not have voting rights.

An Honorary member shall not be required to pay any subscription.