



SEACLIFF SURF LIFE SAVING CLUB INCORPORATED

2023 CONSTITUTION

SEACLIFF SURF LIFE SAVING CLUB INC
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CONSTITUTION

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

1. NAME & INTERPRETATION

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:

- a. "Act" means the Associations Incorporation Act 1985 (SA) as amended from time to time.
- b. "Area of Control" means the area approved by SLSSA as being under Seacliff SLSC's control.
- c. "Board" means the Management Committee of Seacliff SLSC established under clause 9.
- d. "Board member" means a member of the Board.
- e. "Club" means a South Australian Surf Life Saving Club affiliated with SLSSA.
- f. "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.
- g. "Intellectual Property" means any intellectual or industrial property owned by Seacliff SLSC including, but not limited to logos, trademarks, copyright and names of any surf life saving equipment, product, publication or event developed by Seacliff SLSC.
- h. "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.
- i. "Member" means a member of Seacliff SLSC under clause 6.
- j. "Medallion" means SLSA Bronze Medallion award.
- k. "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.
- l. "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 and indeterminate genders.
- 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.
- i. The word "including" is not to be treated as a word of limitation.

2. OBJECTIVES OF SEACLIFF

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.
- f. 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.
- g. Extend the operations and/or teachings of SLSSA within the Area of Control.
- h. 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.
- i. Ensure that environmental considerations are taken into account in all surf life saving and related activities conducted by Seacliff SLSC.
- j. 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.
- k. Promote the health and safety of Members and all other users of the aquatic environment and seek and obtain improved facilities for their enjoyment.
- l. 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.
- m. Encourage and promote performance enhancing drug free competition/environment.
- n. 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.
- o. 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.
- p. Promote uniformity of laws for the control and regulation of the aquatic environment and to assist the authorities in enforcing these laws.
- q. Effect such purposes as may be necessary in the interests of surf life saving and the aquatic environment.
- r. Enforce the observance of the policies, rules and regulations and written directions from time to time of SLSSA and SLSA, deal with any infringement thereof, and adjudicate upon all disputes and difficulties between Members.
- s. 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.
- t. Represent the interests of its Members and of surf life saving generally in any appropriate forum.
- u. Have regard to the public interest in its operations.
- v. 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.

3. POWERS OF SEACLIFF SLSC

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, 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.
- s. Develop, implement and review a suite of Standard Operating Procedures (SOP's).

4. AFFILIATION WITH SLSSA

SLSSA is a member of SLSA and subject to the powers of SLSA, is the controlling authority of surf life saving within South Australia.

Seacliff SLSC is a Member of SLSSA and recognises SLSSA as the controlling authority of surf life saving within South Australia.

Seacliff SLSC is recognised by SLSSA as the controlling authority of surf life saving in the Area of Control.

Seacliff SLSC shall apply annually for renewal of affiliation with SLSSA. Such application for renewal of affiliation must be made once approved by members at the Seacliff SLSC Annual General Meeting.

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.

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.

5. SEASON

The season shall commence annually on the 1st of October.

6. MEMBERSHIP

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

7. SUBSCRIPTIONS

The subscriptions for the current season shall be determined by the Management Committee after the Annual General Meeting.

Memberships are due and payable on the 1st of October of every year. Non-financial members will be archived on the 31st of October.

Members suffering genuine financial hardship can email the Secretary requesting an arrangement on payment of fees. In the event this is accepted, the Secretary will manage the membership payment to ensure no financial or Club penalty is incurred by that member. All claims for financial hardship should be made in September prior to fees being due. Latest date for claim of financial hardship is the 31st of October.

Membership and storage fees are set annually for the period 1-October to 30 September.

8. OFFICERS

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.

9. MANAGEMENT COMMITTEE

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 all SLSA Policies.

10. REPRIMAND, SUSPENSION, EXPULSION

A Management Committee member may suspend any member for up to two (2) days for breaches of this Constitution and By-laws. He shall report the details to the Management Committee within three (3) days. Where such breaches warrant further action, the Management Committee shall follow the SLSA Complaints Resolution Policy 6:06

11. FINANCE

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.

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.

The payment of accounts for the purchase of capital items of equipment shall be authorised by the Management Committee.

The financial year shall end at 30th 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.

12. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held no later than July 31st on a date to be determined by the Management Committee.

The business of the meeting shall be:

- To receive and adopt the Secretary's and the Treasurer's reports of the previous season.
- To elect officers.
- To receive nominations for those Sub-Committees/Panels listed in By-Laws Clause 3.2 Sub-Committees/Panels.
- To receive nominations for Team Manager(s), Downstairs Manager(s) and Merchandise Officer(s).
- To consider notices of motion of which due notice has been given.
- To transact general business.

Twenty-Five per cent of the season's eligible members entitled to vote at the meeting shall form a quorum.

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.

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.

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.

A list of all nominations and notices of motion shall be supplied to those members entitled to vote who are present at the meeting.

13. VOTING

At Annual General Meetings, the following only shall be entitled to vote:

- Life Members
- Financial Members who hold the Medallion
- Members of the retiring Management Committee, Sub-Committees, Team Manager(s), Boat Officer, IRB Officer.
- Financial Long Service Members or financial 10-year certificate holders

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

- Life Members
- Financial Members who hold the Medallion
- Financial Members of the Management Committee, Sub-Committee's, Team Manager(s), Boat Officer, IRB Officer.
- 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.

14. GENERAL MEETINGS

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.

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.

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.

16. CLUB COLOURS

The Club colours shall be BLACK AND WHITE.

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.

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.

19. DISSOLUTION

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 a notice sent to each Member entitled to vote at the Meeting.

20. DISPOSAL OF ASSETS

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.

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.

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.

21. INDEMNITY

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.

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.

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.

22. GENERAL

Notices

A notice may be given by Seacliff SLSC to any Member or Board member by:

- personal service;
- sending it by post to the address supplied by that person for the delivery of notices;
- email; or
- other approved electronic methods.

Notice of every general meeting must be given all members.

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:

- 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.
- 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.
- Within all club vehicles and watercraft.

BY-LAWS

1. CODE OF CONDUCT

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 SLSA policies, in particular Child Safe 6:04, Member Protection 6:05 and Complaints Resolution Policy 6:06.

1.2 Complaints Process

All complaints will be handled in accordance with the SLSA Complaints Resolution Policy 6:06.

1.3 Member Protection

All volunteers at Seacliff SLSC must hold a current working with children check in line with the SLSA Member Protection 6:05 Policy and at the Management Committee's discretion.

Prescribed positions listed in the SLSA Member Protection 6:05 Policy also require a National Police Check.

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

Failure to hold the relevant clearance(s) may result in a withdrawal of receiving Club communications and/or membership suspension, and deactivation of the members Club fob access.

2. MEMBERSHIP

2.1 Renewal of Membership

Membership shall be renewed annually either by hard copy or the online registration with the 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 Judiciary called for that purpose (refer SLSA Complaints Resolution Policy 6:06).

2.2 Member Personal Details

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

2.3 Awards

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.

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.

2.4 Life Membership

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

Nominations for Life Membership may be submitted by any two financial members of the Club, to the Secretary. The Secretary will forward to the Awards & Recognition Sub-committee (ARS). The ARS may also research and nominate members for Life Membership. After receipt of a majority vote by the ARS, the name of the proposed Life Member must then be presented to the President, Vice President, Secretary, Treasurer and Captain for a probity check. The nomination shall then be tabled at the Annual General Meeting or Special General Meeting and a vote must be carried by a two-thirds majority of the members present and entitled to vote. The vote shall be conducted by secret ballot. A life member is not required to pay membership fees but will still be required to pay competition fees and other payments as decided by management.

3. COMMITTEES

3.1 Powers of the Management Committee

The Management Committee shall:

- Manage the affairs of the Club, and expend the funds of the Club, as it deems most expedient in the interests of the Club.
- Approve persons to membership of the Club.
- Fill extraordinary vacancies, which may occur amongst the officers and Sub-Committees of the Club.
- 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.
- Elect after the Annual General Meeting, Sub-Committees, and other positions, as listed in Clause 3.2.
- Appoint delegates to represent the Club or Management Committee as necessary.
- From time to time, as required, determine that one of the positions held for a two-year term shall be for one term only.

3.2 Sub-Committees / Panels

Junior

Shall be elected annually, (except for the Chairperson), 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.

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, Surf Sport Academy, Beach for All, Awards & Recognition and Building & Maintenance Sub-Committees.
- Member Protection Officer(s), Child Safe Officer(s), Complaints Officer, Seal Holder, Public Officer, Downstairs Manager, Team Manager(s), Merchandise Officer(s), Instruction Coordinator(s), Boat Officer, IRB Officer, Coaching Coordinator, Coaches, EWH&S. (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.

4. DUTIES OF OFFICERS

Meeting procedures:

- The Chairperson of the Management Committee and all General Meetings shall be the President, or in their 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:

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

Qualifications:

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

Desirable Qualifications:

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

Responsibilities:

- At all times act in the best interests of the Club.
- Interact with appointed officers and Sub-Committees to ensure the objects of the Club are being served.
- Will be a signatory to the Club bank accounts.
- Will promote and represent the Club.
- Will act as a positive role model to all levels of the Club membership.
- Will communicate with council and local government as required.

4.2 Vice President

Role:

- Will convene and chair the Sponsorship & Grants Sub-committee.
- In the absence of the President will be Chairperson of the Management Committee.
- In the absence of the President will represent the Club and its Management Committee at Club, State and National levels.
- 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.
- In the absence of the President, may be a voting guest of all Sub-Committees.

Qualifications:

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

Desirable Qualifications:

- Be a holder of the Bronze Medallion and other life saving awards.
- Have good communication skills.
- Display a willingness to accept responsibility and deputise for the President as and when required.
- Possess or be developing good people management skills.
- Display a good working knowledge of the Club structure, Constitution, By-Laws, Appendices and SOP's.

Responsibilities:

- At all times act in the best interests of the Club and SLSA.
- Assist the President to interact with appointed officers and Sub-Committees to ensure the objects of the Club are being served.
- Will promote and represent the Club.
- Will act as a positive role model to all levels of the Club membership.
- As chair of the Sponsorship & Grants Subcommittee, manage the sponsorship and supporter's portfolio and apply for grants wherever and whenever available.
- Organise for Club sponsors and supporters and VIPs to be invited to club functions such as Open Day, Junior and All of Club Presentations.
- Oversee the updating of sponsors and supporters on TV display and in club newsletters and Annual Report.
- Will submit a report to the monthly Management Committee meeting.

4.3 Junior Chairperson

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

Role:

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

Qualifications:

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

Desirable Qualifications:

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

Responsibilities:

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

4.4 Club Captain**Role:**

- Will have the overall responsibility for all lifesaving activities both on the beach and in the clubhouse.
- Will be able to attend any Committee or Sub-Committee meeting.
- Shall oversee all life saving activities conducted and performed by members and submit a written report to each Management Meeting.
- To liaise closely with the 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:

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

Desirable Qualifications:

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

Responsibilities:

- Will be responsible at all times to the Management Committee.
- To actively carry out life saving duties.
- Will be responsible for the care and overseeing of the Club's gear and equipment.
- To liaise freely with Club officers and general members.
- To promote and represent the Club. Will submit a report to the monthly Management Committee meeting.

4.5 Vice Captain**Role:**

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

Qualifications:

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

Desirable Qualifications:

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

Responsibilities:

- Will be responsible at all times to the Club Captain and through them to the Management Committee.
- Will deputise for the Club Captain as and when required.
- Will negotiate the Club's Patrol Agreement with SLSSA. Once finalized will ensure it is displayed in the Patrol Tower.
- Will be responsible for the Patrolling Operations of the Club.
- Will be responsible for the Junior Watercover Activities of the Club.
- Will be responsible for the Water Safety of Special Events held by the Club.
- Will be responsible for the care and overseeing of the Club's patrol gear and equipment and ensuring operational readiness.
- To promote and represent the Club.
- Ensure Patrol Hours are updated on SurfGuard at least monthly, and all logs are updated within a month at the end of the season.
- Ensure Incident Reports are completed and submitted.
- Will submit a report to the monthly Management Committee meeting.

4.6 Chief Instructor

Role:

- 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.
- They 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
- Will be responsible for all administration of Club Assessments.

Qualifications:

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

Desirable Qualifications:

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

Responsibilities:

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

4.7 Competition Coordinator

Role:

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

Qualifications:

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

Desirable Qualifications:

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

Responsibilities:

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

4.8 Secretary**Role:**

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

Qualifications:

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

Desirable Qualifications:

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

Responsibilities:

- Will be responsible at all times to the Management Committee.
- Will work closely with the Junior Secretary.
- Will be responsible for Club correspondence and mail distribution.
- Will prepare and present the Annual Report of the Club to the Annual General Meeting.
- Will file the minutes of all general and Management Committee meetings.
- Keep a list of all key holders of the Club premises including security access and the issue of fobs.
- Renew the Charity Status Registration each year.
- Arrange for the purchase of trophies and the organisation of Presentation Night.
- Will endeavour to provide accurate administrative records which facilitate continuity of administrative function for future operations.
- Maintain Club asset register in liaison with the Treasurer.
- Keep a list of member details and submit registration to the Association.

4.9 Treasurer**Role:**

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

Qualifications:

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

Desirable Qualifications:

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

Responsibilities:

- Will be responsible at all times to the Management Committee.
- To conduct the finances of the Club, at all times in the best interests of the Club.
- Will liaise with the Business Liaison Manager and monitor the financial performance of the Clubs business interest.
- To prepare and present the audited statements of the Club to the Annual General Meeting and to have them presented in the Annual Report.

- Responsible for overseeing the Club insurance.
- Maintain Club asset register in liaison with the Secretary.
- Responsible for the clubs Goods and Services Tax compliance.
- Responsible for the clubs Payroll, WorkCover and Superannuation statutory compliance.
- Responsible to report monthly to the management committee.
- Responsible for ensuring fortnightly payroll is processed and staff paid on time every fortnight.
- Responsible for the clubs Australian Charities and Not-for-profits Commission statutory compliance.
- Responsible to acquit grants as required on behalf of the club.
- Responsible for ensuring all club payments are authorised and properly accounted for.
- Responsible for ensuring the club has adequate cash flow to meet its commitments.
- Responsible to ensure club bank accounts are reconciled weekly and ledger accounts monthly.
- Reimburse members in a timely manner as required who have incurred approved expenses on behalf of the Club.
- Responsible for invoicing members as required for competition and other club activities.
- Responsible for ensuring all club debts are collected in a timely manner.
- Assist with setting of membership fees annually.
- Set policies and procedures for Club Cash handling.

4.10 Business Liaison Officer

Role:

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

Qualifications:

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

Desirable Qualifications:

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

Responsibilities:

- Will be responsible at all times to the Management Committee.
- With the Treasurer, be the liaison between the Management Committee and the Venue and Catering Manager.
- Will review with the Venue and Catering Manager (preferably monthly) and monitor the financial performance of the Club's business operations.
- Will report regularly to the Management Committee on the performance of the Commercial Operations of the Club.
- Will work with the Venue and Catering Manager to ensure Management Committee governance decisions regarding the Club's business operations are implemented.
- 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:

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

Qualifications:

- Must be a financial member of the Club.

Desirable Qualifications:

- Will be a holder of the Bronze Medallion.
- Will have a good working knowledge of, or be willing to learn, the different areas within Surf Life Saving.

- Will have strong, positive communication skills.

Responsibilities:

- Coordinate volunteers for the upstairs bar and bistro.
- To communicate the workings and the decisions of the Management Committee to the general membership.
- To promote and represent the Club.
- To encourage the participation of Club members at all levels of Club life.
- Shall be responsible for meeting with new members to explain club policies, instruction opportunities and competition options.
- Will submit a report to the monthly Management Committee meeting.

4.12 Communications Officer

Role:

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

Desirable Qualifications:

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

Responsibilities:

- Publish a weekly newsletter.
- Update Club social media platforms which include Facebook and Instagram.
- Maintain the Club website including updating it with new Committee members, membership fees and new menus.
- Be responsible for developing and maintaining a Club Communication Policy
- Will submit a report to the monthly Management Committee meeting.

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 their control to the Management Committee.
- May in consultation with the Representative Team Management suspend and/or expel members from the representative team under their 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 their control. Shall report such actions to the Secretary within three (3) days.
- Where such breaches warrant further action, the Management Committee shall follow the SLSA Complaints Resolution Policy 6:06

4.14 Merchandise Officer(s)

- 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

- Shall be appointed to assist the Chief Instructor in the following areas:
 - Surf Life Saving Certificate and Bronze Medallion awards.
 - Inflatable Rescue Boat awards.
 - Technical awards e.g., radio, first aid.
 - Junior Division awards, including National Junior awards and Resuscitation Certificates.
 - 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 Club 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 Club 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.

4.19 Junior Coaches

Role:

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

Responsibilities:

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

Desired Outcomes:

- 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:

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

Knowledge:

- A knowledge of sound coaching practice.
- A knowledge of surf life saving practices.

Experience:

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

Other Qualifications:

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

4.20 Youth Coordinator**Role:**

- 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:

- Must be a financial member of the Club.
- Be willing to commit to the group for both training sessions and carnivals.
- Have a good understand of Surf Lifesaving.

Desirable Qualifications:

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

Responsibilities:

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

5. SUB-COMMITTEES / PANELS

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 shall be made up of members who preferably 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 Judiciary will be selected by the Management Committee. The Complaints Manager may convene a Judiciary with additional members when required (refer SLSA Complaints Resolution Policy 6:06)

The Judiciary shall carry out the duties as outlined in the SLSA Complaints Resolution Policy 6:06. They shall elect their own Chairperson.

5.5 Social and Fundraising

The Social and Fundraising Sub-Committee shall:

- Consist of members and be chaired by the Members Representative
- Be nominated at the Annual General Meeting.
- Be responsible for organising the social and fundraising activities of the Club.
- 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:

- Consist of members interested in furthering the objects of the Junior Association.
- Be responsible to the Management Committee.
- Have the power to conduct their own affairs in accordance with a set of rules (Section 8 hereof) approved by the Management Committee.
- 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, Education and Awards 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 e.g., 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, Education and Awards Selection Sub-Committee shall be the President, Vice President, Club Captain, Competition Coordinator and Junior Chairperson. The Sub-Committee may co-opt members considered appropriate to determine nominees for National, State & Club awards. The President will be the Chairperson.

5.8 Beach For All

- The aim of the subcommittee is to actively pursue avenues to increase the accessibility of disabled or disadvantaged individuals or groups to the beach and surf.
- It shall assist any other members of the public with any condition that may inhibit their ability to access the beach and surf.
- It shall undertake activities to educate and/or increase the pleasure of participants in the beach and surf experience.
- The subcommittee shall be responsible to the Vice-Captain and the Management Committee.
- Refer the Standard Operating Procedure

5.9 Surf Sport Academy

- Develop South Australian surf sport athletes by providing logistical and entry fee support to enable opportunities for surf athletes to compete interstate or overseas against the best athletes wherever that may be. In addition, the academy is endeavoring to provide South Australia athletes access to the best level of coaching and tuition in order to improve their overall surf skills. The Surf Sport Academy is incremental to normal club activities and fundraising.
- Funding for the Academy is via sponsorship, grants and fundraising raised by the committee members only.
- Refer Standard Operating Procedure

5.10 Building & Maintenance

The Building and Maintenance Sub-Committee shall:

- Consist of members with relevant professional / industry qualifications and hold a current Working with Children Check (WWCC) or other clearances as decided by management.
- The Sub-committee will be chaired by the Club Captain and will meet as required, but at least quarterly to identify and report any maintenance issues.
- Be nominated at the Annual General Meeting and appointed at the first meeting after the AGM.
- Be responsible for maintaining and managing the building and maintenance requirements of the Club.
- The Chairperson will report to the Management Committee

Parameters of Power:

The Building and Maintenance subcommittee will identify and recommend any maintenance that is required on the building & the patrol tower and will seek relevant permits through Council as required. Any items above \$1,000 will require 3 quotes to be sourced and presented to the Management Committee. Maybe required to seek specialist advice and will formally report to the Management Committee

5.11 Awards & Recognition

- The Awards & Recognition Sub-Committee (ARC) shall comprise of 5 Life Members in a mixed gender balance (i.e., 1;4, 2;3, 3;2, 4;1). Nominations will be taken at the AGM and appointed by the Management Committee at its first meeting following the AGM.
- No more than one member of the Management Committee shall be eligible to sit on the ARC, (to keep this committee independent and at "arm's length").
- Membership of the ARC shall be for a 2-year term, but the initial committee shall have 3 members appointed for 2 years, and 2 members appointed for 1 year to create a rolling changeover and/or re-appointment. In the instance that a member of the ARC was to be elected to the Management Committee, they would be required to immediately resign from the ARC if that created a situation where more than one member of the ARC was on either Management and/or Junior Committee.
- The ARC to deal with investigating and preparing nominations of suitable candidates for Life Membership of the Seacliff SLSC, Life Governors of Seacliff SLSC. The ARC may also prepare nominations for SLSSA Life Membership and/or National Honours. All other awards remain with the Life Saving, Education and Awards Selection Sub-committee.
- The ARC to develop the criteria for awards and develop terms of the Sub-Committee structure.
- The Chair of the ARC to be appointed by the Sub-committee.

6. SPECIAL POSITIONS

Seal Holder

- 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.
- 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.
- The Common Seal must be affixed in the presence of either the President or the Secretary of the Club.
- The names of the Seal Holder shall appear in the minutes of each Annual General Meeting.

Public Officer

- 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.
- The Public Officer shall supply to the State Business and Corporate Affairs his name and address and occupation, and any other details required.
- The name of the Public Officer shall appear in the minutes of each Annual General Meeting.

6.2 Member Protection Officer, Child Safe Officer, Complaints Officer

- These positions are in line with the SLSA Policies Child Safe 6:04, Member Protection 6:05 and Complaints Resolution 6:06.
- 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.
- There shall be two (2) Child Safe Officers appointed who will be the first point of contact for concerns about children or young people (CYP)
- The President and Secretary will be appointed in the role of Complaints Manager.

6.3 Downstairs Manager

Shall be responsible to the Club Captain to maximize the efficiency of the downstairs area and:

- Garbage disposal
- Cleaning of showers, toilets and members area
- Refuse removal
- Manage recyclables

7. GENERAL

7.1 Consumption of Alcohol

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.

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

7.2 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.

7.3 Complaints

All complaints shall be in writing to the Secretary who will follow the process outlined in the SLSA policies, in particular Child Safe 6:04 and Member Protection 6:05 and Complaints Resolution 6:06.

7.4 Downstairs Members Area

The downstairs members area shall be prioritised for member's use.

7.5 Club Fob Access

To receive a Club fob to access the downstairs area at the Club, a member needs to be a financial Bronze Medallion holder who has a current Working with Children Check (wwcc) and if required a National Police Clearance (NPC). Fobs can be ordered and paid for via your Members Area.

8. JUNIOR OPERATIONS

Membership shall be open to persons from the age of 5 to 13 years inclusive as defined by SLSA.

Subscriptions for the current season shall be set by the Management Committee at the first meeting after the Annual General Meeting.

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.

Sub-Committee. The Sub-Committee shall consist of:

- Junior Chairperson
- Deputy Chairperson
- Secretary/Registrar
- Coach(s) (who shall be a Medallion holder)
- 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.

Training Junior Sub-Committee shall be responsible for administration and conduct of all junior activities with consultation with the Management Committee as required.

Coach In consultation with the Junior Sub-Committee, the coach shall have responsibility for the planning and conduct of training and competition.

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 per the SLSA Age Group Leader policies.

SEACLIFF SLSC STANDARD OPERATING PROCEDURES

Gymnasium

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.

EWH&S & 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 STANDARD OPERATING PROCEDURES

Patrols

Purpose

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

Procedure

The Patrol Sub-Committee shall maintain efficient patrols to carry out lifesaving duties on and near the Seacliff Beach during such periods as may be specified by SLSSA and/or SLSA.

Only members of an SLSA affiliated Surf Club, who have a current WWCC and hold a proficient Observer award, Surf Rescue Certificate or Bronze Medallion shall be permitted to patrol.

Members shall attend the beach for Patrol duty on such dates and hours as may be specified on the Patrol Roster. Members are responsible for ensuring they complete the number of Patrols to which they have been rostered for the season.

- Exceptions to the rostered requirement must be discussed and arranged with the Vice Captain and approved by the Patrol Sub-Committee.
- Patrol exemptions for active members must be submitted in writing to either the Secretary or Vice-Captain and are to be decided upon by the Management Committee. A Patrol exemption will exist only within the season it was requested.

Patrol Captains shall be responsible for the efficiency of their patrols, shall report via the SLSA Operations App 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 uniform and ready for instant call during the patrol, disobedience.

No Patrol member shall leave the Patrol area without first obtaining the permission of the Patrol Captain.

Patrol equipment shall be checked and setup at the beginning of each Patrol and safely stored at the conclusion of the Patrol.

Any rescues, incidents, first aid etc. given shall be recorded via the SLSA Operations App.

Any member who is unable to attend a Patrol to which their rostered shall notify their Patrol Captain at least one week in advance and arrange their own Patrol Swap.

- Patrol Swaps shall be arranged via the 'Patrol Swaps' group on Team App.
- Patrol Swaps can only occur between members with the same Patrol positions. Unless approved by the relevant Patrol Captain or the Vice Captain. (i.e., A rostered ART Operator must only swap Patrols with a member who is also an ART Operator.)
- Both parties of involved in the Patrol Swap must notify their Patrol Captains of the swap at least one week in advance.

In the instance that a member is absent from a Patrol without notifying their Patrol Captain and arranging a Patrol Swap this shall be communicated to the Vice Captain.

- The Vice Captain shall work with the patrolling member to arrange a make-up patrol to ensure there is no deficit between rostered patrols and completed Patrols.

Review by: Patrol Sub-Committee

Review period: Annually

Ratification: Management Committee

SEACLIFF SLSC STANDARD OPERATING PROCEDURES

Club Competitions

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	Over 60		

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:	1st	six points
	2nd	four points
	3rd	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:

1. Under 15 Male & Female
2. Under 17 Male & Female,
3. Under 19 Male & Female,
4. Female,
5. Open,
6. Over 30,
7. Over 40
8. 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:

- Beach Sprint - all sections
- Tube swim – all sections
- Swim - all sections
- Board Paddle - all sections
- Ski Paddle - all sections except U17
- Theory questions - all sections
- One Person Assessment- all sections
- 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 -

- Surf Races - to the highest aggregate points in each section - a trophy as designated and a medal to the second and third place getter.
- Seacliff to Brighton Swim - 1st, 2nd 3rd fastest time male, fastest time female, youngest competitor, oldest competitor.
- 800 metre swims - 1st place
- Club Championships - 1st, 2nd and 3rd place getter in each section - trophy as designated.
- Best All Round Club Member
- Most Efficient Patrol Person Male, Most Efficient Patrol Person Female, Most Efficient Patrol Person Youth Male, Most Efficient Patrol Person Youth Female
- Captain's Trophy
- Best Under 19 Performance at State Titles
- Best Under 17 Performance at State Titles
- Best Youth Performance at State Titles
- President's Trophy - for endeavour and/ or encouragement
- The Oarsman Award
- Best Open Performance at State Titles
- Best Performance at Masters' State titles
- Best Competitor at Surf Rescue Championships
- Best Performance at Australian Titles
- Best Performance at World Titles (ILS)
- Best Performed Boat Crew at State Titles
- Best Youth Performance at Australian Titles
- Best Masters Performance at Australian Titles
- 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 STANDARD OPERATING PROCEDURES
Australian Surf Life Saving Championship and Worlds Competition

The aims of the Club shall be:

- To compete in these Championships with the purpose of raising the competition standards of the members and to win Australian Championship Titles.
- To compete in every team event.
- To support and encourage club members, who have reached a sufficiently high standard, to compete in individual events.
- To provide assistance to the Representative Team in the form of finance and/or clothing and/or equipment.

To achieve these aims the following criteria shall be followed:

- 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.
- Breaches may result in the withdrawal of any assistance at the discretion of the Management Committee.
- The assistance provided under item (4) above shall be determined by the Management Committee on recommendations from the Representative Team Manager(s).
- 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.

The Team Manager(s) in liaison with the Management Committee, shall be responsible for the following items-

- Accommodation at the Championship site.
- Travel arrangements for both the team and its equipment
- Uniforms and standard of dress of the team.
- Preparing a budget for submission to the Management Committee prior to the Championships.

The Representative Team Manager(s) and Area Coordinators shall be jointly or singularly responsible for:

- Ensuring the good conduct of the team.
- Encouraging a minimum standard of uniform dress.
- 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

SEACLIFF SLSC STANDARD OPERATING PROCEDURES
Aussies Team Manager(s) Guidelines

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 are 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

SEACLIFF SLSC STANDARD OPERATING PROCEDURES Seacliff Club Craft Conditions of Use
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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

SEACLIFF SLSC STANDARD OPERATING PROCEDURES

Membership Categories

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

Probationary
Junior Activity (5–13)
Cadet (13-15)
Active (15-18)
Active (18 years and over)
Award
Active Reserve
Long Service
Associate
Community
Life
Honorary

Definitions of Membership Categories:

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 Secretary.

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.

Cadet Membership

A Cadet Member shall be a member of the age qualification as defined in SLSA Manuals (ie aged thirteen to fifteen) and, who has obtained the Surf Rescue Certificate or has passed an Annual Proficiency Test.

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.

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.

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).
- Such Members may be called upon to perform patrol and/or other club obligations within the ability of their qualifications.
- An Affiliated Club may grant an Award Member voting rights to that Affiliated Club if they are undertaking lifesaving patrol duties.

Reserve Active Membership

- Reserve Active 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. Reserve Active Membership shall not be automatic, but shall be granted by resolution of the Management Committee;
- Reserve Active Members shall perform a minimum of patrols in each Affiliated Club where they hold Reserve Active Membership, as required by SLSA and further patrol duties at the discretion of the Management Committee.
- Reserve Active Members shall complete the Annual Proficiency Test.
- Note: Reserve Active Membership may be granted under exceptional circumstances by the Management Committee to Active Members irrespective of years of service.

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.

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 a membership fee.

Life Membership

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.).

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.

Community Membership

This category is reserved for 'Bistro' or 'Social' members who are 'non-member participants.

Review by: Management Committee

Review period: Annually

Ratification: Management Committee

SEACLIFF SLSC STANDARD OPERATING PROCEDURES

Toyota Hilux 4x4 Conditions of Use

PURPOSE

To ensure the vehicle is used safely & to ensure members who use the vehicle use it correctly, safely and in the best interest of Seacliff SLSC.

The vehicle is also used by the Lions Club of Brighton, on a rostered arrangement that has been agreed with the Management Committee and is reviewed annually (at the start of each season).

PROCEDURE

General safety and maintenance checks (in accordance with manufacturers guidelines) should be carried out on a regular basis. This includes checking lights, tyre pressure, brakes, steering, fuel and oil levels and that all rescue equipment is fastened safely.

PRIOR TO USING THE VEHICLE

- Undertake a safety inspection to ensure everything is in working order.
- Complete all sections of the Users logbook in the glove compartment & sign where indicated.
- If you are towing a club craft trailer, ensure you check the brake/indicator lights are working correctly and the mechanism to secure is correct.

RETURNING TO THE ROAD FROM THE BEACH

- Tyres must be re-inflated prior to driving on road, if deflated during use on the beach.
- Disengage 4WD prior to driving on the road.

WHEN THE VEHICLE IS RETURNED

- Complete all sections of the Users logbook.
- Return the vehicle to a suitable car park.
- Remove any belongings.
- Clean the vehicle thoroughly, including hosing down underneath to remove sand/salt.
- Return the keys to the identified area.

GENERAL

- This vehicle is not to be used to conduct roving or surveillance Patrols however if the ATV is non-operational or there are no other appropriate means of transport, it is permitted to be used for essential lifesaving operations.
- City of Holdfast Bay Council Ordinances on beach operations shall always be observed, particularly with regard to the speed limit.
- Lifesaving Vehicles must abide at all times with speed limits and all relevant laws and regulations relating to vehicles (including registrations, speed, seatbelts, red- lights, parking). Lifesaving vehicles are not exempt from any fines and infringements, including during emergencies. Vehicles operating on-beach shall minimise speed.
- Headlights and hazard lights shall be operating at all times whilst the vehicle is operating on the beach.
- The Club shall gain council/police permits for all club vehicles being used on the beach. Council permits are to be clearly displayed on the vehicles.
- Interstate toll passes must be organized prior to travel.
- Remember the vehicle is high profile. Always be conservative and considerate when driving on the beach.

ACCESS – APPROVED USERS

- The vehicle is only to be used for approved operational activities & drivers must hold a full valid & appropriate drivers licence & have experience towing (if relevant).
- Drivers must provide a copy of their current drivers licence and acknowledge receipt of this SOP by completing the Driver Declaration on Page 3, and returning it to the Club Captain or Secretary.
- There is a logbook in the glove compartment of the vehicle which must be completed for every use.

EWHS & PERSONAL SAFETY

The Management Committee takes member safety very seriously. As such, the following requirements must be adhered to:

- Any injuries or close calls must be reported to the Club Captain or Secretary.
- All users must wear the seatbelt at all times.
- Maximum 5 people with seat belts to ride in the vehicle.
- Children must be restrained according to the State requirements.
- Never operate the vehicle under the influence of drugs or alcohol.
- In case of a break down or emergency contact the Club Captain or Secretary.

MAINTENANCE

Any damage to the vehicle, including incurring an expiation notice, speeding fine or encounter with the police and/or Council must be reported immediately to the Management Committee, in writing (via email to the Secretary) within 24 hours of the incident. Failure to comply may result in the withdrawal of access.

GENERAL TIPS

The following information gives general advice on the safe use of 4WD Vehicles during normal Lifesaving service operations.

- Wide shelving beaches indicate firm packed sand and good driving conditions.
- Steep short beaches indicate soft sand and hard going driving conditions,
- Avoid excessive use of engine power and wheel spinning.
- When stopping on the beach always stop above the high-water mark with the vehicle facing downhill.
- Never fight the steering wheel when in loose sand or when in someone else's tracks always provide gentle guidance and let the vehicle find its own way.
- Always try to make the largest or sharpest turn on the downhill slope.
- At times it may be necessary to drive through saltwater however this should be kept to a minimum.

INSTRUCTIONS FOR IF YOU ARE BOGGED

- Check that you have correctly engaged 4WD.
- Check the vehicle tyre pressure is appropriate for the sand conditions and adjust if necessary.
- Take note to reinflate tyres where required after beach driving.
- Rock the vehicle forwards and backwards by alternating between forward and reverse gear at an idle and low range.
- Don't over rev the engine and don't allow wheel spin.
- If this fails, dig away front and back of the wheel and anywhere it is caught under the body. Drive the vehicle out being careful not to over rev and spin the wheels, the vehicle should come free on the first attempt.

Review by: Management Committee

Review period: Annually

Ratification: Management Committee

SEACLIFF SLSC

DRIVER DECLARATION

Driver's Name:	
Drivers Licence Number:	
Drivers Birth Date:	
Drivers Email Address:	
I understand as a driver of the Seacliff SLSC Club Vehicle that I am responsible for meeting the requirements outlined in the Standard Operating Procedure - Seacliff SLSC Toyota Hilux 4x4 Conditions of Use & if these are found to be broken, I am liable for any costs incurred. If my licence is revoked or restrictions are applied, I will advise Seacliff SLSC as soon as possible.	
Drivers Signature:	
Authorised Club Representative:	
Date:	

The Management Committee of Seacliff SLSC reserves the right to refuse the use of the Club Vehicle to any person/s.

Reviewed by: Management Committee
Review Period: Annually
Ratification: Management Committee

SEACLIFF SLSC STANDARD OPERATING PROCEDURES

Beach 4 All Sub-committee

Nominations for this subcommittee will be called for at the AGM.

The subcommittee members will be ratified by the management committee and have all the required WWCC or other clearances as decided by management.

The chairman of the subcommittee shall be elected by the subcommittee members and be ratified by the management committee.

It is desirable that members of this subcommittee have knowledge/experience in supporting people with a disability and may hold a Certificate III or higher in Disability/Individual Support.

The aim of the subcommittee is to actively pursue avenues to increase the accessibility of people with a disability in accessing the beach and surf.

It shall also assist any members of the public with any condition that may inhibit their ability to access the beach and surf.

It shall undertake activities to educate and/or increase the opportunities for successful participation for those with a disability, their friends and family to access the beach and surf.

The subcommittee shall be responsible to the vice-captain of patrols and management.

The subcommittee, with the vice-captain of patrols, shall manage the beach mat, water wheelchairs, lifter, and other equipment which assists their activities.

It shall coordinate with the vice president in applying for grants or sponsorship to enhance their activities.

All promotional material, communications, and media representation shall be ratified or approved by management.

Reviewed by: Management Committee

Review Period: Annually

Ratification: Management Committee

SEACLIFF SLSC STANDARD OPERATING PROCEDURES

Surf Sport Academy

Objective

Develop South Australian surf sport athletes by providing logistical and entry fee support to enable opportunities for surf athletes to compete interstate or overseas against the best athletes wherever that may be. In addition, the academy is endeavoring to provide South Australia athletes access to the best level of coaching and tuition in order to improve their overall surf skills. The Surf Sport Academy is incremental to normal club activities and fundraising.

Funding for the Academy is via sponsorship, grants and fundraising raised by the committee members only. Spending of Academy funds is by direction of the Seacliff Surf Sport Academy committee in accordance with its objective.

The Academy cannot at any time spend more money than it has raised.

The Seacliff Surf Life Saving Club will keep Academy funds in its bank account and funds will be subject to normal audit and financial oversight.

The Academy will establish itself in appearance only as a standalone entity and other than finance with its own functions including but not limited to media and merchandise.

Committee Members

Three members are appointed for a period of four calendar years from 1st August 2022 as members of the committee.

Removal of these members in the four years will be by resignation by the individual member or a two third vote of the club management committee.

Management Committee appointment: The Seacliff Surf Life Saving Club, management committee will every year in December appoint one person to sit on the Academy Committee to ensure the committee is being managed in accordance with its objective. This member will have a veto vote on all financial spending decisions. In the event of a veto vote the matter will be brought to the Club Management Committee for consideration and voting.

These four members are to be known as the "Committee" and must hold a membership of the Seacliff Surf Life Saving Club.

In the event of a resignation or termination from the Committee the Seacliff Surf Life Saving Club, Management Committee can appoint another member by a majority vote.

The Academy Committee may but not mandatory appoint up to four additional voting members annually on the 1st August including a secretary, general representative, special purpose representative and media manager. Their term shall be for one year from appointment.

After four years other than the Management Committee elected member who is appointed in December the Academy Committee will be elected at the Seacliff Annual General Meeting biannually.

The Academy can be terminated anytime by a 2/3 vote of the Seacliff Surf Life Saving Club, Management Committee. In the event of a termination all funds raised by the Academy and not spent by the Academy will be donated to the National, Surf Life Saving Foundation.

Reviewed by: Management Committee

Review Period: Annually

Ratification: Management Committee

SEACLIFF SLSC STANDARD OPERATING PROCEDURES

Nipper Selection Policy

1. Objective

The objective of the Seacliff Juniors State Titles Teams Selection Policy (the Policy) is to ensure the best possible teams are selected to represent Seacliff SLSC in the South Australian Junior State titles, with the goal of maximising team performance and results at the State Title Championships. In the interests of all Seacliff SLSC nippers, parents, Age Group Leaders (AGLs), coaches and other interested individuals, this policy serves to provide guidance and transparency to the selection process of Club teams.

2. Eligibility

All athletes wishing to be considered for selection must meet relevant conditions of Section 2.2 of the Competition Eligibility of the SLSA Surf Sports Manual (Current Edition).

- Junior members (via their parent/guardian) are responsible for ensuring that they are “financial” members i.e., they have completed the applicable annual membership form(s) and paid annual Club membership fees.
- All junior members (via their parent/guardian) wishing to compete are responsible for ensuring that they have paid the required nomination fees.
- The nomination fees must be paid in full prior to any member being entered in any competition events.
- As per SLSSA Policy, Junior members must have competed in at least one Junior Carnival to be eligible to compete at State Titles.

3. Selection Policy Scope

This policy applies to all Nippers (U8-U13) who wish to compete in team events at the South Australian Junior State Titles including:

- Single-discipline/Single-age Events:
 - Swim Teams
 - Board Relay
 - Beach Relay
 - Wade Relay (U8-10)
- Multi-discipline/Single-age Events
 - Cameron Relay
 - Brace Relay (U11)
 - Board Rescue (U12-U13)
- Single Discipline/All-age Events:
 - All-age Beach Relay
- Multi-discipline/All-age Events:
 - All-age Taplin Relay

This policy does not cover selection of individuals for:

- March-past
- R&R

4. Selection Process

4.1 Team Selection Responsibilities

The persons responsible for team selection are:

- Preliminary selections - Nipper Age Group Leaders (AGLs).
- Selection advice, guidance, adjudication, and review - Nipper Coaches appointed to the Junior Committee.
- Confirmation of Changes (if required): - The Junior Sub-committee.

4.2 Selection Process

- AGLs shall select competitors in accordance with the final team composition requirements of the event as defined in the Surf Sports Manual.
- Where an age group has multiple AGLs, all AGLs should participate in the team selection process and a majority decision is required by the AGLs to select team members.
- In the event of a split decision and an inability to reach a consensus, the decision shall be referred to the Junior Committee appointed Junior Coaches for support, advice and if necessary, adjudication of a selection decision. Referral to the Junior Coaches must include relevant supporting information (i.e., results history and other relevant considerations for/against the selection of an individual).
- All team selections will be reviewed by the Junior Coaches appointed to the Junior Committee. Any team selections deemed misaligned to the criteria and principles outlined in this policy may be reviewed and altered prior to submission of entries. Any potential team selection alterations by the Junior Coaches shall be discussed with the relevant AGLs for insight into the rationale for perceived policy deviation prior to submission of any altered entries.
- Any selections altered by the Junior Coaches that are not endorsed by the AGL(s) shall be reviewed and endorsed by the Junior Committee prior to being confirmed. The decision of the Junior Committee shall be final.

4.3 Selection Criteria and Principles

- Selection of teams shall be based predominantly on each competitor's performances and results from Junior Saturday Training, Carnivals and Club Championships.
- Performances in the latter half of the season (i.e., after the Christmas Break) should carry a greater weighting than pre-Christmas performances in the selection process. Similarly, performances and the trending of results should be considered over a period of time, not on a single event or training session.
- Each competitor in an age group shall be ranked by AGLs for each competition discipline (Swim, Board, Sprint, Wade) to facilitate team selection according to the above principles.
- Generally, team selections shall be premised upon putting the best team on the start line. This means the team composition with the highest probability of finishing an event in the highest possible finishing position.

4.3.1 Event Specific Selection Principles

Single Discipline and Age Events (Swim Teams, Board Relay, Beach Relay, Wade Relay) must be selected based upon the determination of the relative descending ranking of competitors as outlined in 4.3 point 4 above. For example, the top swim team must be comprised of the top four ranked swimmers, the second team the next four and so on.

Note: Whilst encouraged at carnivals for trialing of combinations, team building, encouragement and growth of individuals etc - levelling teams for single discipline events by spreading the highest ranked competitors across different teams is not permitted at Junior State Titles, unless a compelling case exists to do so. It should be noted that the performance of teams at carnivals relative to other clubs is not a reliable indicator of potential State Titles performance. I.e., other clubs may be levelling teams or for whatever reason may have not fielded their best team at carnivals.

Multi-Discipline/Single-Age Events (Cameron Relay, Brace Relay, Board Rescue)

Cameron Relay: Selections for the Cameron Relay should principally be based upon the relative ranking of competitors, with the highest ranked competitors in each discipline in one team and the next highest ranked competitors in the next team and so on. However, given the complexity of fielding multiple teams other factors must be considered as described below. These considerations are described from the perspective of selecting the top team first, then iterating through the pool of available competitors to select the second and subsequent teams:

a. Swimmer: Highest ranked available competitor (selecting swim leg first).

b. Board: Highest ranked competitor. If the highest ranked board paddler is also the highest ranked swimmer, that competitor should be placed in the swim leg on the basis that the swim leg generally has the highest impact on overall team performance (as it takes the longest and translates to larger margins during transitions). In this case, the next highest ranked board paddler should be allocated to the board leg.

c. Runners: The run leg of the Cameron relay is generally the least influential on the event outcome, however in circumstances of close racing the run leg can be very influential on the outcome. Preferably (and in fairness to those individuals), the top team would also contain the highest ranked runners (those not already utilised for the board and swim leg in that team). It is however acknowledged, that scenarios may arise where the highest ranked runners would be the optimal selection for the swim and/or board leg to create a competitive second team (or even to create a second/third team at all). In this scenario a judgement should be made considering the following factors. AGLs are encouraged to discuss these considerations with competitors, Junior Coaches, and parents:

- Running performance difference and impact: What is the likely difference in performance between using the highest ranked runner in the top team vs an alternate runner. i.e., are they very close in running performance (low impact) or significantly different (potential high impact on team performance in a close finish).
- Anticipated competitiveness of the second team: What is the likelihood that taking the top ranked runners out of the top team for the swim or board leg of the second team would result in a top 6 finish of the second team. For example, a good predictor is whether the swimmer is a top 6 individual swimmer.
- Personalities involved. Selectors need to ascertain whether taking those runners out of a higher team would have a negative impact on the individuals broader outlook on surf lifesaving outlook and/or perception of fairness. This may require frank discussion with the competitors, parents and Junior Coaches if necessary. E.g.
 - Merited selection: “I trained hard, and my results show I deserved a spot in the top team”.
 - Discipline Preference: “I love the board leg; I’d rather paddle the board in the second team”.
 - Take one for the team: “I’m happy to maximise the performance of the second team in a water leg and forgo a run leg
 - position in the top team”.

Brace Relay (U11 Only): Selections must be made based upon the determination of the relative descending ranking of competitors as outlined in 4.3 point 4. The highest ranked swimmer must be paired with the highest ranked board paddler for the top team (selecting swim leg first as typically more influential on result). Subsequent teams shall be comprised of the next highest ranked available swimmer and board paddler and so on.

Board Rescue (U12 & U13): Preliminary selections for Board Rescue are identical to that described for Brace Relay above. Following preliminary selections, consideration shall also be given to the practical compatibility of the paired competitors with respect to their ability to paddle effectively as a pair as judged in training and carnivals. AGLs are encouraged to seek advice from the Junior Coaches if uncertain about the compatibility of paired competitors.

All Age Events:

All Age Beach Relay (Gender Specific): Selections for the All-Age Beach relay shall be comprised of the highest ranked male and highest ranked female competitors in the beach sprint from each age group.

All Age Taplin Relay (Mixed Gender): Selections for the All-Age Taplin relay shall be comprised of the highest ranked male and highest ranked female competitors from each age group in the disciplines designated for that age group and gender.

4.4 Further Selection Criteria and Team Alterations

In the final selection of teams up to the point of marshalling, consideration may also be given to the following factors:

- Current level of skill and physical fitness (where relevant) given the conditions on the day of the event.
- Current or potential injury or conditions, which may impair, inhibit or prevent performance.
- An individual competitors’ personal “workload”/program at Junior State Titles.
- Ability to operate in a team environment with fellow competitors, coaches and officials and related exhibition of a sound sportsmanship.
- Bereavement or family matters that disable the athlete from meeting other selection criteria.
- Other factors considered relevant in the circumstances.

Reviewed by: Junior-Sub-committee

Review Period: Annually

Ratification: Management Committee

SEACLIFF SLSC STANDARD OPERATING PROCEDURES

Seacliff SLSC All-Terrain Vehicle (ATV) Operation Induction Guide

Purpose

This document outlines the skills and knowledge required to operate an All-Terrain Vehicle (ATV) in SLS operations. The Seacliff SLSC ATV Operator Induction is used to train and approve members to safely operate the Seacliff ATV.

Prerequisites

To commence the ATV Induction candidates must meet the following prerequisites:

- Be a current member of Seacliff SLSC
- Hold a valid Provisional or Full Australian Drivers Licence

Who can conduct the ATV Induction

- Proficient Seacliff SLSC Training Officers who are ATV Operators
- Proficient Seacliff SLSC Patrol Captains who are ATV Operators

Tasks to complete

- Conduct pre-operational duties (ATV Operator Induction Checklist)
- Operate the ATV (ATV Operator Induction Checklist)
- Conduct post-operational duties (ATV Operator Induction Checklist)
- Complete the Driver Declaration
- Add Drivers Licence details to SLSA Members Area account

ATV Code of Conduct

Purpose

This Code of Conduct specifies requirements for All-Terrain Vehicle Operators as used in lifesaving operations settings.

Act Responsibly with Care and Professionalism

The ATV operator has a responsibility to the patrol, the community and the organisation to act in a responsible and considerate manner before, during and after the operation of the ATV. ATV operators are required to respect the coastal environment, ensuring that minimal impact is made on the environment by keeping to established trails where possible.

Promote a Culture of Safety

ATV operators must maintain the safe operation of the ATV, safety towards the public and themselves. ATV operators must understand their role in assessing risk while operating the vehicle. Promote safety at every opportunity.

The ATV is High Profile

ATV operators must understand that ATVs are regarded as 'high profile' as they attract significant public attention. They are a large, powerful and potentially unstable and hazardous piece of equipment and must be treated with the utmost respect. ATV operators are responsible for maintaining a good public image and observing safe driving techniques at all times. The speed, noise, power and smell of the vehicle can be both annoying and frightening. Respect the right of the public to enjoy their time at the beach.

Understanding your Limitations

ATV operators must respect and understand their limitations, the operating environment and the capabilities of the ATV. The ATV operator is responsible for operating within their skill level.

Following Operating Procedures

Follow the normal operating procedures as laid down by the Seacliff SLSC ATV Induction Guide. ATV operators should make themselves aware of relevant laws that govern the use of the ATV within the local environment. ATV operators must hold a valid Provisional or Full Australian Drivers Licence. Read and understand standard operating procedures to keep up to date with current issues. ATV operators have a responsibility to ensure the continued successful operation of this rescue service to the community.

REMEMBER – SAFETY FIRST

Roles and Responsibilities

Why does Surf Life Saving use ATVs?

Safely move and tow heavy gear and equipment (e.g., IRBs, trailers)
Effectively and proactively patrol large distances (roving patrol)
Quickly reach people in distress

What is your role as an ATV Operator?

The ATV Code of Conduct outlines your role and responsibilities as an ATV Operator. The list below provides a summary:

- Act responsibly, with care and professionalism
- Promote a culture of safety
- Always wear appropriate Personal Protective Equipment (PPE)
- Understand your limitations
- Follow operating procedures and manufacturer's guidelines.
- Tread lightly – Minimum impact on the environment.

What policies and guidelines do you need to be familiar with?

- SLSA Powercraft Code of Conduct
- ATV Code of Conduct
- Seacliff SLSC ATV Induction Guide

Laws & Regulations

The ATV is an off-road vehicle and therefore is not designed and is not safe for street or highway use. The only public road the Seacliff SLSC ATV can travel on is the Esplanade between the Seacliff SLSC and the Seacliff Boat Ramp.



Risk Awareness

Knowing the Hazards

ATV are an effective lifesaving vehicle provided that operators understand the risks involved in its use and take measures to avoid hazardous situations. Knowing the vehicle's capabilities is essential to taking steps to avoid injury and damage. The most common causes of accidents are:

- Poor decision making
- Lack of appropriate skill levels
- Excessive speed
- Towing excessive and/or unstable loads
- Unstable/unpredictable terrain e.g., sand
- Obstacles e.g., fallen branches
- Poor visibility e.g., bright sunlight

Operating the ATV

Speed Limits

The ATV should not exceed 20km/h under normal operating conditions. The speed limit for heavily populated areas and between the red and yellow flags is 5km/h. It is the operator's responsibility to evaluate the environment to determine a safe and appropriate speed within these limits.

2WD and 4WD

The 4WD function should only be engaged when necessary, on soft surfaces e.g. soft sand at boat ramp.

Towing

When towing with an ATV the following points should be remembered:

- Never tow an object greater than 350kg.
- Connect to the towing point of the vehicle only.
- Never tow on steep or slippery surfaces e.g., slippery boat ramps.
- Never tow objects with people on board.
- Use correct technique when lifting and hitching objects to tow.
- Always keep your vision in the direction of travel.
- Allow for the trailer's tendency to 'cut-in' on corners and curves.
- Use the accelerator, brakes and steering smoothly and gently at all times.
- Use low gear when driving downhill to increase vehicle control and reduce strain on brakes.

Tread Lightly

Being a responsible ATV Operator requires a combination of self-preservation as well as protecting the environment. It is your responsibility to avoid accidents by driving within your skills and at safe speeds as described in the policy. Setting a good public image is also important and observing the correct speeds and limiting unsafe manoeuvres will portray a positive image.

The best way to protect our environment is to stay on established trails. Using marked trails or driving over tyre marks already in the sand (where possible) limits any potential damage to the beach and reserve.

ATV Equipment

Onboard Equipment

The SLSA ATV Policy provides details of the equipment that should be carried on the ATV. Onboard equipment must be checked before ATV use to ensure they are still secure. The necessary equipment shall include:

- Radio
- 2 Surf Rescue Boards
 - 1 Rescue Tube
- 1 Spinal Board
- Blue Box
- Blue Bag with Oxygen Kit, First Aid Kit and Defibrillator
- Red Bum Bag
- Asthma Bum Bag
- Binoculars
- Swim Fins
- Last known location marker
- Load Hailer
- Sharps Container

Maintaining the ATV

Refuelling

The ATV should be refuelled when it is below half full to ensure its preparedness. Refuelling should occur in a well-ventilated outdoor area off the beach and away from the public. It is recommended to refuel at the back of the Seacliff SLSC on flat ground after washing the ATV. The following points must be adhered to when refuelling an ATV:

- Do not overfill the tank
- Do not carry extra fuel in the ATV
- Ensure a fire extinguisher is available
- Never refuel near open flames
- Never refuel near a person who is smoking, using a mobile phone or radio
- Always clean up spills, including any fuel spills in the vehicle
- Always store fuel in yellow fuel cabinet located in IRB shed
- ATV fuel is kept in a red jerry can marked 'ATV fuel'
- If you empty the jerry can tell the IRB Captain

Reporting Damage and Faults

If damage or faults are identified, they must be immediately reported to the IRB Captain. If it is suspected that the fault or damage will affect the safety of operations, the ATV will be tagged accordingly must not be used until repaired. If they ATV is involved in an accident immediately report it to the IRB Captain and complete an Incident Report.

ATV Operator Induction Checklist		Participant Name:
Participant completed satisfactorily?	Tick for yes	Comments
DRIVERS LICENCE		
1.1 Show understanding of SA licencing requirements		
1.2 Hold a valid Australian car drivers' licence (open or provisional)		
Provisional licence holders		
1.3 Display 'P' plates at front and rear of ATV		
1.4 Show understanding of provisional licence restrictions		
PRE-OPERATIONAL CHECKS		
2.1 Show understanding of the ATV Code of Conduct		
2.2 Check the ATV for damage or faults		
2.3 Check equipment is secured to the ATV (Rescue board, spinal board, etc)		
2.4 Unplug the ATV from wall connection point (if applicable)		
2.5 Check fuel is above half full		
2.6 Show understanding of how to report ATV damage or faults		
Operating the ATV		
3.1 Show safe and controlled driving at all times (5km/h – 20km/h)		
3.2 Show safe breaking		
3.3 Correctly change gears as necessary		
3.4 Uses 2WD and 4WD functions as necessary		
3.5 Large, small and sharp turns handled safely		
3.6 Reverses safely		
3.7 Parking completed correctly		
3.8 Hitching, towing and reversing of a trailer safely		
3.9 Continuously monitors for hazards		
Where terrain permits		
3.10 Obstacles negotiated safely		
3.11 Inclines and declines negotiated safely		
3.12 Traversing negotiated safely		
POST-OPERATIONAL CHECKS		
4.1 Check for damage and loose equipment		
4.2 Check coolant level (visual only)		
4.3 Check fuel level		
4.4 Refuelling procedure completed correctly		
4.5 Cleans and washes ATV using slope from ramp		
4.6 Lift ATV tray to wash		
4.7 Spray engine with water dispersant		
4.8 ATV stored safely and securely		
4.9 ATV plugged in to wall connection		
4.10 Damage and faults reported correctly		
Participant has successfully completed the ATV Operator Induction Checklist?		Yes/No
ATV Operator Induction completed by:		
Signature:		Date:

Seacliff ATV Operator Declaration

Participant Details

First Name
Contact Phone

Surname
Email

By signing below, I agree to abide by the requirements of Seacliff SLSC to operate the ATV safely.

I understand my role and responsibilities as a ATV Operator and shall at all times act in a responsible and professional manner in line with the SLSA Powercraft Code of Conduct and ATV Code of Conduct.

I have completed and understand the content of the ATV Operator Induction.

If at any time my driver's licence is suspended or cancelled, I will notify Seacliff SLSC immediately and shall not undertake ATV operations until my licence is reinstated.

Drivers Licence Number
Participant Signature

Drivers Licence Expiry
Date

ATV Operator Induction Details

Induction Conducted By
Signature

Induction Date

Reviewed by: Chief Instructor and Training Officers

Review Period: Annually

Ratification: Management Committee

EACLIFF SLSC STANDARD OPERATING PROCEDURES

Seacliff SLSC Surf Sports Policy (Youth – Masters)

1. The Policy

This Surf Sports Policy has been developed to provide guidance for club competitors, officials and Surf Sports Committee Members.

The policy applies to all financial active and competitive members of Seacliff SLSC competing in Surf Lifesaving events sanctioned by Surf Lifesaving Australia (SLSA) including the following categories:

- Youth (U14 and 15)
- Under 17
- Under 19
- Opens and
- Masters.

2. Core Values

The Core Values of Seacliff SLSC and by virtue the Competition area are laid out in the Club Constitution.

Community – Volunteering, working together, friendship

Courage – To participate, To achieve, To challenge

Lifestyle – Fun, health, fitness

Respect – Yourself, each other, the Club, the environment

These should all play out in all aspects of the club, including the competitive environment.

3. Competition

To be eligible to compete in any Seacliff SLSC competition and/or receive a trophy and/or award for competition success, Seacliff SLSC members must:

- Be financial on the day of the event
- Have paid their carnival entry fees
- Be proficient.
- Hold the appropriate, current surf lifesaving qualification for their membership category as stated in the SLSA Competition Manual.
- Comply with all requirements as stated in this policy.

To compete in any SLSSA and SLSA competition members must comply with SLSA Policy 5.4 'Proficiency and Patrol Hours Requirements for Competition Eligibility'. General and Associate members are not eligible to compete.

4. Club Subsidies

Seacliff SLSC will endeavour to support competitors who represent the club and SLSSA in all aspects of Surf Life Saving Competitions. Any support is awarded at the discretion of the Management Committee, upon application from the competitor. Competitors are also encouraged to contact the Office of Recreation and Sport as well as their Local Authority to identify and apply for any other subsidies and grants that may be available.

The value provided will be decided by the Management Committee, taking in to account:

- Meeting full patrol commitment
- Being a financial member with no debts owing to the club
- the athlete's attendance at club events and training sessions
- assistance with fundraising activities and
- results from Competitions.
- Behaviours and conduct around the club

Management reserves the right, subject to funding availability not to subsidise. As a guide when a decision is made to support the athlete the club will endeavour to award 50% of fees up to \$500. This is subject to annual review by the management committee.

5. Competition Craft and Storage

The Club have a small amount of craft/equipment available for competitors to use at training and carnivals. However, all competitors are encouraged to purchase their own. More details relating to craft allocation and storage are detailed in the SSLSC Craft Storage Policy.

6. Carnival Entries and Fees

Competitors are responsible for the payment of the entry fees for registered SLSSA youth, under 17/19, open and master's competitions (see appendix A for instructions), unless otherwise stated. Guidelines in relation to these fees area as follows:

6.1 SLSSA Carnivals, SLSSA State Championships & SLSA National Championships (excluding U8-U13)

Competitors from U14 to Masters will be responsible for the payment of competition entries for ALL carnivals unless specified by the Management Committee. State and National Surf Life Saving Championship entries may be subsidised, subject to available funding, but should not be expected.

Entry to these carnivals will be via the directed process according to the Competition Co Ordinator. Payment for competitions is to me made PRIOR to the event and non-payment may result in a competitor not being entered into the event or incurring a late payment charge.

State Championships are held for multiple disciplines (Summer Surf Series, Pool Rescue, Lifesaving including R&R, Surfboard Riding, Boats, and IRB Racing) within the following classifications:

Youth (U14 and 15)	Under 17	Under 19
Under 23 (IRB and Boats)	Opens	Masters.

6.2 Withdrawal/Failure to Compete

There is NO reimbursement for fees paid by a competitor, unless for medical exceptions where evidence may be required.

6.3 Transport of Craft to Carnivals

The club will endeavour to arrange to tow the club trailer/s to each SLSSA carnival for the transport of competition craft.

7. Selections

This section outlines the requirements for the selection of Surf Sports Teams representing the Club at Championship events and may be used for team selections during the season's carnivals.

The Objective is to ensure the selection of the most consistent and competitive team to represent Seacliff SLSC at SLSSA Senior and Masters State Championships and Youth, Open and Masters Australian Championships.

The Competition subcommittee refers to the committee comprising the Club Captain, Surf Sports Coordinator, Youth Co Ordinator, and the Captain and Coach of each individual surf sports discipline.

7.1 Youth and Senior Team Selection criteria

The competition sub committee, with the input of Discipline Coaches and Captains to assist will determine the most suitable team based on the following criteria.

- Results and performance at SLSSA carnivals with specific attention to scheduled carnivals, post-Christmas.
- Past performances at SLSA and SLSSA carnivals in the last 12 months.
- Expected conditions at the championship venue and on the day.
- Consistency, commitment, and attitude at carnivals
- Attendance, commitment, attitude, and performance at SSLSC training sessions.
- Commitment and attitude to club life.
- Current level of skill and physical fitness (where relevant) given the conditions on the day of the event.
- Current or potential injury or conditions, which may impair, inhibit, or prevent performance to the requisite level.

- The athlete's personal workload and program at the relevant event.
- Demonstrated and/or potential ability to work with fellow competitors, coaches, managers, club administrators, chaperones, and officials.
- Ability to operate in a team environment.
- The potential to successfully achieve the objectives of the team.
- Other factors considered relevant in the circumstances.

7.2 Agreement

- The relevant discipline coach will discuss the selection with the competition sub-committee and all relevant parties; a majority decision is required.
- Teams will be set and shared with athletes in the week before the carnival and for State Titles and National events as far in advance as possible.
- Once teams are set, no changes to teams will be made on the beach, unless for exceptional reasons due to illness, injury or overload.
- The Competition sub-committee will make the final decision. A reason shall not be given for any selection or decision of the CSC unless requested by the non-selected athlete/s.
- Athletes nominating for individual events at carnivals must make themselves available for team selections and are expected to compete in their appointed team.
- Removal from a selected squad and/or team shall occur if any athlete:
 - Breaches or fails to observe the policy.
 - Breaches or fails to observe any provision of the Seacliff SLSC Constitution, Code of Conduct and/or policies.
 - By reason of illness or injury is unable to perform to the required standard in the opinion of the coach and/or CSC.

7.3 Athlete expectations and behaviour

All Competitors will be expected to:

- Abide by the Clubs "Code of Conduct for Members", but furthermore follow the Athlete behavioural expectations at Carnivals as laid out in Appendix B
- Be financial members of the Club and ensure all dues are paid
- Use club equipment responsibly
- Actively participate in patrolling, following the directions of your patrol captain and use club equipment responsibly.

The Club Vice Captain – Patrols will notify the competition co Ordinator before any competition that a member has not met their minimum patrol obligation that will see an athlete ineligible to compete. The athlete may appeal any such notification to the CSC who will make the final determination.

- Compete or participate at carnivals throughout the season.
- Attend 30% of training sessions when provided by coaches of the various surf sports disciplines (or be able to show evidence of other training to the satisfaction of the Surf Sports Officer).
- When nominating for a State Team and seeking endorsement from the club, there is an expectation that Athletes will have also represented Seacliff SLSC at the relevant State Titles and Australia Titles competitions where possible.

7.4 Transfers

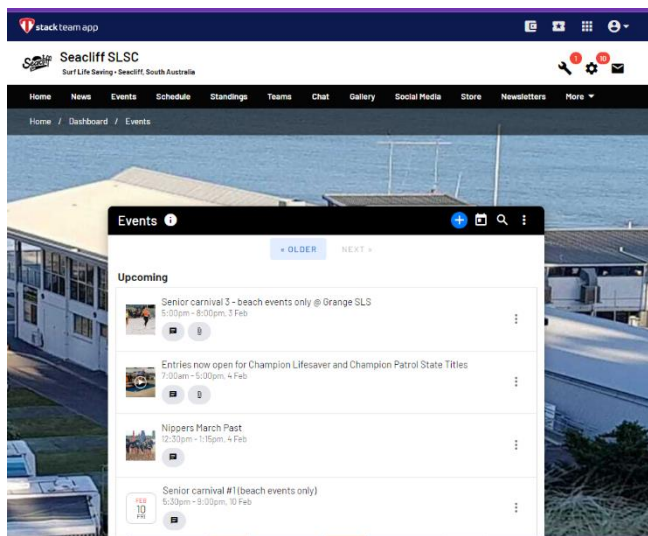
- In the event an athlete wants to transfer in or out to compete for another club, an email should be sent to the secretary in the first instance.
- Transfers In and Out are completed as a Full Transfer (not just a Competitive Rights transfer). Any exceptions will be considered by the Surf Sports Committee.
- Before submitting a Transfer Out, the member should have a conversation with the relevant coach and then email the Secretary with as much information as possible. The Transfer Out will be endorsed once approved by the relevant coach and once any outstanding fees are paid.
- If a member is transferring in to compete for us at States or Aussies, the membership fee will be decided by the Secretary, Treasurer and Competition Coordinator.

APPENDIX A: COMPETITION ENTRY AND PAYMENT PROCESS

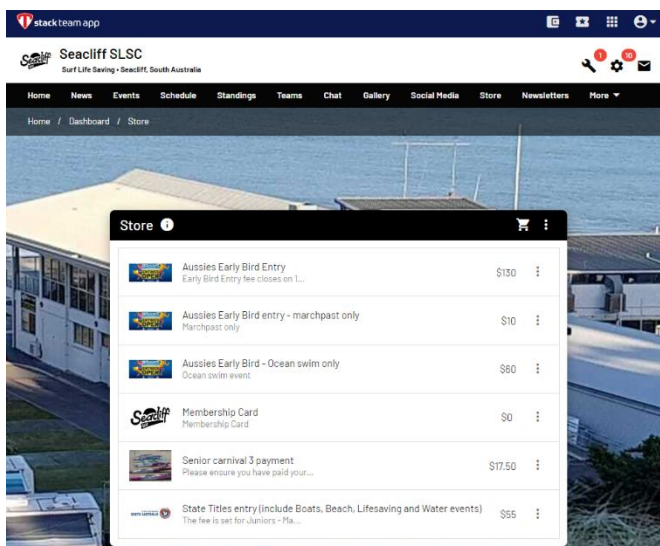
All competition fees are to be paid to the Club via the online payment system using the following below. This ensures that we have an accurate record of payments made for each competition.

All events will be advertised on both Team App under 'Events' and the 'Active Members' Facebook Page

If payment is not received by the time that competition entries are due, the CSC reserves the right not to enter the competitor until payment is received (which may result in an additional late payment fee to that competitor)



Competitors shall be invited to register to attend the carnival and make payment before entry
Payment is made via the 'Store' on Team App.



Appendix B – Athlete Code of Conduct at Carnivals

Below are some expectations around athlete behaviour and conduct at carnivals and on the beach aligned to our club values and Code of Conduct.

Athlete behavioural expectations

RESPECT

We treat ourselves, each other, our Club and the environment, with respect.

- Treat your coaches, officials, Team Managers and fellow competitors with respect.
- Please take all your belongings and rubbish off the beach when you leave.
- If any club craft gets damaged, please report this to the Club Captain so repairs can be arranged.
- Don't swear, lose your temper or be disrespectful to those around you.
- Respect the rules – marshal on time, wearing tied up Club cap and hi viz.

COMMUNITY

We strive to be inclusive, representative and supportive of one another.

- Be welcoming and supportive to newer competitors and the youth coming through.
- Recognise that as one of the larger clubs on the beach, we should lead by example.
- If you see someone struggling, regardless of their club cap, help them.
- Know your team BEFORE you go the line – the Team Managers will have this information.

TEAMWORK

We value the strength of our members as individuals but recognise that our Club is stronger as a team.

- Don't let your team mates down. If you are in a team and you don't want to compete, consider the impact this may have on those teammates who wish to take part. Allow time to find a replacement.
- Help unload craft and equipment from the trailer when you arrive on the beach.
- If your craft is no longer needed, load it back on the trailer before you leave (unless you are transporting it yourself). This includes club craft and equipment.
- Don't leave everything to be packed up by those who are last to finish on the beach.
- If you are unsure of anything...ASK!
- Have fun!

SEACLIFF SLSC STANDARD OPERATING PROCEDURES

Seacliff SLSC – How we communicate

Administrator guide - Using and navigating Team App

As an administrator, it is important you are aware of some of the rules around posting. To assist in navigating team app there are several helpful video tutorials; [Feature Help Videos](#) | [Stack Team App - YouTube](#).

Who can approve new members?

Only individuals appointed by management and who have visibility of current member status are permitted to approve members in team app. This is the same as for our Facebook Active members page.

When are old members removed?

Once old members are archived (post 31 Oct), a review of team app should be undertaken, and archived members removed. This should be done by an administrator who also has visibility of a list of current members

Who has Admin privileges?

Watch video for more information [Admin Privileges \(Full & Restricted\) - Help Video](#) | [Stack Team App - YouTube](#)

Where do I post things on Team App?

Below is a useful guide as to what each tab is used for:

Page/ Tab	Description
News Page	For urgent and important communications and to signpost individuals to Events taking place.
Events Page	For upcoming sporting and social events – CARNIVALS ARE POSTED HERE! This is not for posting regular training sessions. These should be placed under Schedules
Schedules	Where details relating to training etc can be located. Cannot post directly here. This is done via Teams tab.
Teams	The Teams feature is for the purpose of displaying information such as schedules (manual entry, PDF or weblink), standings, team selection (free form entry), map location & content such as coach's contact information. Send Notification sends a notification to your choice of access groups advising that teams have been updated, or you can edit a team to announce them individually.
Standings	Not generally used by Seacliff SLSC
Chat	Allows members to chat in their relevant chat groups. <ul style="list-style-type: none">● Private Chats: Members can only send a private chat to members within the same access group. Admins cannot see or access private chats of other members.● Access Group Chats: Only members who belong to the access group can view and access the chat thread for their group. .● All Member Chats: When an all-member chat is created, all app members receive a notification the chat thread has been created. Important Notes: <ul style="list-style-type: none">● Each member can toggle notifications on/off for each chat thread.● Chatrooms are ordered by most recent comment.
Social Media	Provides links to relevant social media sites.
Store	<ul style="list-style-type: none">● Members can download their Membership card.● Store access to purchase access to Events, carnival entries etc.
Newsletters	<ul style="list-style-type: none">● Where our regular Seacliff 'Bits & Pieces' Newsletters are held
Documents	<ul style="list-style-type: none">● Site for all relevant documentation

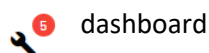
Access groups

Below is a list of all access groups for 2022/23 and their associated owner / moderator. These should be reviewed annually, and members of each access group checked. This can be done via an export.

No	Access groups	Owner	Moderator
1	Age group leaders	Juniors	Jnr Sec/ Junior Committee
2	Aussies 2023	Surf Sports	Team Manager / Comp Co Ord
3	Beach	Surf Sports	AC/Comp Co Ord
4	Boats	Surf Sports	Boat Captain
5	Champ Patrol/ Lifesaver	Surf Sports	Comp Co Ord/ Youth Co Ord/ Coaching Co Ord
6	Events	Management	Communications/ Members Rep
7	Girs@Seacliff	Management	Communications/President
8	IRB	Surf Sports	IRB Captain
9	Junior boards	Juniors	Jnr Sec/ Junior Committee
10	Junior Committee	Juniors	Jnr Sec/ Junior Committee
11	Junior officials	Junior	Jnr Sec/ Junior Committee
12	Junior Water cover	Patrol	Jnr Sec/ Junior Committee
13	Management committee	Comms	Communications
14	Masters	Surf Sports	Comp Co Ord/ Youth Co Ord/ Coaching Co Ord
15	Morning swim squad	Swimming/comms	Swimming Co Ord / Swim coach
16	Patrol and Junior water cover	Patrol	VC Patrols
17	Pool rescue 2023	Surf Sports	Comp Co Ord/ Youth Co Ord/ Coaching Co Ord
18	Rippers R&R	Surf Sports	R&R Coach
19	Senior Boards (U14 - Masters)	Surf Sports	Comp Co Ord/ Youth Co Ord/ Coaching Co Ord
20	Seniors (U14 upwards)	Surf Sports	Comp Co Ord/ Youth Co Ord/ Coaching Co Ord
21	Silver Salties	Comms	Communications
22	Ski (U16 - Masters)	Surf Sports	Comp Co Ord/ Youth Co Ord/ Coaching Co Ord
23	U10	Juniors	Jnr Sec/ Junior Committee
24	U11	Juniors	Jnr Sec/ Junior Committee
25	U13	Juniors	Jnr Sec/ Junior Committee
26	U6s	Juniors	Jnr Sec/ Junior Committee
27	U7s	Juniors	Jnr Sec/ Junior Committee
28	U8	Juniors	Jnr Sec/ Junior Committee
29	U9	Juniors	Jnr Sec/ Junior Committee
30	Youth (U14-U15)	Surf Sports	Comp Co Ord/ Youth Co Ord/ Coaching Co Ord

To see who is in an access group?

Via the webpage (not accessible via App); Navigate to the



dashboard

- Select "Access Groups" tile.
- Under each Access group, it will indicate # of members.
 - Select Access group and you can see who is a member and whether there are guardian and child members.

Can I create a new access group?

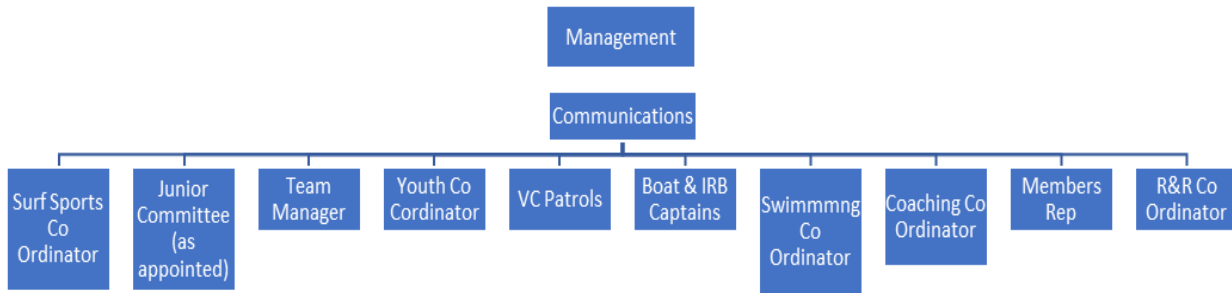
Rather than create new access groups, if a communication is required to a particular group, it is preferable for this to be created as a chat group.

Chat groups should be reviewed periodically, and old/ inactive chat groups deleted.

Chat groups

Anyone can create a chat group. For this reason, it is important moderators keep track of these and where duplicate chat groups are created, remind members that they may want to consider moving their chat to a more relevant chat group.

Team App administrators



Responsibilities of administrators

- Monitor their relevant access groups and associated chat groups.
- Respond to members with any questions.
- Post Events and news items where relevant.
- Annually review members.
- Ensure members are set up correctly (predominantly Juniors and associated parents)

FOR JUNIORS ONLY

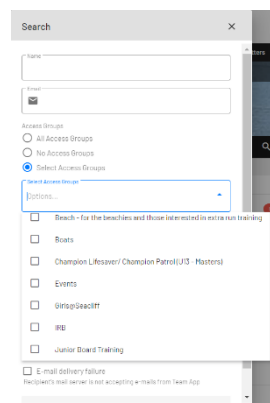
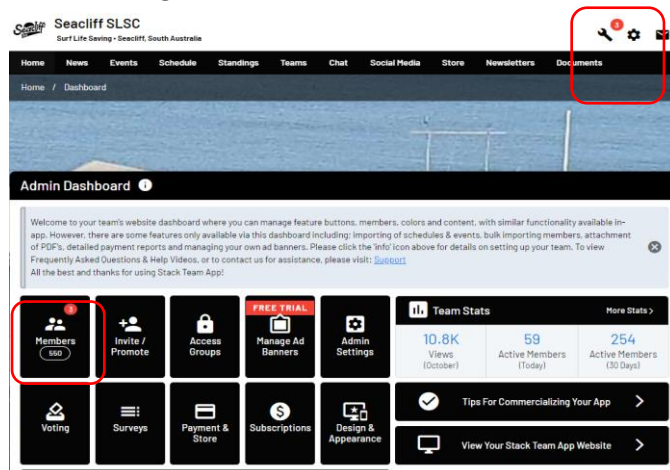
It is important that to avoid multiple notifications and to assist in monitoring attendance, that individuals are correctly assigned to Access Groups. This means that parents and children need to be set up correctly in Team App with children aligned to their guardian. Unless the parent is an active participant in an Access group, e.g., they are a swimmer and belong to the swim access group, ONLY CHILDREN should be in the relevant access groups. A parent should not be a member of the Junior Boards group, it should be the child.


Many new members are incorrectly set up and so there needs to be a manual process to correct this, completed by an administrator using the following process.

Setting Parents and Juniors up correctly in team app

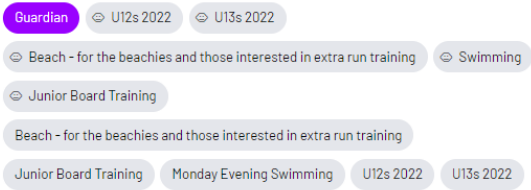
[Guardian & Children Alignment - Help Video](#) | [Stack Team App - YouTube](#)

1. Navigate to Dashboard and select “Members”




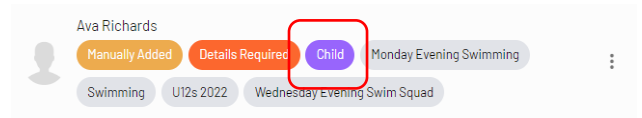
- Click  on Search button
- Select Access Groups
- Select Age group
- Click search
- Scroll down through list of members.
- A parent should be identified as a guardian

Elise Appelt
e.appelt@adam.com.au



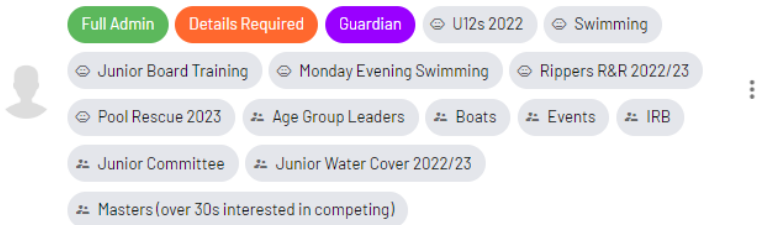
A child should be identified as 'Child'

- Where there is a  face next to the access group that indicates that the child is a member of that access group.
- Where there is no face, this indicates the parent is a member of that group.



This is not generally an issue until we start to use the registration and reporting system in team app as we would be reporting on the parent and not the child. The notifications are sent to the parent as the email account of the parent is linked to the child account. This also means the parent will receive notifications for both themselves and their child(ren) so may receive multiple notifications.

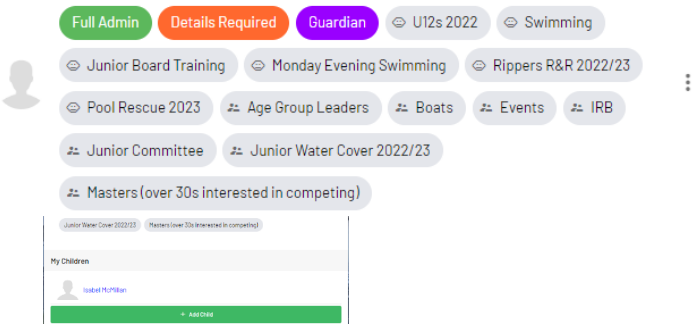
Arran McMillan
arranj.mcmillan@gmail.com



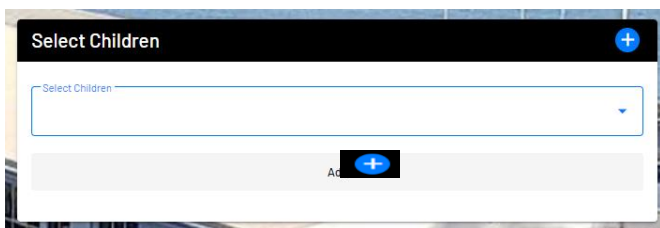
What if there is no parent/child allocation?

- Click the 3 dots and edit record
- Scroll to bottom of screen and click 'save'
- The screen will refresh, and you will see this

Arran McMillan
arranj.mcmillan@gmail.com



- Click "add child"
- Search for child
- Select check box
- Click ADD



- Continue to add subsequent children
- If child does not appear, you will need to manually add the child
- Select the PLUS symbol
- Add child's details along with relevant access groups

- Click Save
- Select children again
- Click Confirm and add

SEACLIFF SLSC STANDARD OPERATING PROCEDURES

Seacliff SLSC – Water Safety Policy

JUNIOR WATERCOVER CAPTAIN (JWC CAPTAIN)

Must hold a proficient SLSA Bronze Medallion Certificate II in Public Safety (Aquatic Rescue)

- Contact their Junior Watercover team to confirm attendance within a week of the rostered date
- Conduct a risk assessment prior to aquatic activity
- Consult the Patrol Captain where necessary regarding risks, personnel and equipment
- Provide a water safety briefing to the water safety personnel and activity participants or AGLs
- Supervise the water safety personnel
- Be responsible for water safety and ensure it meets the prescribed and assessed requirements, e.g., minimum supervision ratios and appropriate equipment for activity
- Be aware at all times of the safety and welfare of those involved in the activity and act immediately if they have safety concerns
- Sign the water cover logbook to show attendance

WATER SAFETY SUPERVISOR (WSS)

Must hold a proficient SLSA Bronze Medallion Certificate II in Public Safety (Aquatic Rescue)

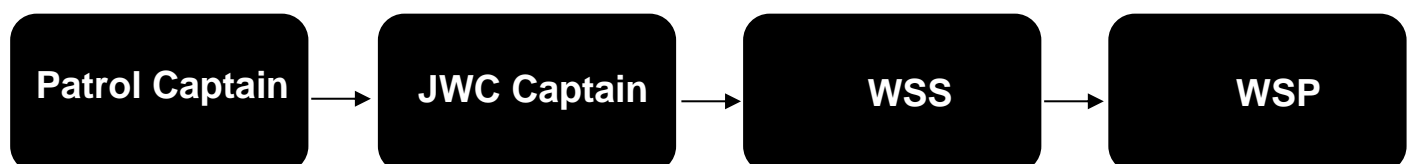
- Supervise the water safety personnel
- Be responsible for water safety and ensure it meets the prescribed and assessed requirements, e.g., minimum supervision ratios and appropriate equipment for activity
- Be aware at all times of the safety and welfare of those involved in the activity and act immediately if they have safety concerns
- Sign the water cover logbook to show attendance

WATER SAFETY PERSONNEL (WSP)

Must be hold a proficient SLSA Bronze Medallion Certificate II in Public Safety (Aquatic Rescue) or SLSA Surf Rescue Certificate or Nipper Water Safety Certificate

- Carry out their duties under the leadership of the JWC Captain and WSS
- Be positioned on the beach and/or in the water as directed by the JWC Captain and/or WSS
- Be responsible for water safety in the appointed area
- At all times be aware of the safety and welfare of those involved in the activity and immediately report any concerns to the JWC Captain and/or WSS
- Advise the JWC Captain and/or WSS of any pre-existing ailments that may impact on their participation or if their competency does not meet the activity requirements or conditions.
- Sign the water cover logbook to show attendance

CHAIN OF COMMAND



WATER SAFETY RATIOS

NOTE: Water Safety Ratios apply to all aquatic activities, regardless of water depth

SLS ACTIVITY	ACTIVITY PARTICIPANTS WHO <u>DO NOT</u> HOLD A SRC OR ABOVE	ACTIVITY PARTICIPANTS WHO <u>DO</u> HOLD A SRC OR ABOVE
Junior Activities (Nippers)	1:3 (NWSC:Participants) Regardless of risk rating	Buddy Procedure
	1:5 (WSP:Participants)	
	1:10 (WSP:Participants) Low-risk conditions determined by risk assessment	
Member Training (Lifesaving and Sport)	1:5 (WSP:Participants)	Buddy Procedure
	1:10 (WSP:Participants) Low-risk conditions determined by risk assessment	

Unqualified parents/carers in the water count towards participant numbers

EQUIPMENT	OPERATOR	COUNT TOWARDS WATER SAFETY RATIO
Rescue Board	1 Paddler	1
Rescue Tube	1 Swimmer	1
IRB	1 Driver and 1 Crew	2

75% of WSP must be in the water and using SLSA approved rescue equipment

EQUIPMENT

Rescue equipment used for the purposes of water safety must be SLSA approved and can include:

- Rescue Tube
- Surf Rescue Board
- Lifesaving rescue equipment listed in the *SLSA approved lifesaving gear and equipment manual*
- SLSA approved competition boards (if the above is unavailable)

During the activity, rescue equipment must be on the water and in close proximity to the participants.

HIGH-VISIBILITY VESTS

For junior activities and member training, participants must be clearly identified with a standardised high-visibility lycra vest or shirt for easy identification above the water surface.

Seacliff SLSC endorses Fluorescent Pink and Fluorescent Yellow high-visibility vests

There are five high-visibility fluorescent colours that SLSA allows:

- Fluorescent Pink
- Fluorescent Green
- Fluorescent Red
- Fluorescent Yellow
- Fluorescent Orange

RISK ASSESSMENTS

For all aquatic activities, a pre-activity risk assessment should be conducted by the responsible person, e.g., Patrol Captain, Junior Watercover Captain, Coach. If 'low risk' conditions are determined after completing a risk assessment, then a 1:10 watercover ratio can be implemented.

Use the 'Risk Rating' function via the *SLSA Operations App*.

(Also available in paper form only if the *SLSA Operations App* cannot be used)

UNIFORM

Water Safety uniform

- A high-visibility (fluorescent) orange skull cap
- A high-visibility (fluorescent) orange rash shirt branded with 'WATER SAFETY'

Or Surf Rescue uniform

- SLS red and yellow quartered patrol skull cap
- SLS 'SURF RESCUE' shirt or rash shirt
- Where appropriate, SLS 'SURF RESCUE' wetsuits

NIPPER WATER SAFETY CERTIFICATE

Must hold a proficient Nipper Water Safety Certificate

Water Safety

- Can provide Water Safety to Under 10 age group and younger
- Water Safety Ratio is 1:3 (NWSC: Participants)
- NWSC cannot be more than 50% of total Water Safety Personnel for an aquatic activity

Equipment

- NWSC can only use a Surf Rescue Tube for Water Safety

Uniform

- A high-visibility (fluorescent) green skull cap
- A high-visibility (fluorescent) green rash shirt (or the like) branded with 'NIPPER WATER SAFETY'

INCLEMENT WEATHER

In the case of inclement weather conditions, the Junior Watercover Captain shall decide whether to continue or cancel junior water activities. Any directions given by the Patrol Captain, State Operation Centre (SOC) or the SLSA Duty Officer regarding unsafe conditions must be followed.

In the event of lightning the 30 –30 rule must be followed for all water and beach activities.

Count the time between seeing a lightning strike and hearing the associated thunder. If the time delay is 30 seconds or less the water and beach is to be cleared immediately and participants should seek shelter in a building. Junior activities can continue once 30 minutes has passed since the last sight of lightning.

[SLSA Water Safety Procedure found here](#)

SEACLIFF SLSC STANDARD OPERATING PROCEDURES

Seacliff SLSC – Craft Storage Policy

Purpose: To give clear guidelines for all the members in regards to the storage of craft within the Surf Club.

Application: U14 – Masters. Persons must request a rack allocation to the Club Captain either in person or email or via email to the Management Committee. The application for a rack can occur at any time. Annually the racks will be reviewed to make necessary changes.

Policy:

Craft racks will be allocated in order of priority (listed below) to those Active, Financial and Proficient Members who attend multiple training sessions each week. Participants will be allocated a rack on the provision that all patrol obligations have been met, all fees have been paid, no disciplinary issues, and at the discretion of the Management Committee. The allocated position of your craft's rack will be final and done so for both ease of access (taller people higher up), and to negate any accidental damage to craft when attempting to remove your craft from this area. Under no circumstances are participants to swap or use another participant's designated rack. Payment for the rack must be made before the end of October, craft not paid for will be removed. If you wish not to incur the storage fee, craft must be removed before the end of September (any craft on the racks in October will incur the storage fee).

Storage:

1x Mal Board (U14-Masters Members)

1x Ski (U17 – Masters Members)

The member will have their name placed on the Craft White Board and this will be the allocation for the season. Only SLSA approved craft to be stored. No covers for either boards or skis are to be stored at the club. No personal Nipper Boards are to be stored at the club.

Priority:

- | | |
|--------------------------|---|
| 1 st Priority | Club Craft – rescue board, competition and general use board/ski |
| 2 nd Priority | Member attending 3 board/ski training sessions per week and competing for the club. |
| 3 rd Priority | Member training and competing for the club. |
| 4 th Priority | Member not competing for the club (if space available) |

Storage fee:

The storage fee will be set by the Management Committee. This will be reviewed annually, any changes to be published with the Membership fees. For existing members with an allocation, the fee will be due by the start of October in line with Membership fees unless other arrangements are sought in writing. Fees not paid will result in the removal of craft from the corresponding rack/s in the third week of October. Management can use their discretion to waiver the fee for members. Fees can be looked at if requests are sort later in the season (early in the new year).

Responsibility:

Seacliff SLSC takes no responsibility for any loss or damage to Privately owned craft stored at the SLSC.

Members storing craft at the club are responsible for ensuring their equipment is stored correctly. The Club remains directly responsible for storage allocation.

The Club has the power to direct any Member(s) who do not comply with the Policy to remove their craft from the Club storage racks.

Craft sitting dormant for a season will be asked to remove the craft from the club.

Club Craft:

Members may use club craft that is allocated for general use. Care must be taken with these craft and checked pre and post training/use. Any damage must be reported once seen. DO NOT USE damaged craft. Club craft is not to be taken from the club unless permission has been sought from the Club Captain/Coach. Competition craft cannot be used unless the coach/es have given permission. To gain permission the person must attend a minimum of two training session per week and more importantly demonstrate commitment to the club, training program and competitions.

This Surf Sports