



JUNIOR ACTIVITIES SUB-COMMITTEE BY-LAWS

**SAWTELL SURF LIFE SAVING CLUB
INCORPORATED**

ABN 43 320 356 044

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1. PREAMBLE

The Junior Activities Sub-committee (JASC) By-laws should be read in conjunction with the Constitution and By-laws of the Sawtell Surf Life Saving Club Inc. (the Club).

Where there is inconsistency with the Club's Constitution or By-laws and the JASC By-laws, the JASC By-laws will be deemed to be subservient to them.

Amendments to the By-laws may be made by the Committee in accordance with Clause 8 (a) iv of the Club Constitution.

2. OBJECTIVES AND FUNCTIONS OF THE JUNIOR ACTIVITIES SUB-COMMITTEE

- (a) The JASC will assist in achieving the objects of the Club as set out in the Club's Constitution.
- (b) The JASC is responsible for:
 - i. the coordination and conduct of all the junior activities of the Club
 - ii. assisting the Club's Committee with the junior registration process
 - iii. conducting the Age Group Championships
 - iv. junior team selection for carnivals, as required
 - v. publishing the Junior Member Handbook (this includes an annual review of the contents of the handbook prior to the commencement of each season). The handbook will be available to all members prior to the commencement of the season by email and by placing such handbook on the Club website.
 - vi. chief organisation of any junior carnival at Sawtell Beach
 - vii. assisting with the organisation of the end of season Presentation Evening
 - viii. determining the awards for the Junior Presentation (the JASC must liaise with the Awards Sub-committee prior to finalising the award recipients)
 - ix. assisting the Club Committee to develop and implement a sponsorship/fundraising strategy
- (c) The JASC may cooperate with fellow Surf Life Saving clubs, community associations and supporters for promotion of Club activities.

3. JUNIOR ACTIVITIES SUB-COMMITTEE ANNUAL MEETING

- (a) The JASC will convene a JASC Annual Meeting to report on the previous Junior Activities season and elect members for the JASC for the following season.
- (b) The Annual Meeting will occur prior to the Club's Annual General Meeting but after the end of the Junior Activities season.
- (c) A member of the Club's Committee will chair the JASC Annual Meeting.
- (d) The quorum for the JASC Annual Meeting will be fifteen (15) members who are financial and entitled to vote.
- (e) If a quorum is not present or if there are no nominations for a JASC Chairperson, the JASC Annual Meeting will be adjourned to a time and place

prior to the Club's Annual General Meeting and all members will be given at least two (2) weeks' notice of that meeting.

- (f) Should a quorum not be present within thirty (30) minutes of the time set for commencement of the adjourned JASC Annual Meeting, the members present will constitute the quorum.
- (g) If no nomination is received for the JASC Chairperson the position will be declared vacant with the meeting to proceed with the election of other office bearers.

4. VOTING ELIGIBILITY FOR THE JUNIOR ACTIVITIES SUB-COMMITTEE ANNUAL MEETING

Those entitled to vote at the JASC Annual Meeting include Life Members, Long Service Members, Active Members, Award Members, Cadet Members, Reserve Active Members and Associate Members, as well as General Members who are the carer/guardian of a Junior Activities member.

5. JUNIOR ACTIVITIES SUB-COMMITTEE NOMINATION AND VOTING PROCESS AT THE JASC ANNUAL MEETING

Both the nomination process and voting process will be as set out in the Club's Constitution and By-laws.

Any member of the Club, over the age of 18, can nominate for a position on the JASC.

6. JUNIOR ACTIVITIES SUB-COMMITTEE MEMBERSHIP AND DUTIES

- (a) The JASC will meet as often as necessary to conduct the business of the Club, but at least once a month during the junior season and as required in the off-season. The date, time and place of the monthly meeting will be notified to members by email. Any member is entitled to attend a JASC meeting, but only JASC Sub-committee members have the right to vote at a JASC meeting.
- (b) The following members will be elected to the JASC Sub-committee:
 - i. the Junior Activities Chairperson
 - ii. the Junior Activities Vice Chairperson
 - iii. the Junior Activities Secretary
 - iv. the Junior Activities Treasurer
 - v. the Junior Activities Registrar
 - vi. the Junior Activities Beach Superintendent
 - vii. the Junior Activities Sponsorship Coordinator
 - viii. the Junior Activities Publicity Officer
 - ix. the Junior Activities Gear and Maintenance Officer
 - x. the Junior Activities Water Safety Coordinator
- (c) The JASC will have an executive comprising the following JASC Office Bearers – Chairperson, Vice Chairperson, Secretary, Treasurer, Registrar and Beach Superintendent.

- (d) The JASC executive will have power to deal with all urgent matters requiring immediate attention which cannot wait until the next JASC meeting.
- (e) Five (5) will form a quorum of the JASC.
- (f) The JASC may appoint other Club members at their discretion to assist the JASC with their duties. Cadet Members are able to fill these positions. All positions will be open to and advertised to Club members.
- (g) A member of the JASC will cease to hold office upon resignation in writing, removal as a member of the Club, or regular (at least three successive) absences from meetings of the JASC without approval. Such member must return all documents to the JASC within 14 days of the person ceasing to be a member of the JASC.
- (h) Any casual vacancy on the JASC will be filled by a member appointed by the JASC, with the exception of the JASC Chairman. The JASC Chairperson will be appointed as per the Club's Constitution and By-Laws.
- (i) Members of the JASC will hold office from the JASC Annual Meeting at which they are elected until the election of JASC members at the next JASC Annual Meeting.
- (j) Notice of meetings other than the regular monthly meeting will be given by the Secretary of the JASC to all members of the JASC at least seven (7) days before the day of the meeting unless such notice has been waived by the full JASC.
- (k) The JASC may function validly provided its number is not reduced below the quorum. Should the Sub-committee numbers fall below the quorum the JASC and/or the Club Committee may act only to increase JASC membership or call a General Meeting to ensure that the JASC responsibilities are fulfilled.
- (l) Two (2) members of the JASC will be the delegates of the Club at any Junior Activities Committee (JAC) Branch meeting. It does not, however, have to be the same members each time, and will be determined by the JASC on the basis of availability and the agenda of the JAC Branch meeting.
- (m) No business will be transacted by the JASC unless a quorum is present. If a quorum is not present within thirty (30) minutes of the time appointed for the meeting, the meeting stands adjourned to the same place and at the same hour of the same day in the following week. If a quorum is not present within thirty (30) minutes of the time appointed for the adjourned meeting, those members present will be deemed to comprise a quorum.
- (n) A JASC member must declare their interest in any contractual, selection, disciplinary or other matter in which a conflict of interest arises or may arise, and will absent themselves from discussions of such matters and will not be entitled to vote in respect of such matter. In the event of uncertainty as to whether it is necessary for a JASC member to absent themselves from discussion or refrain from voting, the issue should be immediately determined by vote of the JASC, or if this is not possible, the matter should be adjourned, deferred or referred to the Club Committee for decision.
- (o) If the JASC believes that they cannot fulfil their responsibilities due to lack of assistance from Club members, the JASC may refer the matter to the Club Committee for discussion and the Club Committee and JASC are to develop a joint strategy to address the issue.

7. JUNIOR ACTIVITIES SUB-COMMITTEE MEMBERS RESPONSIBILITIES

(a) Chairperson of the Junior Activities Sub-committee

The Chairperson of the Junior Activities Sub-committee will:

- i. be responsible for all activities involving Nippers
- ii. chair the Junior Activities Sub-Committee
- iii. ensure Nippers and members of the Junior Activities Sub-committee are aware of their duties as defined, and that they are carried out in accordance with the Club's Constitution and By-laws, as well as the Junior Activities Sub-committee By-laws

(b) Junior Activities Vice Chairperson

The Junior Activities Vice Chairperson will:

- i. support the Chairperson of the JASC
- ii. in the absence of the Chairperson, represent the Club and carry out their duties

(c) Junior Activities Secretary

The Junior Activities Secretary will:

- i. be responsible for the general administration of the JASC
- i. issue notice of meetings of the JASC as required
- ii. take minutes of all meetings of the JASC and provide a copy of the minutes, attendees and resolutions to the Club Secretary in a timely manner

(d) Junior Activities Treasurer

The Junior Activities Treasurer will:

- i. keep a record of receipts and expenditure to comply with audit standards
- ii. receipt and bank all monies received in a timely manner
- iii. pay such accounts and make such payments as have been authorised by the JASC and/or Club Committee in a timely manner. Payments will be made only by cheque or internet banking signed by two (2) of the three (3) JASC signatories
- iv. submit a financial report at the regular meeting of the JASC and provide a copy to the Club Treasurer
- v. assist the Club Treasurer with financial processes involved with annual membership, clothing budget and the preparation of the Annual Financial Statements

(e) Junior Activities Registrar

The Junior Activities Registrar will:

- i. liaise with the Club Registrar
- ii. support the Junior Secretary and the Junior Treasurer in all aspects of membership, in particular with the accurate data entry and management of the SurfGuard software system
- iii. submit competition entries, including names of officials, for all Surf Life Saving events being entered by junior members
- iv. be responsible for the input of data into SurfGuard regarding all junior memberships, proficiencies, competition information and awards

(f) Junior Activities Beach Superintendent

The Junior Activities Beach Superintendent will:

- i. have control of beach activities and conduct on the beach, and other beach officials will follow his/her directions and instruction
- ii. with the consent of the Patrol Captain, have the discretion to determine if the water is safe for each age group to participate in water events
- iii. conduct a risk assessment each week prior to the commencement of any water activity

- iv. consult with the Junior Activities Water Safety Coordinator and assist to ensure compliance with SLSA Water Safety Policies

(g) Junior Activities Sponsorship Coordinator

The Junior Activities Sponsorship Coordinator will:

- i. liaise with the JASC committee
- ii. develop marketing strategies

(h) Junior Activities Publicity Officer

The Junior Activities Publicity Officer will:

- i. promote the Junior Activities in all ways possible in the media as well as among members and the general community

(i) Junior Activities Gear and Maintenance Officer

The Junior Activities Gear and Maintenance Officer will:

- i. support and work with the Club's Gear and Maintenance Officer as required
- ii. be responsible for the maintenance, upkeep and distribution of the gear and equipment in the possession of the JASC
- iii. work closely with the JASC Treasurer to develop a priority listing for purchase, sale and repair of equipment
- iv. coordinate the availability of competition equipment and transport of that equipment to and from competition
- v. provide a list of assets in the possession of the JASC to the Club Gear and Maintenance Officer at the time of the annual register update as well as updating the register throughout the year as required

(j) Junior Activities Water Safety Coordinator

The Junior Activities Water Safety Coordinator will:

- i. ensure that adequate water safety is provided
- ii. ensure that water safety is provided in accordance with Surf Life Saving policies and procedures.
- iii. liaise with the Junior Activities Beach Superintendent and Age Managers
- iv. hold a current Bronze Medallion