



BY-LAWS

**SAWTELL SURF LIFE SAVING CLUB
INCORPORATED**

ABN 43 320 356 044

14th July 2025

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1. PURPOSE

- (a) The By-laws that follow refer to items concerned with the day-to-day running of Sawtell Surf Life Saving Club Incorporated (hereafter called 'the Club').
- (b)
- (c) The By-laws must be complementary to and not inconsistent with the following:
- (d)
 - (a) Constitution of the Club
 - (b) Constitutions of SLS North Coast Branch, SLSNSW and SLSA
 - (c) Manuals and handbooks on surf lifesaving and competition of SLSA

2. AMENDMENTS TO BY-LAWS

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

3. MEMBERSHIP

All persons seeking inclusion in any membership category will complete the prescribed application and pay such annual subscription as determined by the Annual General Meeting.

Persons seeking new membership must also provide proof of identification and satisfy any relevant Member Protection Requirements.

Membership categories to align with SLSA membership primary categories and sub-categories are as follows:

3.1 Junior Membership

- a) Junior Activities Membership ("Nippers")
 - i. A Junior Activity Member is a person who is a minimum age of five (5) years up to a maximum age of thirteen (13) years. Such person will be required to gain the relevant Surf Education Certificate for that person's age group.
 - ii. At least one parent or guardian of the Nipper must be a current member of the Club before the Nipper membership can be accepted.
 - iii. All Nippers must complete a pool proficiency swim before membership can be accepted.
 - iv. The key focus for five- and six-year-old Junior Activity Members will be play, participation and fun. Seven to thirteen age group key focus is on surf skills, water safety, first aid, signals etc.
 - v. Junior Activity Members have no voting rights.
 - vi. Junior Activity Members can use club facilities but only under adult supervision. No gym access.
- b) Cadet Membership
 - i. A Cadet Member is a member of the age qualification as defined in SLSA's manuals (i.e. 13-15) and, who has obtained the Surf Rescue Certificate (SRC) or has passed an annual SRC proficiency test.
 - ii. Cadet Members have voting rights.
 - iii. Cadet members are active patrolling members.
 - iv. Cadet members focus is on obtaining their SRC award and then assisting the age managers and supporting the water safety team once they have obtained their SRC.
 - v. Cadet Members have full access to Club facilities.

- vi. Cadet Member use of the gym and SLISA equipment is only permitted under supervision of a trainer or age manager or adult member.
- c) Inclusive/Adaptive Program Participant (Raptors)
 - i. The Inclusive Program Membership is available to children aged 5 -13 years who are enrolled in the Club's Inclusive Nipper (Raptor) program. The Inclusive Nipper (Raptor) program is designed to provide an adapted surf lifesaving education experience for participants with diagnosed disabilities or additional needs.
 - ii. The inclusive Nipper (Raptor) Program operates alongside the standard Nipper program but runs for a shorter season as determined annually by the club.
 - iii. At least one parent or guardian of the Inclusive Nipper must be a current member of the Club before the Nipper membership can be accepted. They must always be present on the beach throughout the Inclusive Nipper (Raptor) program.
 - iv. Participants enrolled exclusively in the Inclusive Nipper (Raptor) program shall pay the designated membership fee applicable to the standard Nipper Program.
 - v. Inclusive Nipper (Raptor) member who has completed the given inclusive season may only at the discretion of the age managers transition into the Standard Nipper Program during the same season may do so without incurring an additional membership fee for that season.
 - vi. Full registration and payment of the standard Nipper membership fee will be required for participation in their appropriate age group for subsequent seasons.
 - vii. With the exception of the gym: Raptor members have full use of the club.
 - viii. Raptor members have no voting rights.

3.2 Active Category

- a) Active (15-18 years)
 - i. A member aged 15 – 18 years who holds a Bronze Medallion or Surf Rescue Certificate.
 - ii. The Active Member must fulfill patrol and Club obligations each season
 - iii. Completes the annual proficiency test unless the member has obtained their SRC or Bronze medallion in that season.
 - iv. Active members have voting rights.
 - v. Active (15-18 years) Members have full access to Club facilities.
- b) Active (18 years and over)
 - i. Active 18 + years member must hold a Bronze Medallion.
 - ii. Is an active patrolling member.
 - iii. Active members have voting rights
 - iv. Active (18+) Members have full access to Club facilities.
 - v. Active members have voting rights.
- c) Reserve Active Membership
 - i. 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.

- ii. Reserve Active Membership is not to be automatic but is granted by resolution of the Committee.
- iii. Reserve Active Members will perform a minimum number of patrols at the discretion of the Committee.
- iv. Reserve Active Members will complete the annual proficiency test.
- v. Reserve Active membership may be granted, under exceptional circumstances, to Active Members irrespective of years of service.
- vi. Reserve Active Members have voting rights.
- vii. Reserve Active Members have full access to Club facilities.

d) Award Membership

- i. An Award Member is a holder of one or more of the following SLSA awards (other than a Bronze Medallion or a Surf Rescue Certificate): Radio award/s, Resuscitation Certificate, Advanced Resuscitation Techniques Certificate, First Aid Certificate (or equivalent) or Silver Medallion –Beach Management.
- ii. They must fulfil patrol and Club obligations and qualify in an annual proficiency test associated with their award unless the Member has obtained their award in that season.
- iii. Award Members have voting rights.
- iv. Award Memberships have full club access.

3.3 Community Membership

Not applicable to Sawtell SLSC at this time.

3.4 Associate Membership Category

(a) Associate Membership

- i. Associate membership is available to anyone who is unwilling or unable to undertake a Bronze Medallion, an award certificate, and/or the annual proficiency test, nor is entitled to Honorary Membership, Long Service, Reserve Active, or Life Membership.
- ii. Associate Members are eligible for nomination to the positions of Secretary, Treasurer or as an Ordinary Member of the Committee. If elected, they are eligible to vote as a member of the Committee and any sub-committee associated with that role.
- iii. Associate Members do not have Club voting rights unless elected to an office or position which is provided with voting rights by the Club's Constitution.
- iv. Associate Membership have access to equipment and gym once approved by the Committee or Head Coach.

(b) Probationary Membership

- i. A member who has just joined and is yet to be assigned a formal membership category or is training to gain an award to become an Active member.
- ii. Probationary Members have no voting rights
- iii. Have no access to Club facilities unless under supervision of a trainer.

(c) Leave Restricted Membership

- i. Leave Restricted membership may be granted to an Active membership category who, due to work, study, medical, or personal circumstances, are temporarily unable to fulfil their patrolling commitment and or other Club obligations. Examples of circumstances include but are not limited to: Work, study

- commitments, Injury or medical conditions, Pregnancy, Travel or extended absence.
 - ii. To be eligible for this membership Active members must apply in writing with full details annually to the committee. Approval is at the sole discretion of the Committee.
 - iii. The usual membership fees will apply.
 - iv. Leave Restricted Members have full access to Club facilities.
 - v. Members on Leave/Restricted status do not accrue service hours towards patrol or award obligations due the period of leave.
 - vi. Leave Restricted members have no voting rights.
- (d) Nipper Parent Membership
- i. A member who is parent or guardian of children registered in the Nipper/Inclusive Nipper Program
 - ii. A member who does not hold qualifications or awards that would otherwise categorise them as Active members.
 - iii. Nipper Parent members do not have full access to club facilities unless acting in a qualified club appointed capacity as an Age Manager, Coach or Official.
 - iv. Nipper Parent members may access the Club facilities while supervising their child.

3.5 Honorary/Service Membership

- (a) Long Service Membership
- i. Long service membership is for those members who:
 - a. have at least ten (10) years continuous Active Membership, and
 - b. no longer wish to do the annual proficiency test required to retain Reserve Active status.
 - ii. Long service membership will not be automatic and will be granted by majority resolution of the Committee. This is to be noted in the Club minutes and endorsed by North Coast Branch by 31st December each year.
 - iii. Long Service Members are not required to perform patrol duties.
 - iv. If a Long Service Member wishes to compete in any competition, they must first meet the proficiency requirements for that season.
 - v. Long Service Members have voting rights and can nominate for an elected position in the club and sub-committees.
 - vi. Long Service members have full access to Club facilities.
- (b) Honorary Membership
- i. Any person for any reason deemed satisfactory to the Committee may be appointed as an Honorary Member for any period terminating no later than the first Committee meeting after the following Annual General Meeting.
 - ii. Honorary Members shall not be called upon to perform any active duties except where agreed by the Committee.
 - iii. Patrons, the Auditor, and honorary professional officers (such as a Legal Officer) shall be Honorary Members. Persons other than members who render honorary services to the club may by virtue of such services be elected by the committee as Honorary Members.
 - iv. Honorary membership is conferred by a vote of 75% majority of the Committee.
 - v. With agreement of the Committee, the positions of Secretary and Treasurer may be held by an Honorary Member if it is deemed to be in the best interests of the club.
 - vi. Honorary Members do not have Club voting rights unless elected to an office or position which is provided with voting rights by the Club's

Constitution.

(c) Life Membership

- i. Life membership may be granted to any member who has rendered distinguished service to the Club. Criteria for distinguished service are set out in Club Policy No 11 dated 10th June 2019.
- ii. The Life Membership Sub-committee, after reviewing names put forward, may recommend to the Annual General Meeting that a member be elected as a Life Member.
- iii. A motion to adopt the recommendation requires a vote in favour by 75% of the members present at the meeting.
- iv. Voting will be by secret ballot.
- v. Life Members have voting rights and can hold an elected position within the Club or subcommittee but not a member of the Life Membership Sub Committee.
- vi. Life Members have full access to Club facilities.

4. MEMBERSHIP FEES

- (a) The annual subscription will be proposed by the Committee for approval at the Annual General Meeting. In addition the Committee will have power to impose a levy in any one season not exceeding the amount of the annual subscription.
- (b) The annual subscription for each year will be due and payable on or before 30th September.
- (c) Any member who fails to renew their subscription by October 31st in any year will not be entitled to any privileges of the Club as long as their subscription remains in arrears.
- (d) Outstanding membership records will be archived at 31st December each year.

5. COMMITTEE MEMBERS

- (a) All Committee members other than the Chair of the Junior Activities Sub-committee (JASC) are to be elected annually at the Annual General Meeting (AGM). The Chair of the JASC shall be elected at the Annual Meeting of the JASC which will be held prior to the AGM of the Club. Their election will be confirmed at the AGM of the Club.
- (b) Nominations should be made in writing and signed by two members and the nominee, and delivered to the Secretary seven (7) days before the AGM.
- (c) In addition, the Chairperson of the AGM will call for nominations from the members present, which must be moved and seconded by two members and accepted by the nominee.
- (d) An election by ballot will then take place if the number of nominations exceeds the number required for any office. If the number of nominations equals the number required, the nominee still requires a majority vote to be elected.
- (e) If two or more officers of the same category are required and an insufficient number of nominations in writing or from the floor are received, the Chairman will declare the person/s nominated to be duly elected. All nominees still require a majority vote to be elected.
- (f) Life, Long Service, Active, Reserve Active, Award. General, Honorary and Past Active Members are entitled to nominate for the Committee.

- (g) General Members, Associate Members and Past Active Members, however, can only nominate for specific Committee positions as outlined in Clauses 3(f), 3(i) and 3(l) of these By-laws, and Honorary Members can be appointed to the positions of Secretary and Treasurer with agreement of the Committee as outlined in Clause 3(j) of these By-laws.

6. COMMITTEE MEMBERS - POWERS AND DUTIES

The duties, powers and authority of officers will be prescribed by these By-laws.

The Committee will be made up of the President, Vice President, Secretary, Treasurer, Club Captain, Chief Training Officer, Chairperson of the Junior Activities Sub-committee and two (2) other ordinary members with no designated responsibilities other than to reflect the views of the Club membership.

The Committee may appoint Club members to assist the Committee with their duties.

Such appointments may include a Competition Manager, Gear and Maintenance Officer, Publicity Officer, Registrar, Vice Club Captain, IRB Captain, Head Coach, Cadet Supervisor, Health and Safety Officer, First Aid Officer, Radio Officer, Grievance Officer, Social Organiser, Member Protection Information Officer and any others that may be required from time to time.

Committee Members

(a) President

As chief executive, the President will:

- i. supervise the functions and activities of the Club and perform such other duties as pertains to the office
- ii. be the official representative and spokesperson of the Club
- iii. have authority to call a General Meeting and a meeting of the Committee
- iv. chair Committee Meetings and General Meetings. In the absence of the President, the Vice-President shall be Chair. If the President and the Vice-President are both absent from the meeting, the members present shall elect a Chair for that meeting.
- v. be an ex-officio member of all sub-committees and may attend any or all meetings of the Club, and may at their discretion preside over such meetings
- vi. ensure Committee members and sub-committee members are aware of their duties as defined, and that they are carried out in accordance with the Constitution and By-laws

(b) Vice President

The Vice President will:

- i. support the President in their duties at all times, and
- ii. in the absence of the President, represent the Club and carry out their duties

(c) Secretary

The Secretary will:

- i. be responsible for the recording of the minutes of all business dealt with in all Committee proceedings, General Meetings and Annual General Meetings
- ii. be responsible for seeing that all records of the club are properly kept
- iii. issue notices of meetings when required
- iv. conduct the Club's correspondence and post notices in the clubhouse as directed by the Committee
- v. in the absence of the Treasurer have authority to receive monies on behalf of the Club for which they shall account to the Treasurer
- vi. prepare the Club's annual report for submission to the Annual General Meeting

The Secretary may nominate an Assistant to the Secretary to assist with their duties provided such nomination is approved by the Committee. The Secretary may allocate duties to the Assistant to the Secretary as they see fit.

(d) Treasurer

The Treasurer will:

- i. receive and be responsible for all monies and will keep all records and/or books relevant to the financial position of the Club. These records must be available for inspection by any member of the Club.
- ii. close off the books at the end of April each year and submit an audited Income and Expenditure Statement, a Statement of Assets and Liabilities and a statement of Cash Flows of the Club to the AGM
- iii. maintain a register of Club assets, and for such purpose may request any officer to furnish them with a list of property under their control
- iv. ensure that all monies received by the Club are paid into a bank account in the Club's name in a timely manner. Payment shall be made by either electronic banking or by cheque signed by two of any three signatories authorised by the committee. Major or unusual expenditure shall be authorised in advance by the Committee, or at a general meeting.

The Treasurer may nominate an Assistant to the Treasurer to assist with their duties provided such nomination is approved by the Committee. The Treasurer may allocate duties to the Assistant to the Treasurer as they see fit.

(e) Club Captain

The Club Captain will:

- i. hold a Bronze Medallion and Silver Medallion Beach Management and desirably a Train Small Groups accreditation
- ii. be responsible for the general conduct of the members when associated with Club activities
- iii. have, as a primary focus, the efficiency of all patrol captains, and by association, the quality, quantity and rostering of patrolling members
- iv. manage and organise the After Hours Call-out Team
- v. ensure that patrol information is entered into SurfGuard as appropriate
- vi. have the authority to refuse the use of any/all Club property to any member
- vii. have the authority to require any member to perform any duty consistent with the objects of SLA, SLNSW and these rules

(f) Chief Training Officer

The Chief Training Officer will:

- i. hold an SLA Training Officers Certificate and ideally hold a Certificate IV Training and Assessment
- ii. hold a Bronze Medallion
- iii. coordinate training for members in awards and qualifications,
- iv. liaise with the Club Captain to ensure proficiency of all patrol members
- v. have control, subject only to the Club Captain, of the instruction of all members in the area of surf lifesaving, and shall have authority to call upon any qualified instructor, facilitator and/or assessor to assist them in this regard
- vi. use their best endeavours to improve the quality of training conducted throughout the club

(g) 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 Constitution and By-laws, as well as the Junior Activities Sub-committee By-laws

Committee Support Positions

(a) Competition Manager

The Competition Manager will:

- i. encourage active members to participate in competition as a way of maintaining and/or improving their patrol skills
- ii. provide all active members with information about competitions including entry details
- iii. coordinate selection of senior, open and masters competition teams and submit and record all entries for carnivals
- iv. submit competition entries, including names of officials, for all SLS events being entered by Club members
- v. coordinate the availability of competition equipment and transport of that equipment to and from the competition
- vi. attend key carnivals, confirm attendance of Club competitors and ensure their welfare during training and competition

(b) Gear and Maintenance Officer

The Gear and Maintenance Officer will:

- i. be responsible for the care, repair and maintenance of all Club lifesaving equipment and building internals including surf lifesaving, rescue and electronic equipment
- ii. work closely with the Treasurer and have responsibility for the purchase, sale, maintenance and repair of all assets

(c) Sponsorship and Publicity Officer

The Sponsorship and Publicity Officer will

- i. Promote the Club whenever possible with the aim of increasing Sawtell SLSC brand awareness and securing sponsorship agreements
- ii. maintain a register of all sponsors and their sponsorship/support agreements
- iii. Host an annual thank you evening
- iv. Ensure sponsors obtain appropriate exposure for their sponsorship.
- v. Promote the Club through the media as approved by the President
- vi. Arrange for timely and relevant information to appear in Newsletter and social media platforms

(d) Registrar

The Registrar will:

- i. support the Secretary and the Treasurer in all aspects of membership, in particular with the accurate data entry and management of the SurfGuard software system
- ii. as necessary produce reports for the Committee on request

(e) Vice Club Captain

The Vice Club Captain will:

- i. hold a Bronze Medallion
- ii. assist the Club Captain in the discharge of their duties and carry out such other duties as the Club Captain may assign
- iii. in the absence of the Club Captain have the same powers and authority as the Club Captain

(f) IRB Captain

The IRB Captain will:

- i. be a proficient IRB driver
- ii. arrange for training and proficiency of IRB Drivers and IRB Crewpersons, in conjunction with the Club Captain and Chief Training Officer
- iii. maintain the IRB craft and associated equipment

- iv. in conjunction with the Health and Safety Officer, put in place such measures as are necessary to ensure the health and safety of members associated with the use, storage and maintenance of the IRB and related equipment

(g) Head Coach

The Head Coach will:

- i. hold a Level 1 Coach's Award
- ii. support the Competition Manager and the Club Captain
- iii. put in place skill and fitness development programs for patrol and competition members
- iv. ensure the training needs of all competition members are considered and catered for
- v. seek the assistance of any member with necessary qualifications, skills, experience and/or interest in specific aspects of skill and/or fitness training
- vi. provide advice to the Competition Manager regarding the acquisition and maintenance of craft and equipment necessary for training and competition

(h) Cadet Supervisor

The Cadet Supervisor will:

- i. provide mentor support for members who are in transition from Nippers to Bronze Medallion
- ii. encourage cadets to participate in patrol, competition and social activities of the Club
- iii. represent the views and concerns of cadet members at Club meetings and similar forums

(i) Health and Safety Officer

The Health and Safety Officer will:

- i. have experience working as a WH&S Officer or similar role
- ii. ensure compliance by the Club and its members with health and safety legislative and regulatory requirements
- iii. provide necessary education and/or training for members in relation to health and safety matters, in conjunction with the Chief Training Officer
- iv. as necessary provide reports and advice to the Committee regarding health and safety related matters

(j) First Aid Officer

The First Aid Officer will:

- i. hold a nationally-recognised First Aid Certificate (current)
- ii. be responsible for the maintenance, care and upkeep of a fully-stocked First Aid Kit and First Aid Room
- iii. Assist with the annual gear inspection and ensure compliance with SLSA requirements in regard to First Aid

(k) Radio Officer

The Radio Officer will:

- i. hold an SLSA Radio Operator's Certificate
- ii. be responsible for the maintenance, care and upkeep of radio equipment and ensure that all radio equipment is in an operational and safe condition at all times for the purposes of lifesaving and patrols

(l) Social Organiser

The Social Organiser will:

- i. coordinate the presentation and awards night
- ii. promote social activities within the Club
- iii. coordinate any social activities as approved by the Committee

(m) Complaints Manager

The Complaints Manager Officer will:

- i. Manage any complaint submitted to their club or branch in line with the SLSC Complaints Resolution Policy. ensure the rights and privileges of all members are protected
- ii. Deal with all complaints in a fair, timely and transparent manner.
- iii. Escalate complaints as appropriate to ensure that appropriate persons are involved. • Considering the reasonable wishes of all parties involved.
- iv. Provide communication on a regular basis as to the progress of the complaint.
- v. Clearly explain the next steps and options to all parties involved in a complaint.
- vi. Maintain appropriate confidentiality regarding complaints.
- vii. Report any serious issues involving children and young people or allegations of a serious criminal offence to relevant authorities.
- viii. Maintain appropriate records of complaints in a safe and confidential manner.
- ix. If necessary refer any matter to the Committee for their recommendations.
- x. Not currently hold any other position within the Club.

(n) Member Protection Information Officer

The Member Protection Officer will:

- i. Provide information about the rights, responsibilities and options available to an individual making a complaint. MPIOs are impartial and do not investigate or mediate complaints.
- ii. Advise committees, administrators and complaint handlers in Member Protection Regulations and Safeguarding Policy to highlight non-compliance or to clarify the correct process during specific situations
- iii. Be the first point of contact for any member who has a . about anything to do with the Club.
- iv. Ensure the rights and privileges of members are protected
- v. Advise members of the procedures involved in grievance and complaints resolution should they wish to pursue any matter.
- vi. Not concurrently hold the position of Complaints Manager within the Club
- vii. Should ideally gain accreditation as a Member Protection Information Officer from the Australian Sports Commission

(o) Child Safe Coordinator

The Child Safe Coordinator will:

- i. Be the single point of contact at a club/branch level for all child safe information distributed by SLSNSW.
- ii. Review all child safe information distributed by SLSNSW and share or action with relevant members of the club/branch.
- iii. Respond to requests for feedback made by SLSNSW in relation to child safety on behalf of the club/branch (e.g. respond to surveys; consult with club/branch and feed back to SLSNSW).
- iv. Review and advise the club/branch on best practice in relation to child safety at SLS activities and events.
- v. Proactively promote SLS's policies and codes of conduct ensuring that they are understood and adhered to at both member and executive level.
- vi. Monitor and promote the completion of child safe awareness training within the club/branch.
- vii. Address any identified non-compliances with the SLSC Child Safe Policy with the club/branch executive committee.
- viii. Encourage and enable reporting of child-related incidents and concerns.
- ix. Ensure that any club/branch members who require a WWCC have provided their current number, expiry date and verification result, as per the guidelines from the Office of the Children's Guardian.

7. SUB-COMMITTEES

The Committee shall ensure the following standing Sub-committees operate as per these By-laws:

- (a) Awards
- (b) Judiciary
- (c) Junior Activities
- (d) Life Membership

The Committee may form other Sub-committees from time to time as is necessary to properly manage and achieve the objectives of the Club.

All Sub-committees can make recommendations to the Committee relevant to their area of concern unless otherwise specified in these By-laws.

Each Sub-committee has discretionary powers to deal with management issues within their area of relevance and within the policy direction of the Committee and the Club.

(a) Awards Sub-committee

The Awards Sub-committee will:

- i. be chaired by the Club Captain
- ii. consist of the Junior Activities Chairperson, Chief Training Officer, Competition Manager and any other Club or Committee member(s) the Committee feels appropriate
- iii. decide on awards and presentations to be made to members at the Club Presentation night

(b) Judiciary Sub-committee

The Judiciary Sub-committee will:

- i. be chaired by the Vice President
- ii. comprise the Vice President, Club Captain and one (1) Life Member
- iii. meet as required when a disciplinary matter is referred to it
- iv. act in accordance with SLSA Regulations Section 5 (as amended from time to time)

(c) Junior Activities Sub-committee

The Junior Activities Sub-committee will:

- i. be known as the JASC
- ii. be chaired by a person elected by members who meet the eligibility criteria in the by-laws of the JASC. The election of the Chairperson of the JASC shall be endorsed by members of the Club at the Annual General Meeting.
- iii. hold an Annual Meeting prior to the Annual General Meeting of the Club. At this meeting the Chairperson and other positions within the JASC shall be elected.
- iv. act as per the Constitution and By-laws, as well as the JASC By-laws

(d) Life Membership Sub-committee

The Life Membership Sub-committee will:

- i. be chaired by the Vice President
- ii. consist of any three (3) Life Members willing and able to participate. If three Life Members are not available or able to participate in the sub-committee, the vacant positions shall be filled by current long service members.
- iii. not include any Committee member other than the Chair (Vice President)
- iv. act in accordance with requirements as written in these By-laws under Life Membership
- v. meet at least once each year to consider and record outstanding service to the Club by a member or members
- vi. advise the Committee of any member whose name should be put forward to the AGM for consideration as a Life Member

To be considered for Life Membership, the Club member must be

- a) nominated in writing by two or more life, active or long service members, or
- b) be identified by the Life Member Sub-committee

8. GRIEVANCES

The Club adopts SLSA Policy 6.06 Grievance Procedures (as amended from time to time) setting out the process to handle grievances.

9. JUDICIAL AND DISCIPLINE

The Club adopts the Discipline and Judicial processes as set out in the SLSA Regulations Section 5 (as amended from time to time).

10. CLUB COLOURS

- (a) The Club colours shall be black and white and the design of the competition cap shall be black and white quarters (with a white quarter to appear over the member's right eye).
- (b) The design of the official Club logo needs to be endorsed at a General Meeting.
- (c) Alterations of Club colours or the design of the Club competition cap will be by special resolution only subject to approval of SLSA or its nominee.
- (d) Apparel bearing the Club's name or logo shall require the approval of the Committee.

11. AUDITOR

- (a) At the AGM, a suitably qualified accountant shall be appointed as auditor, who will at least one month before the next AGM examine the accounts and certify the annual financial statements
- (b) All information required will be provided by the Treasurer, the Committee, the Sub-committees, and the Club.

12. CARE AND USE OF CLUBHOUSE AND CLUB PROPERTY

- (a) The clubhouse shall be available to all members for such purposes as may be determined by the Committee. The showers, lockers and gym are available to all members except General Members. The gym can only be utilised in accordance with the Club policy on gym use.
- (b) Keys to the clubhouse will be issued by the Secretary on behalf of the Committee with key numbers to be recorded in SurfGuard. Members resigning or retiring from the club must return such keys immediately.
- (c) No Club property is to be removed from the clubhouse without the approval of either the Committee, the Club Captain or the Gear & Maintenance Officer, except in the case of emergency lifesaving responses.
- (d) Club members shall carry out any necessary actions required for the cleanliness and maintenance of the Club property and surroundings.

- (e) The Club endorses responsible service of alcohol provisions at all times and will adhere to all relevant licensing laws in relation to this.
- (f) No unseemly conduct likely to interfere with the comfort of other members or the public shall be permitted and members shall assist in preventing such conduct.
- (g) Respect for the welfare of other members is expected at all times in and around the club.

13. PATROLS

- (a) The beach will be patrolled by Active, Cadet and Award Members at such times as agreed by the Committee, the Council, and SLSNSW.
- (b) Patrol Captains will be appointed by the Club Captain and will be under the direct control of the Club Captain. Patrol members will report directly to their Patrol Captain.
- (c) Patrol members must ensure they are on time and appropriately dressed for patrol.
- (d) Patrol members unable to attend their allotted patrol must arrange a substitute in advance and if not able to achieve this, then they must inform their Patrol Captain in advance of their absence.
- (e) Members of patrols will perform any duty allotted by the Patrol Captain either in the actual work of lifesaving or any other task deemed necessary to the efficient patrolling of the beach.
- (f) Members of patrols who are candidates for any award or qualification of the SLISA may be granted leave to attend training sessions by their Patrol Captain.
- (g) Leave from rostered patrol may be granted in certain circumstances by the Club Captain.
- (h) Patrol Captains must follow best practice in fulfilling their duties and must encourage each patrol member to do likewise.
- (i) Patrol Captains and Patrol Members must follow SLS Standard Operating Procedures at all times whilst on patrol.
- (j) The utmost discretion must be used in all dealings with the public by both Patrol Captains and all patrol members. Abuse of any person will not be tolerated.

14. CLUB EQUIPMENT

- (a) Rostered patrols have first priority on any craft and equipment. In emergency situations the Club Captain, or in their absence the Patrol Captain, will prioritise the use of craft and equipment.
- (b) Members must take every care to maintain the good condition of Club equipment.
- (c) If an item of equipment is damaged while being used by a member, they must as soon as possible notify the Patrol Captain (if during patrol), the Gear and Maintenance Officer and/or the IRB Captain (if IRB related) and/or the Competition Manager (if during training or competition) or the Club Captain.
- (d) Members authorised to use the IRB may call upon any other member(s) to assist in the launching and housing of the craft. Any member refusing to assist shall be

reported to the Club Captain, who has the discretion to refer the matter to the committee.

- (e) Members using craft (board, ski or other) for competition or competition training purposes are responsible for getting the craft to and from the water, and for the condition of the craft while in their use.
- (f) All members using craft or equipment for competition or competition training are to be made aware of and adhere to any conditions that may be issued and amended by the Gear and Maintenance Officer and the Competition Manager from time to time.
- (g) All members using the gym need to complete an induction to the gym so they are aware of any conditions regarding the use of the gym that may be issued and amended by the Committee from time to time. These conditions will be posted on the notice board in the gym.
- (h) Craft and equipment may only be used for competition or competition training with the knowledge of, and under the supervision of, the Club Captain, Gear and Maintenance Officer, Head Coach or Competition Manager. Such supervision does not necessarily mean the supervising person must be in attendance.

15. CLUB CHAMPIONSHIPS

All Club championships and Club carnivals will be conducted in accordance with the SLSA and SLSNSW current competition requirements, and in accordance with current Club policies.

16. MEMBERS' PROPERTY ON CLUB PREMISES

The Club does not take responsibility for the care of and loss of or damage to members' property on the club premises. Members' belongings are left at the club at the member's own risk, whether the members are present at or absent from the clubhouse

17. MEMBER PROTECTION

The Club endorses and adheres to where practicable the SLSA Member Protection Policy [Policy 6.05] as amended from time to time.