



## **SECRET HARBOUR SURF LIFE SAVING CLUB (Inc.)**

### **THE CLUB BYLAWS**

**Adopted July 2015**

## Approved Amendments Register

| <b>Date Approved</b> | <b>Para</b>            | <b>Topic</b>                                                                                             | <b>Nature of Change</b>                               |
|----------------------|------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| September 2006       |                        |                                                                                                          | Adopted                                               |
| July 2007            |                        |                                                                                                          | Amendments                                            |
| September 2010       |                        |                                                                                                          | Amendments                                            |
| July 2013            |                        |                                                                                                          | Amendments                                            |
| 31 October 2014      | 1.2.e                  | Management Committees: House & Social                                                                    | Frequency of Meetings                                 |
| 31 October 2014      | 1.4.e                  | Management Committees: Life Saving                                                                       | Frequency of Meetings                                 |
| 31 October 2014      | 1.5.e                  | Management Committees: Education                                                                         | Frequency of Meetings                                 |
| 31 October 2014      | 1.6.e                  | Management Committees: Competition                                                                       | Frequency of Meetings                                 |
| 31 October 2014      | 1.7.e                  | Management Committees: Youth Development                                                                 | Frequency of Meetings                                 |
| 31 October 2014      | 1.9                    | Management Committees: Selection Committee                                                               | Director of Surf Sports – naming convention updated   |
| 31 October 2014      | 2.2.b.(iii)            | Duties of Officers of the Club: Vice President                                                           | Judiciary – replaces discipline                       |
| 31 October 2014      | 2.3.a                  | Duties of Officers of the Club: Club Captain                                                             | Insertion                                             |
| 31 October 2014      | 2.3.b.(vii)            | Duties of Officers of the Club: Club Captain                                                             | Judiciary – replaces discipline                       |
| 31 October 2014      | 2.6.a                  | Duties of Officers of the Club: Director Sponsorship and Public relations                                | Insertion: Grants submissions                         |
| 31 October 2014      | 2.7.a                  | Duties of Officers of the Club: Director of Lifesaving                                                   | Insertion                                             |
| 31 October 2014      | 2.7.e                  | Duties of Officers of the Club: Director of Lifesaving                                                   | Insertion                                             |
| 31 October 2014      | 2.8.a                  | Duties of Officers of the Club: Director of Education                                                    | Insertion                                             |
| 31 October 2014      | 2.8.c (i)              | Duties of Officers of the Club: Director of Education                                                    | Insertion                                             |
| 31 October 2014      | 2.8.c (ii) – (viii)    | Duties of Officers of the Club: Director of Education                                                    | General reworking                                     |
| 31 October 2014      | 2.8.c (ix – xii)       | Duties of Officers of the Club: Director of Education                                                    | Insertion                                             |
| 31 October 2014      | 2.10.c and d.(i)       | Duties of Officers of the Club: Director of Youth                                                        | General rewording                                     |
| 31 October 2014      | 2.26.a.(v)             | Duties of Officers of the Club: Patrol Officer                                                           | Insertion: Director of Lifesaving                     |
| 31 October 2014      | 2.33.a, 2.34.a, 2.35.a | Duties of Officers of the Club: Inter Club Competitions Officer, Competition Captains, Gymnasium Officer | Update of Director Name: Surf Sports                  |
| 31 October 2014      | 2.37                   | Duties of Officers of the Club: Age Group Manages                                                        | Rewrite of duties                                     |
| 31 October 2014      | 2.39.d                 | Duties of Officers of the Club: Junior Water Safety Officer                                              | Insertion                                             |
| 31 October 2014      | 2.44                   | Duties of the Officers of the Club: Grants Officer                                                       | Insertion                                             |
| 31 October 2014      | 5.0                    | Finance: Annual Budget                                                                                   | Rewrite                                               |
| 31 October 2014      | 5.3.c                  | Finance: Annual Financial Statement                                                                      | Insertion                                             |
| 31 October 2014      | 6.0                    | Grievances, Judicial and Discipline                                                                      | Rewrite and replaces previous Club Discipline process |
| 31 October 2014      | 7.1.b                  | Patrols: Patrol Obligations                                                                              | Insertion: Award                                      |
| 31 October 2014      | 7.4.b                  | Patrols: Patrol Rosters                                                                                  | Insertion: the Club Captain or Director of Lifesaving |
| 31 October 2014      | 7.4.c                  | Patrols: Rosters                                                                                         | Insertion of Note                                     |
| 31 October 2014      | 7.5.d                  | Patrols: Patrol Attendance                                                                               | Change to 30minutes                                   |
| 31 October 2014      | 7.5.n                  | Patrols: Patrol Attendance                                                                               | Removed in total                                      |
| 31 October 2014      | 7.11                   | Patrols: Service other than Patrol Service to Obtain a Year of                                           | Removed in total                                      |

|                  |                                         |                                                                           |                                                 |
|------------------|-----------------------------------------|---------------------------------------------------------------------------|-------------------------------------------------|
|                  |                                         | Satisfactory Service                                                      |                                                 |
| 31 October 2014  | 12                                      | Membership Categories and Subscriptions                                   | Insertion in total                              |
| 31 October 2014  | 14                                      | Travelling Competitors/Teams                                              | Insertion in total                              |
| 31 October 2014  | 15                                      | Club Colours, Name and Badge                                              | Insertion in total                              |
| 31 October 2014  | Enclosure 1                             | SLSA Regulations – August 2011 Extract                                    | Insertion in total                              |
| 31 October 2014  | Enclosure 2                             | SLSA Grievance Procedure Policy 6.6 May 2008                              | Insertion in total                              |
| 31 October 2014  | Enclosure 3                             | SLSA Member Protection Policy 6.5 November 2012                           | Insertion in total                              |
| 17 December 2014 | 7.4 J                                   | Use of patrol equipment                                                   | New paragraph inserted                          |
| 20 May 2015      | 2.1, 1.1, 2.4, 1.3, 2.2                 | Update title of web officer to IT officer                                 | Update position description                     |
| 17 June 2015     |                                         | Volume 1 & 2 of Bylaws combined to form The Club Bylaws                   | Volume 1 and 2 combined and sections renumbered |
| 17 June 2015     | 1.7, 2.10, 2.36, 2.37, 2.38, 2.39, 2.42 | Youth position and administrative updates                                 | Paragraphs inserted and updated                 |
| 17 June 2015     | Section 14 & 15                         | Surf Sports positions, competition trophies, guidelines and rules updated | Paragraphs inserted and updated                 |
| 30 July 2016     | Section 2.1, 2.2, 2.3                   | Board of Management, Code of Conduct and Conflict of Interest             | Paragraphs inserted                             |
| 26/04/2018       | Section 15.7                            | Long Service Membership                                                   | Update paragraphs a & b                         |
| 05/06/2018       | Section 15.7                            | Long Service Membership                                                   | Updated paragraphs c - e                        |

**BY-LAWS of**  
**SECRET HARBOUR SURF LIFE SAVING CLUB**

These By-Laws should be read in conjunction with the Constitution of the club. They include the general rules for the operations of the club and also cover corporate governance issues and the core values to which we aspire. The By-Laws also include structures for dealing with resolution of disputes in a fair and equitable manner.

**CORE VALUES**

- Family - Embrace family values and promote inclusion
- Safety – Promote safety as a part of core activities
- Respect - Respect and value all individuals and the club community
- Integrity – Conduct of self and club affairs, according to the highest standards of ethics and behavior
- Unity - To operate as a team including effective communication with, and involvement of, all of our stakeholders
- Excellence - Strive for excellence in everything we do.

**THE BY-LAWS**

These By-Laws serve to provide guidance on the application of the club Constitution, and to give direction on specific aspects of club management.

Any member can request any change to these By-Laws in the following manner:

Submit a document to the Director Finance and Administration which describes the requested change, the reason/s the change is required, and the benefits to the club as a result of the change

The document is reviewed by the club Board of Directors at any meeting of the Board provided that seven (7) days notice is given to the Director Finance and Administration.

Acceptance of the amendment(s) shall then be valid immediately and implemented as required

The member making the submission is advised of the outcome. Amendments, alterations, interpretations or other changes to By-Laws shall be advised to Members of the Association by means of Notices approved and issued by the Board. If no objections are received from the membership within 30 days of the notice being posted, the changes will considered approved.

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### **Enclosures:**

1. House Management Policy
2. SHSLSC Travelling Guidelines
3. SLSA Regulations Section 5 – Discipline – August 2011
4. SLSA Grievance Procedure Policy 6.6 – May 2008
5. SLSA Member Protection Policy 6.5 – November 2012

## **1.0 MANAGEMENT COMMITTEES**

### **1.1 Finance & Administration Committee**

- a. The Finance & Administration Committee shall be responsible for the financial management and general administration of the club.
- b. It shall consist of the Director Finance & Administration as chairman, Registrar, Treasurer, Merchandising Officer, Member Screening Officer, Archive Officer, Information Technology Officer and two (2) additional committee members at the discretion of the chairman.
- c. The Director Finance & Administration shall be responsible to the Vice President for the financial management and general administration of the club.
- d. The Director Finance & Administration shall report to the Board on recommendations of financial and administration policies and by-laws.
- e. It shall meet as required with four (4) members to form a quorum.

### **1.2 House & Social Committee**

- a. The House & Social Committee shall be responsible for the management and maintenance of the premises and liquor license of the club, conduct of the bar, social activities and functions.
- b. It shall consist of the Director of House and Social as Chairman, Liquor License Approved Manager, Bar Manager, Social Convener, Functions Coordinator, Building Officer, and (4) four additional committee members at the discretion of the Chairman.
- c. The Director House & Social shall be responsible to the Vice President for the management and maintenance of the premises, liquor license, conduct of the bar, social activities and functions of the club.
- d. The Director House & Social shall report to the Board on recommendations of building, liquor license, bar and social policies and by-laws.
- e. It should all meet at least monthly with four (4) members to form a quorum.

### **1.3 Sponsorship & Public Relations Committee**

- a. Sponsorship & Public Relations Committee shall be responsible for the sponsorship, fund raising and public relations of the club.
- b. It shall consist of the Director Sponsorship & Public Relations as chairman, Marketing Officer, Fund Raising Officer, Publicity Officer, Newsletter Editor, and two (2) additional committee members at the discretion of the chairman.

- c. The Director Sponsorship & Public Relations shall be responsible to the Vice President for sponsorship, fund raising and public relations of the club
- d. The Director Sponsorship & Public Relations shall report to the Board on recommendations of sponsorship, fund raising and public relations policies and by-laws.
- e. It shall meet as required with four (4) members to form a quorum.

#### **1.4 Life Saving Committee**

- a. The Life Saving Committee shall be responsible for the life saving operations of the club.
- b. It shall consist of the Director Life Saving as chairman, Patrol Officer, Gear Officer, First Aid Officer, Communication Officer, Vehicle Officer, IRB Officer, and two (2) additional committee members at the discretion of the chairman.
- c. The Director Life Saving shall be responsible to the Club Captain in respect to the operational life saving activities.
- d. The Director Life Saving shall report to the Board on recommendations of life saving policies and by-laws.
- e. It should meet monthly during the life saving season and as required during the off season with four (4) members to form a quorum.

#### **1.5 Education Committee**

- a. The Education Committee shall be responsible for the education, training and examination of members in life saving awards and activities.
- b. It shall consist of the Director Education as chairman, Bronze Medallion Coordinator, Surf Rescue Certificate Coordinator, First Aid Awards Coordinator, Power Crafts Award Coordinator and two (2) additional committee members at the discretion of the chairman.
- c. The Director Education shall be responsible to the Club Captain in respect to the education, training and examination of members in life saving activities.
- d. The Director Education shall report to the Board on recommendations for education, training and examination policies and by-laws.
- e. It should meet monthly during the life saving season and as required during the off season with three (3) members to form a quorum.

#### **1.6 Competitions Committee**

- a. The Competitions Committee shall be responsible for carnivals and competitive activities for members.

- b. It shall consist of the Director of Surf Sports as chairperson, Interclub Competitions Officer, Surf Boat Captain, Ski Captain, Board Captain, Swimming Captain, Gymnasium Officer, March Past Captain and two (2) additional committee members at the discretion of the chairman.
- c. The Director of Surf Sports shall be responsible to the Club Captain in respect to carnivals and competitive activities.
- d. The Director of Surf Sports shall report to the Board on recommendations of carnivals and competition policies and by-laws.
- e. It should meet monthly during the life saving season and as required during the off season with four (4) members to form a quorum.

### **1.7 Youth Development Committee**

- a. The Youth Development Committee shall be responsible for the development and general well-being of all members under the age of nineteen (19) years, and the junior activities program of the club.
- b. It shall consist of the Director Youth as chairman, Youth Engagement Program (YEPs) Coordinator, Junior Competition Coordinator, Nipper Beach Coordinator, Nipper Water Safety Coordinator, Junior Gear Officer, Junior Captains, Age Group Managers, and two (2) additional committee members at the discretion of the chairman.
- c. The Director Youth Development shall be responsible to the Club Captain in respect to the development of members under the age of nineteen (19) years and the junior activities program.
- d. The Director Youth Development shall report to the Board on recommendations of youth development and junior activities program policies and by-laws.
- e. It should meet monthly during the life saving season and as required during the off season with six (6) members to form a quorum.

### **1.8 Coaching Panel**

- a. The Coaching Panel shall consist of Club Captain, Director of Surf Sports, Director of Youth Development, relevant area captains and coaches and representative from education.
- b. The chairperson of the panel will be the Director of Surf Sports.
- c. The panel shall meet 6 weekly throughout the year with four (4) members to form a quorum.
- d. The duties of the panel are:
  - (i) Provide an annual coaching program which is documented and caters for all levels of competition.



- (ii) Mentor age managers.
- (iii) Provide a safe environment for training ensuring compliance with water safety requirements.
- (iv) Select Country/State teams composition.
- (v) Are to promote an inclusive coaching program that is balanced between competition and participation.
- (vi) Promote retentions through camps and external activities.
- (vii) Program and promote education throughout the coaching program to allow members to advance their life saving skills.

## **1.9 Selection Committee**

- a. The Selection Committee shall consist of the Club Captain, Director of Surf Sports, Director of Youth and relevant area coach/area captains.
- b. The chairperson of the Selection Committee shall be the Club Captain.
- c. The Selection Committee shall select club members into the club team, for teams travelling outside the metropolitan area.

## **2.0 DUTIES and RESPONSIBILITIES OF OFFICERS OF THE CLUB**

### **2.1 The Board of Management**

The Board of Management must, on behalf of its members and stakeholders, ensure Secret Harbour SLSC achieves its core purpose and strategic goals, and in doing so, meets all legal and moral responsibilities and requirements.

In particular, the role of the Board of Management is to:

- Perform their duties in good faith with the level of skill and care agreed to in their position description, act honestly, and act in the best interests of the Club;
- Ensure the Club's strategic direction is consistent with the Club's stated vision and mission statement;
- Ensure the Club is compliant with its stated constitution, policy and procedures.
- Ensure the Club is compliant with Surf Life Saving Australia and Surf Life Saving Western Australia stated mission, policy and procedures;
- Ensure the Club's strategic direction and priorities are appropriate and achievable;
- Ensure the financial viability and security of the Club;
- Monitor the Club's financial compliance within the appropriate legislative framework and regulations;
- Identify, assess and manage all potential risks directly relevant to the Club, and where possible recommend actions to mitigate potential risks;
- Appoint ad-hoc committees to address specific issues of concern where appropriate.

### **2.2 Code of Conduct**

The Board of Management is committed to the adoption of ethical conduct in all areas of its responsibilities and authority. Board Members shall:

- Act honestly and in good faith at all times.
- Act in accordance with their fiduciary duties, complying with the spirit as well as the letter of the law, recognising both the legal and moral duties of the role.
- Declare all interests that could result in actual or perceived conflicts between personal and organisational interests.
- Be diligent and devote sufficient time to surf lifesaving matters as a means of being informed.
- Not disclose confidential information to any person other than as agreed by the Board or as required under law.
- Abide by the Board decisions once reached.

#### **The Board shall:**

- Once decisions are made, speak with one voice;
- Ensure there is an appropriate separation of duties and responsibilities between itself and the club paid administration;
- Regularly review its own performance as the basis for its own development and quality assurance;
- Undertake Board meetings in such a manner as to ensure fair and full participation of all Board Members;
- Ensure club assets are protected via a suitable risk management strategy.

### **2.3 Conflict of Interest**

The Board of Management places utmost importance on ensuring transparency with regard to any existing or potential conflicts of interest for Board Members. Accordingly:

- Individual members of the Board may not be related to, partners, or be a close business or associate of, other Board members;
- The Board should contain an appropriate mix of skills, including but not restricted to lifesaving, sports, education & training, business, management, law, accounting, administration, and marketing where possible.
- The composition of the Board should be representative of the Club's membership and core activities.
- A club administration employee cannot be a Board member.
- Any business or personal matter, which could lead to a conflict of interest of a material or commercial nature involving a Board Member, their role and/or relationship with the Club must be declared and registered in a Register of Interests.
- All such entries in the Register shall be presented to the Board and minuted at the first Board meeting following entry in the Register of Interests.
- All known and potential conflicts of interest must be declared by the Board Member concerned immediately upon identifying a conflict.
- The Board shall determine whether or not the conflict is of a material or commercial nature and shall advise the individual accordingly.
- Where a conflict of interest is identified and/or registered, and the Board has declared that it is of material benefit to the individual or material significance to the club, the Board Member concerned shall not vote on any resolution relating to that conflict or issue.
- The Board Member having a conflict of interest shall only be involved in any related discussion with Board approval.
- The Board will determine what records and other documentation relating to the matter will be available to the Board Member with a conflict of interest.
- All such occurrences will be minuted to become part of official Club business.
- Board Members, aware of a real or potential conflict of interest of another Board Member, have a responsibility to bring this to the notice of the Board. Failure to do so will incur action by the Board.

### **2.4 President**

- a. The President shall exercise general supervision over the affairs of the Club.
- b. The key responsibilities of the President shall include;
  - (i) Shall be the Chief Executive Officer and official head of the Club
  - (ii) Represent the interests of the Club and its members at any external board, committee or group that may assist in the advancement and furthering of the Club.
  - (iii) Shall be an ex-officio member of all Management Committee and Ad Hoc Committees.

- (iv) Shall be chairperson and preside at all meetings, except where a special or established committee is appointed with the chairperson designated.
- (v) See that the duties of the other officers and position holders are properly performed.
- (vi) Have a sound knowledge of the Association at different levels and the applicable Constitutions pertaining thereto.
- (vii) Ensure the Club is operating within the guidelines set out by SLSWA and SLSA.
- (viii) Ensure the Club's strategic plan is reviewed, maintained and updated on a yearly basis.
- (ix) Coordinate club policies and objectives between all sections of the club.

## **2.5 Vice President**

- a. The Vice President shall assist the President in the discharge of his or her duties, and in the absence of the President shall have like powers and authority.
- b. The key responsibilities of the Vice President shall include;
  - (i) In the absence of the President, have all duties, powers and authority of the President. Shall be responsible to the Board and see that the duties of the Director of Finance & Administration, Director of House & Social and Director of Sponsorship & Public Relations are properly performed.
  - (ii) Shall be an ex-officio member of the Finance and Administration Committee, House & Social Committee and Sponsorship & Public Relations Committee. In the event of irreconcilable differences arising between those committees the Vice President shall be the final arbitrator, and such decisions shall be approved at the next meeting of the Board.
  - (iii) Shall be a member and chairman of the Judiciary Committee.

## **2.6 Club Captain**

- a. Shall be a Proficient Bronze Medallion holder.
- b. The Club Captain shall be responsible for the conduct of all members when associated with the Club's activities and their general education in Surf Life Saving.

The key responsibilities of the Club Captain shall include;

- (i) Coordinate and liaise with other officers and position holders to provide for the improvement of the efficiency of Surf Life Saving.
  - (ii) May call meetings of club officers and position holders associated with activities conducted at the Club's beach, and shall generally ensure the well being of the Club's beach operations.
  - (iii) Be responsible for the efficient servicing of the Club's Patrol Contract.
  - (iv) Ensure patrolling members understand their duties and responsibilities whilst on patrol.
  - (v) Be responsible to the Board for the general well being of Active Members and shall have jurisdiction over Active Members in all club activities.
  - (vi) Represent the views of Active Members on the Board.
  - (vii) Be a member of the Judiciary Committee.
- c. The Club Captain shall be an ex-officio member of the Life Saving Committee, Education Committee, Competitions Committee and Youth Development Committee. In the event of any irreconcilable differences arising between these committees the Club Captain shall be the final arbitrator, and any such decisions shall be approved at the next meeting of the Board.
  - d. The Club Captain has the power to delegate any duty to any club member.
  - e. Shall liaise with the City of Rockingham on matters pertaining to patrols and beach safety.

## **2.7 Director Of Finance and Administration**

- a. The Director of Finance and Administration shall be responsible to the BoM for the financial management and general administration of the Club.
- b. The key responsibilities of the Director of Finance and Administration shall include:
  - (i) Assist the President with the overall administration of the club.
  - (ii) Be responsible for and see that the duties of Registrar, Treasurer, Merchandising Officer, Archive Officer, Information Technology Officer and Member Screening Officer are properly performed.
  - (iii) Present a Statement of Account monthly to the BoM.
  - (iv) Arrange the preparation and presentation of an Annual Balance Sheet and Statement of Account to be presented, duly audited, to the Annual General Meeting of the club.

- (v) Ensure an appropriate budget for the ensuing season is presented to the BoM by the 31st October annually.
- (vi) Manage and maintain the financial records of the Club and report activities monthly to the BoM.
- (vii) Arrange for the payment of all accounts that have been raised for payment by the BoM.
- (viii) Be responsible for maintaining adequate insurance of the property and assets of the Club.
- (ix) Be required to ensure that financial records are being kept in compliance with Australian Accounting Standards.
- (x) Issue due notice of the Annual General Meeting, Special General Meetings and meetings of the Board.
- (xi) Be responsible for the compilation of the Annual Report.
- (xii) Be responsible for maintaining the minutes of General Meetings and meetings of the Board, the common seal and all records of the Club.
- (xiii) Be responsible for recording and distributing agendas and minutes of Annual General Meetings, Special General Meetings and BoM Meetings.
- (xiv) Ensure that minutes of General Meetings, meetings of the Board of Management, the Constitution and By-Laws of the Club are available on the website to interested members.
- (xv) Be responsible for the licensing of the vehicles and trailers of the Club.
- (xvi) Liaise with the City of Rockingham on financial matters and in regard to the building lease and maintenance.
- (xvii) Be responsible for receiving, collating and processing all items of correspondence, and ensuring that the appropriate areas of the Club are informed of this correspondence.
- (xviii) Act as the custodian of all Club documents.

## **2.8 Director House & Social**

- a. Shall be responsible to the Board for the management and maintenance of the premises of the Club, conduct of the bar, social activities and functions.
- b. Shall be responsible for and see that the duties of the Bar Manager, Social Convener, Functions Coordinator and Building Officer are properly performed.
- c. Shall liaise with and be responsible to the Liquor License Approved Manager regarding compliance by the club with the terms and conditions of the Liquor Licensing Act 1988.
- d. Shall be responsible for security of the premises of the Club.

## **2.9 Director Sponsorship & Public Relations**

- a. Shall be responsible to the Board for the procurement, development and administration of sponsorship arrangements, Grants submissions, fund raising and public relations of the Club

- b. Shall be responsible for and see that the duties of the Marketing Officer, Fund Raising Officer, Grants Officer, Publicity Officer and Newsletter Editor are properly performed.
- c. Shall be responsible for maintaining a registry of all sponsors of the Club.

## **2.10 Director Of Life Saving**

- a. Shall be a Proficient Bronze Medallion holder.
- b. Shall be responsible to the Board for the management of the life saving activities of the Club.
- c. Shall be a member and chairman of the Life Saving Committee.
- d. Shall be responsible for and see that the duties of Patrol Officer, First Aid Officer, IRB Officer, Vehicle Officer, Communication Officer and Gear Officer are being properly performed.
- e. Liaise with the Director of Education and Club Captain on the annual training requirements to support Patrol Activities.
- f. Shall liaise with the Junior Water Safety Officer about his duties.

## **2.11 Director Of Education**

- a. The Director of Education shall hold at least the Bronze Medallion and be prepared to undertake gaining the SLSWA trainer endorsement.
- b. The Director of Education shall plan, organise and control all Surf Life Saving Award training within the club, reporting all such activities to the Club Captain.
- c. The key responsibilities of the Director of Education shall include;
  - (i) Liaise with the Director of Lifesaving and Club Captain on the annual training requirements to support Patrol Activities.
  - (ii) Coordinate and liaise with the members and arrange the formation of teams for award training and assessment.
  - (ii) Coordinate, control and oversee the conducting of annual Proficiency Testing as laid down by Surf Life Saving Western Australia.
  - (iii) Encourage members to undertake training and education that will advance their life saving skills.
  - (iv) Oversee and manage the activities of the Club's Trainers and Assessors.
  - (v) Identify instructional equipment needs.
  - (vi) Continually review training content and instructional techniques as set out by SLSA.
  - (vii) Encourage members to become award Trainers and Assessors.
  - (viii) Be responsible for and see that the duties of the Bronze Medallion Coordinator, Surf Rescue Certificate Coordinator, First Aid Awards

Award Coordinator, and Power Craft Awards Coordinator are properly performed.

- (ix) Provide opportunities for the development of the club Trainers and Assessors.
- (x) Ensure opportunities are provided to all club Trainers and Assessors so as to maintain Training/Assessing proficiencies.
- (xi) Coordinate the loading of all awards/proficiencies to surfguard.
- (xii) Ensure all relevant training/proficiency paperwork is retained as required.

d. The Director of Education shall chair the Education Committee.

## **2.12 Director Of Surf Sports**

- a. The Director of Surf Sports shall be responsible for the development of all facets of Surf Life Saving interclub Surf Sports, reporting such activities to BoM.
- b. The key responsibilities of the Director of Surf Sports shall include:
  - (i) Communicate and liaise between the various competitive sections of the club.
  - (ii) Liaise with area captains and area coaches in the development of training strategies.
  - (iii) Ensure all competition nominations and entries are submitted to the appropriate bodies.
  - (iv) Ensure that club competition equipment is maintained and in good working order.
  - (v) Identify competition area needs.
  - (vi) Ensure that the Club's carnival obligations are met and ancillary club gear is available at carnivals.
- c. The Director of Surf Sports shall chair the Competition and coaching committees.

## **2.13 Director Of Youth Development**

- i. Shall be responsible to the BoM for the development and general well being of all members under the age of nineteen (19) years and for the coordinating of all youth activities.
- ii. Shall represent the views of all members under the age of nineteen (19) years to the BoM.
- iii. The Director of Youth shall plan and coordinate the movement of members between the membership categories of Junior (Nipper), Cadet, and Active member under the age of nineteen years.
- iv. The key responsibilities of the Youth Development Officer shall include;
  - (i) In liaison with the Age Managers and YEPs Coordinator, coordinate youth activities as required.



- (ii) In consultation with the Director of Education, ensure that the youth are allocated to award training groups.
  - (iii) In consultation with the Director of Surf Sports, ensure that the youth are allocated to competition training groups as desired by the individual.
  - (iv) In consultation with the Patrol Officer, ensure that the youth are allocated to Patrol duties, as their qualifications permit.
  - (v) Ensure that the youth understand their patrol responsibilities as required.
  - (viii) Coordinate social activities for the youth.
- v. Shall be responsible for and see that the duties of the Cadet Manager, Age Group Managers, Junior Water Safety Officer, Junior Gear Officer, Junior Education Officer and Junior Captain are properly performed.
  - vi. The Director of Youth shall chair the Youth Development Committee.

#### **2.14 Registrar**

- a. Shall be responsible to the Director Finance & Administration for the maintenance and safe custody of all membership records.
- b. Shall be a member of the Finance & Administration Committee.
- c. Shall present to the Director Finance & Administration all applications for membership and transfer for approval at the next meeting of the Board.
- d. Shall liaise with the Treasurer to ensure the efficient management of moneys received from subscriptions.

#### **2.15 Merchandising Officer**

- a. Shall be responsible to the Director Finance & Administration for the organization and administration of club merchandise.
- b. Shall be a member of the Finance & Administration Committee.
- c. Shall liaise with the Treasurer to ensure the efficient management of all moneys received from merchandising activities.

#### **2.16 Treasurer**

- a. Shall be responsible to the Director Finance & Administration for the management and recording of all funds received and all payments made by the Club.
- b. Shall be a member of the Finance & Administration Committee.
- c. Shall liaise with the Registrar, Merchandising Officer, Functions Officer, Social Convener, Canteen Officer, Bar Manager, Marketing Officer, Fund Raising Officer, 100 Club Officer and Corporate Golf Day Coordinator to ensure the efficient management of all funds received.

### **2.17 Liquor Licence Approved Manager**

- a. Shall be responsible to the President and the Department of Racing, Gaming and Liquor regarding compliance by the club with the terms and conditions of the Liquor Licensing Act 1988.
- b. Shall be a member of the House and Social Committee.
- c. Shall liaise with the Director House and Social and the Bar Manager to ensure proper awareness and management of the responsibilities of the Club pertaining to its Liquor License.

### **2.18 Building Officer**

- a. Shall be responsible to the Director House & Social for the management and upkeep of the clubhouse building facility of the Club.
- b. Shall be a member of the House & Social Committee.
- c. Shall liaise with the Director Finance & Administration on matters pertaining to the building lease and maintenance.

### **2.19 Bar Manager**

- a. Shall be responsible to and liaise with the Liquor License Approved Manager in the application of the terms and conditions of the Liquor Licensing Act 1988.
- b. Shall liaise with the Treasurer and the Director House and Social to ensure the efficient management of all moneys received from bar trading activities.

### **2.20 Functions Officer**

- a. Shall be responsible to the Director House & Social for the bookings and management of functions and special events conducted in the clubhouse.
- b. Shall be a member of the House & Social Committee.
- c. Shall liaise with the Bar Manager in regard to function and special event requirements.
- d. Shall liaise with the Treasurer to ensure the efficient management of moneys received from functions and special events.

### **2.21 Social Convener**

- a. Shall be responsible to the Director House & Social for the preparation and conduct of social functions and events conducted by the Club.
- b. Shall be a member of the House Committee.

- c. Shall liaise with the Bar Manager in regard to social function and event requirements.
- d. Shall liaise with the Treasurer to ensure the efficient management of moneys received from social functions and events.

## **2.22 Canteen Officer**

- a. Shall be responsible to the Director House & Social for the management of the canteen facility of the Club.
- b. Shall be a member of the House & Social Committee.
- c. Shall liaise with the Functions Officer and Social Convener in regard to function and special event requirements.
- d. Shall liaise with the Director Youth Development in regard to the management of sausage sizzles and requirements of social events conducted for junior and cadet members.
- e. Shall liaise with the Treasurer to ensure the efficient management of all moneys received from canteen activities.

## **2.23 Health & Safety Officer**

- a. Shall be responsible to the Director House & Social for all health and safety matters pertaining to the clubhouse facility of the Club.
- b. Shall be a member of the House & Social Committee.
- c. Shall liaise with the Building Officer on any health and safety matter that may arise within the clubhouse facility of the Club.
- d. Shall liaise with the Club Captain, Director Life Saving, Gear Officer, Junior Gear Officer, Vehicle Officer, IRB Officer, Boat Captain, Ski Captain and Board Captain on any health or safety matter that may arise in any equipment storage area of the Club.
- e. Shall liaise with the Gymnasium Officer on any health and safety matter that may arise within the gymnasium facility of the Club.
- f. Shall liaise with the First Aid Officer on any health or safety matter that may arise in the First Aid Room of the Club.

## **2.24 Marketing Officer**

- a. Shall be responsible to the Director Sponsorship & Public Relations for the procurement, development and management of sponsorship arrangements with stakeholder entities.
- b. Shall be a member of the Sponsorship & Public Relations Committee.

- c. Shall liaise with the Treasurer to ensure the efficient management of moneys received from sponsorship arrangements.

#### **2.25 Fund Raising Officer**

- a. Shall be responsible to the Director Sponsorship & Public Relations for the planning and management of the fund raising activities of the Club.
- b. Shall be a member of the Sponsorship & Public Relations Committee.
- c. Shall liaise with the Treasurer to ensure the efficient management of moneys received from fund raising activities.

#### **2.26 Publicity Officer**

- a. Shall be responsible to the Director Sponsorship & Public Relations for the planning and conduct of media liaison to publicise events and activities of the Club.
- b. Shall be a member of the Sponsorship & Public Relations Committee.
- c. Shall liaise with the Director Competitions and Director Youth Development to ensure that all competition results are forwarded to community newspapers for publication and posted on the website of the Club.
- d. Shall liaise with all officers of the Club to ensure that newsworthy events and achievements of members and the Club are adequately publicized through the local media and posted on the website of the Club.

#### **2.27 Information Technology Officer**

- a. Shall be responsible to the Director Finance and Administration providing advice, management and maintenance for the information technology requirements, including the club website for club administration.
- b. Shall be a member of the Sponsorship & Public Relations Committee.

#### **2.28 Newsletter Editor**

- a. Shall be responsible to the Director Sponsorship & Public Relations for the collation of articles and images, printing and distribution of the newsletter of the Club.
- b. Shall be a member of the Sponsorship & Public Relations Committee.
- c. Shall liaise with the Director Competitions and Director Youth Development to ensure that all competition results are placed promptly on the website of the Club.
- d. Shall liaise with all officers of the Club to ensure that newsworthy events and achievements of members are publicised in the newsletter of the Club.

### **2.29 Patrol Officer**

- a. Shall be responsible to the Director Life Saving for the administration of the life saving patrols of the Club which includes:
  - (i) Formulation of patrol rosters;
  - (ii) Loading of Patrols/incident reports in Surfguard;
  - (iii) Dispatch of hard copy Patrol Sheets/Incident reports to SLSWA IAW SLSWA requirement.
  - (iv) The generation of monthly Member Patrol Hour reports for display on the Club Notice Board;
  - (v) Generation of final Surfguard Patrol report on behalf of the Director of Lifesaving for the determination of awarding satisfactory service to Patrolling members for the season.
- b. Shall be a member of the Life Saving Committee.

### **2.30 First Aid Officer**

- a. Shall be responsible to the Director Life Saving for the upkeep of the First Aid Room and ensure an adequate supply of first aid consumables is on hand at all times.
- b. Shall be a member of the Life Saving Committee.

### **2.31 IRB Officer**

- a. Shall be responsible to the Director Life Saving for the maintenance and effective use of the IRB units that belong to the Club.
- b. Shall be a member of the Life Saving Committee.

### **2.32 Vehicle Officer**

- a. Shall be responsible to the Director Life Saving for the maintenance and effective use of the vehicles and trailers that belong to the Club.
- b. Shall be a member of the Life Saving Committee.

### **2.33 Communication Officer**

- a. Shall be responsible to the Director Life Saving for the maintenance and effective use of the radio equipment of the Club.
- b. Shall be a member of the Life Saving Committee.

### **2.34 Gear Officer**

- a. Shall be responsible to the Director Life Saving for the provision and maintenance of all life saving equipment of the Club.
- b. Shall be a member of the Life Saving Committee.
- c. Shall liaise with the Junior Gear Officer about his duties.

### **2.35 Awards Coordinators (Bronze, Surf Rescue, Specialist)**

- a. Shall be responsible to the Director Education for the administration, instruction and examinations associated with their awards discipline.
- b. Shall be members of the Education Committee.

### **2.36 Inter Club Competitions Officer**

- a. Shall be responsible to the Director Surf Sports for the organising of inter club competitions, carnivals and carnival entries.
- b. Shall be a member of the Competitions Committee.
- c. Shall liaise with the Director Youth Development and Competition Captains about their duties.

### **2.37 Competition Captains (Surf Boat, Board, Ski, Swimming)**

- a. Shall be responsible to the Director Surf Sports for the management, training and development of members within their competition disciplines.
- b. Shall be members of the Competitions Committee.
- c. Shall liaise with the Director Youth Development and the Inter Club Competitions Officer about their duties.

### **2.38 Gymnasium Officer**

- a. Shall be responsible to the Director Surf Sports for the management and effective use of the gymnasium facility at the premises of the club.
- b. Shall be a member of the Competitions Committee.

### **2.39 YEPs Cordinator**

- a. Shall be responsible to the Director Youth Development for the activities of all Under 15, 17 & 19 members of the Club.
- b. Shall be a member of the Youth Development Committee.
- c. Shall liaise with the Director of Surf Sports about their duties in relation to competition and training.
- d. The YEPs Coordinator in liaison with the Director of Youth can appoint sub-managers as required e.g. YEPs mentors

### **2.40 Age Group Managers**

- a. Age Group Managers for each of the age groups from U5-U14 shall be appointed by the Director of Youth in accordance with the minimum SLSWA requirements.
- b. Shall be responsible to the Director Youth Development for the activities of all junior members within their age group.
- c. Shall hold an Age Managers Award.
- d. Shall be members of the Youth Development Committee.
- e. Shall liaise with the Beach Coordinator, Water Safety Coordinator and Junior Competition Coordinator about their duties.
- f. Shall be responsible to the Director of Youth Development for the administration, instruction and examination of junior members for the relevant Surf Awareness Awards.

### **2.41 Junior Competition Coordinator**

- a. Shall be responsible to the Director Youth Development for the collection of competitor names for entering into junior competitions and forwarding those on to the Director of Surf Sports for competition entry. May assist with entering.
- b. Shall be a member of the Youth Development Committee.
- c. Shall liaise with the Director of Surf Sports regarding carnival entries and carnival water safety and first aid requirements at competition.
- d. Shall organise competition team managers for the relevant age group.
- e. Shall be responsible for the planning and coordination of the Junior Club Championships in consultation with the Director of Youth Development and Director of Surf Sports (refer to Section 8.0 Junior Activities).

### **2.42 Nipper Water Safety Coordinator**

- a. Shall be responsible to the Director Youth Development for the proper conduct of all junior activities carried out in the water.
- b. Shall be a member of the Youth Development Committee.
- c. Shall liaise with the Director Life Saving about their duties.
- d. In conjunction with the Director of Youth and/or Club Captain, ensure water safety is in accordance with the SLSA Procedure - 1.1 Water Safety.

#### **1.40 Nipper Beach Coordinator**

- a. Shall be responsible to the Director of Youth Development for the proper running and conduct of all junior activities carried out on the beach during Nipper Sundays.
- b. Shall be a member of the Youth Development Committee
- c. Shall liaise with Age Managers, Water safety, Patrol as necessary to safely carry out all Nipper activities.

#### **1.41 Junior Gear Officer**

- a. Shall be responsible to the Director Youth Development for the provision and maintenance of all junior activities equipment.
- b. Shall be a member of the Youth Development Committee.
- c. Shall liaise with the Gear Officer about their duties.

#### **1.42 Junior Captains**

- a. Shall be one Male and one Female.
- b. Shall be responsible to the Director Youth Development and will represent the interests of all members under the age of nineteen (19) years.
- c. Shall be a member of the Youth Development Committee.
- d. Roles shall include but are not limited to:
  - (i) Taking an active role with the junior age groups: gaining feedback and offering guidance.
  - (ii) Meeting with director of youth at least once a month to discuss youth issues/suggestions.
  - (iii) Attend at least 2 junior carnivals (on top of states) for leadership and support.
  - (iv) Be actively involved in decision making processes for Junior Camps/Windups.
  - (v) Be a nominee to assist with the TOAD Camp if available.
  - (vi) Attend BoM as requested (2 annually).



- e. To be elected Club Junior Captain the following criteria's must be met:
  - (i) Hold a current award SRC/Bronze;
  - (ii) Be a senior cadet member (U15 – U19);
  - (iii) Actively contribute to patrol ; and
  - (iv) Be a good role model.
- f. Nomination process is via a short note/letter to Director of Youth. The nominee will be required to give a short presentation to the U10 – U19 age groups expressing why they would make a good Junior Club Captain.
- g. Voting will be via a secret ballot supervised by the Director of Youth.

#### **1.43 Constitution & By-Laws Officer**

- a. Shall assist in amendments to the Constitution and By-Laws in liaison with the President, Vice President and Club Captain.
- b. Shall re-write adoptions to the Constitution and By-Laws as directed by the Board or Management.
- c. Shall provide copies of the Constitution and By-Laws for distribution to appropriate authorities for review.

#### **2.44 Archive Officer**

- a. Shall be responsible to the Director Finance & Administration for the management of the club archives.
- b. Shall be a member of the Finance & Administration Committee.

#### **2.45 Grants Officer**

- a. Shall be responsible to the Director of Sponsorship and Public Relations for raising of and the submission of Grants;
- b. Shall maintain a register of grant submissions and develop a schedule of grants opening and closing times/periods;
- c. Shall provide the Director of Sponsorship a monthly report of grant progress;
- d. Shall be a member of the Sponsorship and Public Relations Committee.

### **3.0 APPOINTMENT AND DUTIES OF OTHER POSITION HOLDERS**

#### **3.1 Patrol Captains And Deputy Patrol Captains**

- a. Shall be appointed by the Board of Management upon recommendation from the Lifesaving Committee.
- b. Shall be responsible to the Director Life Saving for the leadership and conduct of rostered patrols of the Club.
- c. Key responsibilities include:
  - (i) Patrol Captains shall ensure that the Club's commitments under its Patrol Contract are carried out efficiently and effectively.
  - (ii) The Patrol Captain is in charge of all operations in the event of a rescue or other emergency situation whilst on patrol.
  - (iii) The Patrol Captain shall select and mark the safe swimming area(s) on the beach, and shall ensure that such areas are kept free from potentially dangerous surf craft and equipment.
  - (iv) Patrol Captains shall endeavour to improve the proficiency of patrol members by carrying out simulated rescues and other activities during patrols.
  - (v) Patrol Captains shall assist the Patrol Officer in the control of members down hours by taking responsibility for their own Patrol members.
  - (vi) Patrol Captains shall report to the Patrol Officer.
- d. Shall liaise with the Gear Officer, IRB Officer, Vehicle Officer, First Aid Officer and Communications Officer to ensure all patrol equipment and consumables are available for patrol, properly operated and maintained by patrol members, and safely returned to the storage areas of the Club.
- e. Shall liaise with the Publicity Officer on events and achievements that may be of interest within the Club or the local community.

#### **3.2 Project Managers**

- a. May be appointed by the Board of Management to be responsible to a relevant Management Committee for a particular project to be undertaken as detailed in the relevant terms of reference.

## **4.0 MEETINGS**

### **4.1 Standing Orders At Meetings**

- i. Any member wishing to speak shall stand and address the Chairperson respectfully.
- ii. No member shall speak more than once to a question except in explanation or reply.
- iii. A member who formally seconds a motion or amendment without making a speech may speak in support at a subsequent state of the debate.
- iv. A reply shall be allowed only to a member who has moved a substantive motion.
- v. No member shall use offensive or unbecoming words.
- vi. No member shall digress from the subject under discussion, and imputations of improper motives and all personal reflections on members shall be deemed disorderly.
- vii. Whenever the Chairperson rises during debate the member then speaking shall cease and sit down.
- viii. No member shall interrupt another whilst speaking except on a point of order.
- ix. Any member during the debate may raise a point of order, when the member then speaking shall sit down until the point of order has been decided. The member rising to order shall state concisely the point of order, and the Chairperson, without further discussion, shall give a ruling.
- x. It shall be competent for any member to move a motion of dissent from the Chairperson's ruling. The mover of the motion of dissent shall concisely state his or her point. The seconder and the Chairperson only may speak to the motion.
- xi. A member may move the adjournment of the debate. If the motion be resolved in the negative the mover shall not be allowed to again speak on the question under debate. If the motion be resolved in the affirmative the mover shall have the right of resuming the debate then or at the ensuing meeting. No member shall move the adjournment at the end of his or her speech.
- xii. At any time during the debate a member may without notice move "that the question now be put", and such motion, being duly seconded, shall then be put without debate; if carried, the question shall be put to the vote; if lost, the debate shall proceed.
- xiii. An amendment may be moved on any original motion. The Chairperson shall put the amendment to the meeting first; if carried, the original motion as amended shall be put to the meeting; if lost, the original motion shall be put

to the meeting. When an amendment has been decided, a further amendment may be moved before the original motion is put to the meeting.

- xiv. The Chairperson shall refuse to receive any amendment which is a direct negative or which does not preserve the substance of the original motion.
- xv. It shall be lawful for the meeting to suspend standing orders, provided that the object of such suspension shall not be the rescinding of any resolution previously adopted.
- xvi. The Chairperson shall have a deliberate as well as a casting vote on any resolution before the meeting.

## **4.2 Order Of Business For Meetings**

### **a. Board of Management**

- (i) Opening and Apologies
- (ii) Confirmation of Minutes
- (iii) Business Arising Out of Minutes
- (iv) Correspondence
- (v) Directors' Reports
- (vi) Membership Applications
- (vii) Special Business
- (viii) General Business

### **b. Annual General Meetings**

- (i) Opening and Apologies
- (ii) Confirmation of Minutes of Previous Annual General Meeting
- (iii) Business Arising Out of Minutes
- (iv) Presentation of the Annual Report and Financial Statements
- (v) Presentation of Auditor's Report
- (vi) Election of Officers
- (vii) Special Business (including amendments to constitution)
- (viii) General Business

### **c. General Meetings**

- (i) Opening and Apologies
- (ii) Confirmation of Minutes of any Previous General Meeting
- (iii) Business Arising Out of Minutes
- (iv) Correspondence
- (v) Directors' Reports
- (vi) Membership Applications
- (vii) Special Business
- (viii) General Business

#### 4.3 Minutes Of Meetings

- a. Minutes of all Board of Management and General Meetings shall be maintained and controlled by the Director Finance & Administration, an official copy shall be posted in the Minute Book of the Club and club website.
- b. Minutes of all Board of Management and General Meetings shall be signed as true and correct by the presiding member after the minutes are confirmed.
- c. Minutes of all Management Committee meetings shall be maintained by the presiding officer, shall include all recommendations for approval by the Board of Management and shall be forwarded to all members of the Board of Management.
- d. Minutes of all Ad Hoc Committee meetings shall be maintained by the presiding officer, shall include all recommendations for approval by the Board of Management and shall be forwarded to all members of the Board of Management.

## **5.0 FINANCE**

### **5.1 Annual Budget**

- a. The Annual Budget of the Club shall be prepared by the Director Finance Administration and approved by the Board of Management.
- b. All moneys received shall be banked in the name of the Club.
- c. No member shall have the authority to commit the club to any expenditure unless jointly by two (2) duly authorised Directors or in such other manner as the Board determines. At the first BoM Meeting post the AGM the new BoM is to identify the authorised members to commit club expenditure and record those members in the BoM Minutes.
- d. Special purpose accounts may only be opened with prior approval of the Board.
- e. With the exclusion of income received from formal open grant processes (where it is normal to have specific purchases identified to secure that funding) all funds raised are for General Revenue and expenditure of same will be allocated by the Board.
- f. The Board may from time to time give favourable consideration for funds (may be a percentage of total funds raised as a result of a fundraising drive) to be allocated to a specific purchase or Project where a particular fundraising drive was initiated (with approval from the board) to support that specific purchase or project. (Prior approval)
- g. While a budget may have been allocated to sections – expenditure of that budget is to be approved as per above and phased through the budget year.
- h. Expenditure requests outside of the initial budget are to be provided to the BoM in writing.
- i. Money forming part of the club assets that is not required immediately for the payment of club operating expenses may be invested in the name of the club in any of the following investments:
  - (1) On deposit with any bank registered under the laws of the Commonwealth of Australia or any State or Territory thereof whether secured or unsecured and on such terms as the Board shall determine.
  - (2) Any investment for the time being authorised by the laws of the Commonwealth of Australia or State of Western Australia for the investment of trust funds.
- j. The club name may only be used on any literature or fund raising promotion with prior approval of the Board. All moneys raised by the use of the club name shall become property of the club.

## **5.2 Auditing Of Accounts**

- a. The financial records of the Club and Draft Annual Financial Statement shall be audited, and the Auditor shall report on the Annual Financial Statement in the Annual Report to be presented at the Annual General Meeting.

## **5.3 Annual Financial Statement**

- a. The audited Annual Financial Statement shall be endorsed by the Board of Management prior to their presentation to the Annual General Meeting.
- b. The Annual Financial Statement shall include a declaration detailing any financial consideration paid by the Club to any Officer of the Club or member of the Board of Management.
- c. The Financial year of the club shall be from 01 May to 30 April in the following year.

## **5.4 Establishment Of Future Funds**

- a. Future funds have been established to assist with the capital purchase of replacement equipment in the following sections:
  - (i) Building.
  - (ii) Life Saving.
  - (iii) Boat Section.
- b. These future funds were established for the sole purpose of replacing such capital equipment's as Surf Boats, Inflatable rescue craft, and beach vehicles.
- c. The monies placed in these funds are for the future, however can be redirected at the BoM discretion or the running of the Club and for more pressing priorities. They are not to be seen as exclusive use for that section, and therefore the use of those funds must be budgeted.

## 6.0 GRIEVANCES, JUDICIAL AND DISCIPLINE

The Association adopts the Grievances, Judicial and Discipline processes of SLSA including, the SLSA Discipline Regulations, SLSA Member Protection Policy, and SLSA Grievance Policy as amended from time to time.

### 6.1 Breach Of Club Discipline

- a. Where a Member has allegedly:
  - (i) Breached, failed, refused or neglected to comply with the membership directives or any resolution or determination of the Board, a State Centre, a Branch, Club or any duly authorised SLS committee; or
  - (ii) Acted in a manner unbecoming of a Member or prejudicial to the Objects and interests of the club and/or surf lifesaving; or
  - (iii) Brought themselves, SLSA, any State Centre, Branch or Club into disrepute; or
  - (iv) Competed or in any way participated in a lifesaving competition and/or used SLSA equipment contrary to **Regulation 4.3(c) of the SLSA regulations** or has failed to obtain the permission of SLSA to compete or participate in that competition or use that SLSA equipment;

The Board, may commence or cause to be commenced investigatory and/or disciplinary proceedings ("proceedings") against that Member, and that Member will be subject to and submits unreservedly to the jurisdiction, procedures, penalties and appeal mechanisms set out in these Regulations; providing that, the Board, State Centre, Branch or Club may commence proceedings, or investigate conduct which may warrant the commencement of proceedings by referring the matter to a Judiciary Committee.

### 6.2 Judiciary Committee

- a. The Board shall annually or as required appoint a Judiciary Committee to investigate and/or determine matters referred to it. The Judiciary Committee shall be composed of three (3) members, being Vice President, Club Captain and one (1) of whom shall be a life member. The Board may also convene a Judiciary Committee on such terms and for such purpose(s) as is required. A member of each committee shall act as committee secretary (Normally the Vice President) and keep records of all investigations and decisions of that committee.
- b. Should any member of the Judiciary Committee have an active involvement in any matter being considered, or be perceived by the Board to be other than impartial to the matter, the alternate will replace that member.
- c. Further information on the Judiciary process can be found in SLSA Regulation 5.1 Judiciary Matters contained at Enclosure 1.



### **6.3 Suspension**

- a. Where a Member is suspended under these bylaws, all rights and privileges of that Member shall be forfeited, either partially or completely, during the period of suspension.
- b. The Board shall immediately provide the relevant State Centre the names and addresses of Individual Members who have had their membership cancelled or suspended and such information, including the period of suspension/cancellation of membership shall be set out in a register provided for that purpose.
- c. Member(s) that have had their membership cancelled or suspended shall not be allowed to compete in intra or inter Club or in any other SLSWA or SLSA competition, while under suspension or expulsion.
- d. Any dispute/s shall be referred to Surf Lifesaving Western Australia.
- e. Suspended, excluded or expelled Member(s) shall hold no membership rights.
- f. A member suspended through the season shall lose all rights to any trophies won during the season.
- d. Regulation 5.1 Judiciary Matters contained at Enclosure 1.

### **6.4 Grievances**

A grievance is any type of problem, concern or complaint about your involvement or the environment you are involved in. For example, you could have a grievance about:

- a. Development and training availability;
- b. How an issue has been handled;
- c. The club environment;
- d. Safety in the workplace (Club);
- e. The treatment by an official or officer;
- f. Discrimination; or
- g. Harassment.

SLSA recognises you can't do a good job or be fully productive if you feel other members or officers or any one else at the organisation is treating you unfairly, discriminating against you or harassing you.

SLSA Grievance Policy Statement 6.6 contained at Enclosure 2 describes the grievance process.

## 6.5 Member Protection

Surf Life Saving Australia Limited (**SLSA**), including subsidiary companies and affiliated clubs, branches and states, is committed to the health, safety and wellbeing of all its members and is dedicated to providing a safe environment for those participating in surf life saving activities. <sup>[L1]</sup><sub>[SEP]</sub> Surf lifesavers are nurtured in an environment that values safety, trust, respect, caring and responsibility. This environment encourages acceptance, confidence and risk taking. For surf life savers to venture into challenging waters in times of distress, they need to have faith and trust in themselves and in the people around them. <sup>[L1]</sup><sub>[SEP]</sub> The motivation for surf lifesavers to give freely of their time is to be found in surf life saving environments that value;

- a. safety and support;
- b. caring and camaraderie;
- c. trust and teamwork;
- d. respect and responsibility; As part of the surf lifesaving community, each individual makes a commitment to actively encourage behaviours that promote a supportive and nurturing environment and contribute to our core purpose: "To save lives, create great Australians and build better communities".

## 6.6 Purpose Of The SLSA Member Protection Policy 6.5

This Member Protection Policy ("policy") will work towards maintaining ethical and informed decision-making and responsible behaviours within our organisation. It outlines our commitment to a person's right to be treated with respect and dignity and to be safe and protected from abuse. This policy informs everyone involved in Surf Life Saving of his or her legal and ethical rights and responsibilities and the standards of behaviour that are required. <sup>[L1]</sup><sub>[SEP]</sub> The policy attachments outline the procedures that support our commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from our activities. As part of this commitment, SLSA will take disciplinary action against any person or organisation bound by this policy if they breach it. <sup>[L1]</sup><sub>[SEP]</sub> This policy has been endorsed by SLSA's board of directors (Board) on 27 October 2012, is effective immediately and has been incorporated into our regulations in accordance with clause 39 of SLSA's Constitution. The policy starts on the date it is adopted by the Board and will operate until replaced. A Copy of the current policy and its attachments are contained at Enclosure 3.

## 6.7 What Is A Breach Of This Policy

It is a breach of this policy for any person or organisation to which this policy applies, to do anything contrary to this policy, including but not limited to:

- a. Breaching the Codes of Conduct (attachment B to Enclosure 3);
- b. Bringing Surf Life Saving and/or SLSA into disrepute, or acting in a manner likely to bring Surf Life Saving and/or SLSA into disrepute;

- c. Failing to follow SLSA policies (including this policy) and procedures for the protection, safety and welfare of children;
- d. Discriminating against, harassing or bullying (including cyber bullying) any person;
- e. Victimising another person for reporting a complaint;
- f. Engaging in a sexually inappropriate relationship with a person that they supervise, or have influence, authority or power over;
- g. Verbally or physically assaulting another person, intimidating another person or creating a hostile environment within the organisation;
- h. Disclosing to any unauthorised person or organisation any SLSA information that is of a private, confidential or privileged nature;
- i. Making a complaint they know to be untrue, vexatious, malicious or improper;
- j. Failing to comply with a penalty imposed after a finding that the individual or organisation has breached this policy; or
- k. Failing to comply with a direction given to the individual or organisation during the discipline process.

## **6.8 Secret Harbour Surf Life Saving Club Standards of Behaviour Expected of Members**

The following requirements are additional to members' obligations under Surf Life Saving Australia Policies and Regulations:

- a. Get involved: influence the personality and strength of your club.
- b. Be fair, considerate and honest in all dealings with others.
- c. Respect the rights and dignity of others.
- d. Refrain from anything which may abuse, intimidate or harass others.
- e. Don't say things that are designed to make another member feel bad, inferior, humiliated or left out either to their face or behind their back.
- f. Don't use nonverbal put downs such as sneering or smirking.
- g. Be aware of, and maintain an uncompromising adherence to SLSA Member Protection Policy including the Codes of Conduct (SLSA Policy 6.5 and MS07 through to MS11).
- h. Understand the consequences of any breach of SLSA's member Protection Policy and Codes of Conduct.
- i. Be professional in, and accept responsibility for actions.

- j. Make a commitment to provide a quality service.
- k. Use facilities and equipment for their proper purposes, and maintain them correctly.
- l. Preserve and protect the standing and reputation of the club.

## **7.0 PATROLS**

### **7.1 Patrol Obligations**

- a. The Club contracts with Surf Lifesaving Western Australia Incorporated and the City of Rockingham to patrol Rockingham beaches as described at prescribed times and dates on Saturday, Sunday and public holidays as laid down in the Total Service Plan.
- b. All Active, Award and Active Reserve members must perform patrol duties as listed in the annual patrol roster.

### **7.2 Proficiency**

- a. Patrolling members shall be fully proficient by 31 December each season IAW SLSA policy requirements.

### **7.3 Financial Status**

- a. Patrolling members shall be financial and registered before having access to the patrol roster of the Club.

### **7.4 Patrol Rosters**

- a. The Life Saving Committee shall prepare the patrol rosters including number of patrols and various locations, patrol dates and times in conjunction with the agreed Rockingham Council/SLSWA Patrol Agreement.
- b. If warranted by surf conditions the Club Captain or Director of Lifesaving may convene a patrol at any time other than as specified in the Patrol Contract. Such a patrol shall meet the operational requirements of the Club's Life Saving Agreement.
- c. Patrol teams should Ideally consist of twelve (12) Members as follows:
  - (i) Patrol Captain
  - (ii) Deputy Patrol Captain
  - (iii) 6 x BNZ Member
  - (iv) 4 x SRC Members.

Note: One member of the Patrol must hold the Silver Medallion in Basic Beach Management

This number has been identified as the desired number only so as to enable the Patrol to be able to deal with an incident (spinal for example will require up to 6 members) and still maintain a lifesaving presence both between the flags and a mobile presence on the beach.

- d. The Patrol should hold collectively the following awards IAW Patrol agreement:
  - (i) 1 x Silver Medallion Basic Beach Management
  - (ii) 1x Silver Medallion IRB Driver
  - (iii) 1 x IRB Crew Certificate
  - (iv) 1 x ARTC

- (v) 1 x Senior First Aid
  - (vi) 1 x Spinal Management
  - (vii) 1 x ATV/4wd Operators Certificate
- e. Award Members may be substituted for up to two (2) x Bronze members or SRC Members.
  - f. The patrol roster shall be displayed on the notice boards at the Club and within the patrol shelter for use by patrolling members. It shall also be available on the Club Website.
  - g. Each patrol shown on the patrol roster shall show the number of positions required for that patrol, and the applicable lifesaving award for each position.
  - h. Members may volunteer and perform patrol service as additional support to the number of members required for a patrol, but that service will not substitute for rostered patrol service unless prior written approval is obtained from the Director Life Saving.
  - i. Patrol rosters shall be retained in the records of the Club as an appendix to the Patrol Log for that season.
  - j. Financial and active members who hold an appropriate award, with permission from the Patrol Captain of the day may use patrol equipment. In doing so must wear either a Patrol Quartered cap, or Orange Water Safety cap whilst on the water and in control of rescue equipment. The member must obey patrol operations (SOPS) fully, i.e. rescue boards are not permitted in the flag area.

## **7.5 Patrol Attendance**

- a. Patrolling members shall sign on and sign off the Patrol Log in the presence of the Patrol Captain or Deputy Patrol Captain.
- b. Minimum attire for patrolling members on duty shall be bathers, patrol uniform and patrol cap.
- c. Each member is responsible for the efficient patrolling of the beach areas under the club's jurisdiction, as laid out in the club's Patrol Contract.
- d. Patrol members shall be ready to commence duty 30 minutes before the appointed hour. Failure to do so will result in the member going down one hour.
- e. Patrol members shall not leave the Patrol area except with the permission of the Patrol Captain.
- f. Members who are unable to attend a Patrol shall arrange a substitute member, of similar qualifications and experience, to perform the Patrol in their place. The member arranging such a substitute shall be responsible in the event of the substitute not attending.

- g. The first patrol on duty each day shall ensure that all patrol equipment is placed in the appropriate position on the beach.
- h. The last patrol on duty each day shall ensure that all patrol equipment is returned to the Clubrooms, washed if appropriate, and correctly stored.
- i. Patrol members are under the direction and control of the Patrol Captain at all times whilst on Patrol.
- j. Patrol members shall immediately report any damage to equipment to the Patrol Captain. The Patrol Captain shall ensure that all damage is recorded in the appropriate log(s), and that the Patrol Officer is informed.
- k. A member who fails to attend a rostered Patrol without reasonable excuse or arranging a substitute shall be placed "Down Hours" and required to make up one and a half hours (1.5) of Patrol for every hour not attended.
- l. Members Down Hours are subject to the following conditions;
  - (i) Hours must be made up from the start of a Patrol
  - (ii) Such members may not compete until all hours have been made up
  - (iii) Members who accumulate more than eight hours down may have their membership suspended until the hours are made up
- m. The following members are exempt from all Patrol duties;
  - (i) Life Members
  - (ii) Long Service Members

## **7.6 Active Service For The Purpose Of Recognition Of Long Service**

- a. A 'Register of Patrol Service' shall be maintained by the Club to record patrol service provided by active members each year and shall be included in the Club Annual report.
- b. A year of Active Service shall be recorded when a member has fully completed their patrol obligations as rostered for that season.
- c. A 'fully completed, rostered patrol' is recognised when the member has:
  - (i) Placed their name in a vacant position on the patrol roster that has been posted on the notice board by the Director of Lifesaving and Patrol Officer,
  - (ii) Arrived 30 minutes prior to patrol to help set up and establish the patrol,
  - (iii) Presented, attired in suitable patrol uniform.
  - (iv) participated in patrol activities and requirements under the direction of the Patrol Captain throughout the full period of the patrol, and
  - (v) Helped to clean down and store patrol equipment at the conclusion of patrol.

- d. This recognition of a 'fully completed, rostered patrol' takes into account that patrols may at different times of the season be scheduled over 4 or more hour's duration.
- e. In the event that members do not complete the required number of patrols then 'Incomplete Service' shall be recorded in the Register of Patrol Service for that season unless the member is a Life Member, Long Service Member or is on the Supplementary List as approved by the Director of Life Saving.
- f. The Register of Patrol Service shall be available for inspection by members at the culmination of each season.

## **7.7 Patrol Discipline**

- a. The Patrol Captain or Deputy Patrol Captain may at any time sign off a patrolling member who shows disregard for authority, does not comply with patrol protocol, guidelines or discipline *or brings SHSLSC into disrepute*. The Director Life Saving shall be notified of such occurrence.

## **7.8 Patrol Captains and Deputy Patrol Captains**

- a. The Life Saving Committee shall recommend to the Board of Management the appointment of available Patrol Captains and Deputy Patrol Captains prior to the commencement of the patrol season.
- b. The number of Patrol Captains and Deputy Patrol Captains may vary each season depending upon the patrol commitments of the Club and the number of members with life saving awards available. However, this should enable each Patrol Captain and Deputy Patrol Captain to participate in a minimum of six (6) rostered patrols each season.
- c. The Life Saving Committee may recommend to the Board of Management that Patrol Captains and Deputy Patrol Captains who complete a year of Satisfactory Service be recognized for the service provided. Such recognition may take the form of any or all of the following:
  - (i) A reduction to be determined by the Director of Finance and Administration of their annual subscription for the following season.
  - (ii) An item of beach apparel specifically prepared to provide recognition.
  - (iii) Recognition on the website, newsletters and the Annual Report.
  - (iv) A rebate of a percentage to be determined by the Director of Finance and Administration.
- d. The Club Captain and the Director Life Saving are recognized as ex officio Patrol Captains.
- e. Duties of Patrol Captains and Deputy Patrol Captains are outlined in Section 3 of these By-Laws.



## 7.9 Club Events And Events Conducted Under the Auspices of SLSWA or SLSA

- a. The minimum requirement for entry into SLSA or SLSWA events shall be that the member is financial in both yearly fees and competition levy, proficient at December 31st and have met the Club satisfactory service requirements and competition hour requirements IAW SLSA policy - Proficiency and Patrol Hr Requirements for Competition Eligibility Policy No 5.4.
- b. A member that has not met the club patrol requirements for the competition season (Competition season definition: Patrol hours from previous year from 01 Jan – 31 Dec ie 6 (six) Rostered Patrols) will not be allowed to enter Club or SLSA or SLSWA events. Refer; Patrol Attendance for members exempt from Club Patrol Requirements.
- c. For members of less than one year, the Club requirements shall be determined on a pro-rata basis by the Director Life Saving. (refer; below guide. The Director of Life Saving is to take into account the date the award was gained.)

| Award Gained/Returning member proficiency date | Min. Annual Club Patrol Hour requirement Active and Under 15 | Min. Annual Club Patrol Hour requirement Active Reserve |
|------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------------|
| January                                        | 24                                                           | 12                                                      |
| February                                       | 20                                                           | 10                                                      |
| March                                          | 16                                                           | 8                                                       |
| April – September                              | 12                                                           | 6                                                       |
| October                                        | 12                                                           | 6                                                       |
| November                                       | 8                                                            | 4                                                       |
| December                                       | 4*                                                           | 4*                                                      |

**NOTE:** 4hrs is the minimum required by SLSA

- d. Where a substantial number of members wish to compete in either a Club event or events conducted under the auspices of SLSWA or SLSA, either the Patrol Officer, Director of Life Saving or Club Captain shall be required to liaise with the Director of Surf Sports and the membership to ensure that all positions on the patrol roster for that day are filled.

## 7.10 Supplementary List

- a. A Supplementary List shall be maintained by the Director Life Saving of the names of qualified patrolling members who for acceptable reason(s) cannot fulfill the minimum schedule of required patrols as outlined by these By-Laws but still wish to qualify for a year of Satisfactory Service.
- b. Patrolling members seeking placement on the Supplementary List shall submit a written request to the Director Life Saving stating reason(s) why they are unable to complete the full schedule of required patrols and how they are intending to meet the requirements of satisfactory service.

- c. The decision of the Director Life Saving shall be final and binding as to whether a modified schedule of patrol commitments shall qualify for a year of Satisfactory Service.
- d. Approval of any application for placement on the Supplementary List shall expire at the conclusion of that patrol season.
- e. Inclusion on the Supplementary List does not in itself grant the individual the right to compete in SLSWA or SLSA Championships without having achieved the minimum hours prescribed by SLSWA.

#### **7.11 Junior Water Safety**

- a. A Junior Water Safety Patrol of members holding a life saving award shall be set up under the direction of the Junior Water Safety Officer on days when junior activities are being conducted.
- b. Hours served by members holding a life saving award on Junior Water Safety Patrol shall be entered into the Patrol Log for the day and signed off by the Junior Water Safety Officer.

## 8.0 JUNIOR ACTIVITIES

### 8.1 Aims

- a. The aims of junior activities shall be surf awareness, skill development, surf lifesaving instruction, friendship and family involvement.

### 8.2 Equality Of Opportunity

- a. Equality of opportunity shall be provided for all junior members.

### 8.3 No Risk Policy

- a. Junior activities shall be conducted under a 'No Risk' policy at all times.

### 8.4 Junior Club Championships

- a. Will be held as a carnival event over one or two Sundays as conditions permit.
- b. The Under 8 to Under 13 age group will have this event to decide the overall group champions with season participation attendance included in the final point score.
- c. Events included in the carnival:

| <b>Under 10 to Under 13</b> | <b>Under 8 – Under 9</b> |
|-----------------------------|--------------------------|
| Swim                        | Swim                     |
| Board Race                  | Board Race               |
| Ironperson                  | Beach Sprints            |
| Beach Sprints               | Flags                    |
| Flags                       |                          |
| Beach Run 1/2km             |                          |

- d. The Under 8 to Under 10 age groups will use modified water arena, Under 11 to Under 13 will use standard SLSWA arenas.
- e. The Under 8 to Under 10 age groups will use the Kirra yellow and red boards for Board events, the under 10 age group will use the Foam Nipper boards and Under 11 to Under 13 age group will use their own boards or Foam Nipper Boards.
- f. Qualified Club Officials will be in charge of arenas and will have the final say on event rules, disqualifications and placings.
- g. All Nippers are encouraged to participate but only those who have attended Nippers for minimum 50% of the season will be eligible for award of Trophies, participation medals and education certificates.

## **9.0 COMPETITION**

### **9.1 Intra Club Competition**

- a. The Director of Surf Sports shall arrange for a series of surf sports events conducted during the season. Included in these may be the following Trophy events;
  - i. Club Swim Points Championships.
  - ii. Secret Harbour Gold.
  - iii. Lundy-Jenkins Trophy.
  - iv. Gary Brazier Trophy.
  - v. Club Champion.
- b. Unless otherwise stated in these By-Laws, all competitions shall be run in accordance with the current Competition Manual of Surf Life Saving Australia.
- c. No club member may win a trophy event unless;
  - i. All rostered patrols for the relevant patrolling season have been completed.
  - ii. Is fully financial.
  - iii. Is qualified and proficient as required by Surf life Saving Australia for the category in which the member is competing.
  - iv. A club member who is down hours at the end of the season may not win any trophy.
  - v. Generally a minimum of two eligible members are required to compete in any club competition in any category for a trophy to be awarded. This requirement may be waived by the Director of Surf Sports in the promotion of participation.

### **9.2 Inter Club Competition**

- a. Club members who are qualified and proficient as required by Surf Life Saving Australia may represent the Club in inter club competitions conducted or approved by Surf Life Saving Australia unless;
  - i. Is down patrolling hours i.e. in deficit.
  - ii. Is not fully financial.
  - iii. Competition Fees have not been paid prior to being entered to compete.
  - IV. The Club may require any entry fees or other costs of competing to be borne by the member.

### **9.3 Club Teams**

- a. Competitive teams are chosen by Director of Surf Sports and Coach at the time. This will be based on times and attendance ~~to~~ at training.
- b. For all local competitions age managers/coaches should accompany their age groups and coordinate their members' participation.

- c. Selection as part of a club team shall be decided by the Director of Surf Sports and relevant surf sports coach.
- d. Participation in training, club events, series and state competition may be used as criteria for selection to team events.
- e. If selected for participation in a club or club team event at either a Junior, Senior or Masters carnivals, you are encouraged to compete with that team.

#### **9.4 Competitor Section for States and National Competition**

- a. A Team Manager shall be appointed to all club teams traveling outside of the Perth Metropolitan area. All team members shall be subordinate to the Manager, and the Manager shall have the authority in accordance to SLSA, SLSWA and club policy to take immediate action as necessary to maintain the discipline of the team. Occasions of misconduct shall be reported to the Board of Management by the Team Manager.
- b. Selection to a State or National club team shall be decided by the Director of Surf Sports, Club Captain and Coach concerned.
- c. Participation in club training, club events, series and state competition may be used as criteria for selection.
- d. Funding for State or National Teams is at the discretion of the Board of Management.
- e. If selected to participate in a State or National Club team at the Junior, Senior or Masters level, you are encouraged to compete in that team.
- f. All competitors representing the club are expected to wear and compete in the appropriate club uniform.
- g. All travelling club members are expected to adhere to the clubs Travelling Competitors/Teams guidelines provided as Enclosure 2 of the Bylaws.

## **10.0 COMPETITION TROPHIES AND AWARDS**

### **10.1 Club Swim Points Championships**

- a. Categories contested are:
  - i. Cadet: Under 14, 15-17, & 19.
  - ii. Open
  - iii. Seniors.
  - iv. Masters 30+.
- b. A minimum requirement of 3 club swims per season is compulsory to be eligible for a trophy.
- c. There will be no minimum or maximum competitor numbers. Water Safety in accordance to SLSA, SLSWA and club policy.
- d. The Cumulative points and the winner will be the competitor with the most points for their age group throughout the season
- e. All members are encouraged to participate.
- f. Competition may also include the following disciplines (as conditions allow):
  - i. Board
  - ii. Ski
  - iii. Swim
  - iv. Sprints
  - v. Flags
  - vi. Optional 1km or 2 km run

### **10.2 Secret Harbour Gold**

- a. This event is classified as an Ironperson event and consists of swim 1000m /board 2000m /run2000m /ski 4000m
- b. To be held during the season as decided by Director of Surf Sports
- c. To enter competitors must be proficient.
- d. Competitors can be individual, duo or team. Random ski times can be added in at the referees discretion.
- e. Competitors competing as an individual are unable to compete for a duo or team.
- f. U14,15/17 are not permitted to participate in the ski leg in accordance with SLSA policy and regulations (Iron person).

### **10.3 Lundy-Jenkins Trophy**

- a. Consists of: swim 250m / run 500m
- b. Must be carried out as an individual.
- c. Each event is run as a standalone event.
- d. Winner must have accumulated points from each event and the winner is the competitor with the highest accumulative score.
- e. There is one male and one female winner.

### **10.4 Gary Brazier Trophy**

- a. Consists of: swim 500m / run 1000m
- b. Must be carried out as an individual.
- c. Each event is run as a standalone event.
- d. Winner must have accumulated points from each event and the winner is the competitor with the highest accumulative score.
- e. There is one male and one female winner.

### **10.5 Senior Club Championships**

- a. Held as a one day event.
- b. Age groups are as follows for Male and Female categories:
  - i. Cadet U14-15-17-19
  - ii. Open
  - iii. Masters 30+.
- c. Cumulative points and the winner is person with most points.
- d. If competition rights are not held with Secret Harbour, competitors are still eligible to compete, but will not be eligible for the Championship Trophy.
- e. Events may include are as follows (as conditions allow):
  - i. Swim.
  - ii. Board.
  - iii. Ski.
  - iv. Tube rescue.
  - v. Ironman.
  - vi. 100m sprint.
  - vii. Flags.
  - viii. 2km run

## **10.6 Club Awards**

- a. The Club shall award the following trophies each year to members who have given outstanding service. These awards shall be presented at the Club's Annual Dinner:
  - i. Champion Patrol;
  - ii. Best Patrolling Members (Senior/Cadet/SRC);
  - iii. Junior Club Achiever (chosen for junior states);
  - iv. Presidents Trophy;
  - v. Best Club Person (Senior/Under 19/Under 17/Under 15);
  - vi. Quiet Achiever;
  - vii. Best New Club Member;
  - viii. Club Enterprise Award;
  - ix. Boatman of the Year;
  - x. Dummy Spit Award; and
  - xi. Bevan Medals (Senior/Cadet U17-19/JuniorU14-15).

## **10.7 Champion Patrol**

- a. The Champion Patrol shall be selected by the Director of Life Saving, Club Captain, Director of Education and Patrol Officer.
- b. Selection of the Champion Patrols shall be based on, but not limited to the following:
  - i. Patrol inspections checking for presence of members and equipment as laid out in the Club Patrol Contact;
  - ii. Lifesaving tasks;
  - iii. Patrol members' knowledge of lifesaving theory;
  - iv. Patrol Attendance;
  - v. Conduct of Patrol;
  - vi. Patrol Discipline; and
  - vii. Stowage of equipment post patrol.

## **10.8 Best Patrol Members (Senior/Cadet/SRC)**

- a. These awards shall be selected by the Director of Life Saving, Club Captain, Patrol Officer and Director of Education.
- b. The award shall be presented to the member who is considered to have been the most diligent in patrolling the beach, in terms of:
  - i. Patrol hours completed;
  - ii. Attitude to patrols;
  - iii. Development as a Patrolling Life Saver; and
  - iv. Competence.
- c. A member who has been down hours at any stage during the season shall not be eligible to receive this award.



### **10.9 Junior Club Achiever (Cadet)**

- a. Awarded at Junior States;
- b. For attitude (Striving to achieve his/her best, team spirit/camaraderie, self motivation, respect of other, positive role model and positive attitude to club activities; and
- c. Participation (in skill development, awards, competition, and attendance at club activities)

### **10.11 Presidents Trophy**

- a. This award shall be selected by the President.
- b. Consideration shall be given to efforts by all members in all branches of Club activity. The award shall be presented to the member who the President considers efforts and examples have contributed the most in up holding the Clubs and Surf Life Savings core values of Honesty, Courage, Integrity, Honour and Loyalty.

### **10.12 Best Club Person (Senior/Under 19/Under 17/ Under 15)**

- a. This award shall be selected by the BoM.
- b. Consideration shall be given to efforts by all members in all branches of Club activity. The award shall be presented to the member whose efforts and examples have contributed the most to the Club's efficiency and welfare.

### **10.13 Quiet Achiever**

- a. This award shall be selected by the BoM.
- b. Consideration shall be given to efforts by all members in all branches of Club activity. The award shall be presented to the member whose efforts generally go un noticed but have had a significant impact on the overall running/development of the club.

### **10.14 Best New Club Member**

- a. This award shall be selected by the BoM.
- b. The award shall be presented to the new member considered to have shown a high level of commitment to the club through assistance and involvement in club activities and promotion of Surf Life Saving.

### **10.15 Club Enterprise Award**

- a. This award shall be selected by the BoM.
- b. Consideration shall be given to efforts by all members in all branches of Club activity. The award shall be presented to the member/committee/group

whose efforts and examples have contributed the most to the financial position of the Club, the promotion of the Surf Lifesaving Brand and or the Clubs growth as a whole through a project.

#### **10.16 Boatman Of The Year**

- a. This award shall be selected by the Boat Captain, Sweeps and Director of Surf Sports.
- b. The award shall be presented to the member considered to have made the greatest contribution to the Surf Boat section, in terms of attitude, application in training and competition, care of equipment and execution of general club duties.

#### **10.17 Dummy Spit Award**

- a. This award is a fun award and shall be selected by the BoM.
- b. It is awarded annually to the member that has the biggest 'spit' that can be taken in the spirit of this award.

#### **10.18 Recommended Selection Criteria**

- b. When selecting the Club awards, it is recommended that the selection process considers the following;
  - (i) Patrolling efficiency.
  - (ii) Gaining awards other than SRC or BM.
  - (iii) Provides Life Saving Award Instruction.
  - (iv) Provides Award Assessing.
  - (v) Selected for National Life Saving event.
  - (vi) Participates in Club Swims / Runs.
  - (vii) Participates in Club trophy events.
  - (viii) Enthusiastic competition performance.
  - (ix) Outstanding States / Aussies performance.
  - (x) Participates in coaching.
  - (xi) Provides competition officialling.
  - (xii) Age Manager.
  - (xiii) Selected for State Team / High performance.
  - (xiv) Volunteer work at State Centre.
  - (xv) No disciplinary action.
  - (xvi) General Club commitment.
  - (xvii) Other aspects.

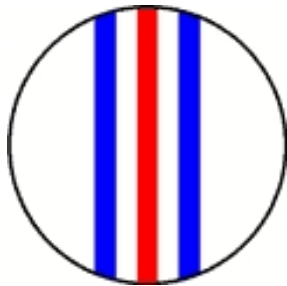
#### **10.19 Selection Of Bevan Medalists**

- a. A Bevan Medal Selection Committee shall be composed of between three (3) and five (5) members nominated by the Board of Management at the commencement of each season.
- b. Members of the Selection Committee shall be Life Members and/or Trustees of the Club.

- c. There shall be three (3) separate Bevan Medal awards for
  - i. *Senior Lifesaver of the Year;*
  - ii. *Cadet (U17/19) Lifesaver of the Year;* and
  - iii. *Junior (U14/15) Lifesaver of the Year.*
  
- d. The Selection Committee shall used the following selection criteria to determine award winners:
  - i. Participation in **Youth Activities**;
  - ii. Participation in **Surf Sports**;
  - iii. Participation **In Lifesaving**;
  - iv. Participation in **Community**; and
  - v. Display of good Character ie attributes pertaining to Teamwork, Loyalty, Diligence, Honesty and Integrity.
  
- e. Nominations for the Bevan Medal awards may be made by any Active Member or Office Bearer.
  
- f. The closing date for nominations shall be twenty one (21) days after the date of the final patrol for the season and are to be forwarded to the Director of Administration for registration and forwarding to the Selection committee.
  
- g. The Selection Committee shall forward recommendations for winners of each Bevan Medal award to the Board of Management for endorsement.

## 11.0 CLUB COLOURS, NAME AND BADGE

- (a) The club colours shall be red, blue and white and shall be subject to approval of SLSWA.
- (b) The Club Badge shall incorporate the words 'Secret Harbour' and 'S.L.S.C' and be in Club colours.
- (c) The club name and badge may only be used with the permission of the Board of Management.



## **12.0 EQUIPMENT AND VEHICLES**

### **12.1 Prior Authorisation**

- a. Equipment and vehicles of the Club shall only be used if prior authorization has been obtained from the relevant officer of the Club.

### **12.2 Cleaning And Storage**

- a. Equipment of the Club shall be cleaned down after use and stored in an appropriate manner in the designated storage location.

### **12.3 Lending And Hiring**

- a. Equipment of the Club shall only be lent or hired if prior authorization has been obtained from the relevant officer of the Club.

### **12.4 Vehicles**

- a. Members shall complete an induction program conducted by the Vehicle Officer prior to operating any vehicle owned by the Club.
- b. The vehicle speed limit on the beach is as determined by City of Rockingham By-Laws.
- c. The Vehicles shall be used only for Patrol Duties except with the permission of Director of Life Saving or Club Captain.

### **12.5 IRB**

- a. Club IRBs shall be driven only by proficient IRB drivers and crewed only by proficient IRB Crew award holders, except in cases where approved Award Training is taking place under the supervision of suitably qualified IRB instructor or IRB Examiner members.
- b. All IRB operations shall be recorded in the IRB Log, and Patrol Log if appropriate.
- c. Members operating Club IRBs shall be responsible for the boat and related equipment, and shall immediately report any damage or loss to the IRB Captain.
- d. IRBs shall not be launched or beached through any area where members of the public may be exposed to risk of injury.
- e. IRBs and related equipment shall be washed in fresh water before being stored in the Boat Shed.

### **12.6 Board And Ski By Laws**

- a. All Club competition/training boards and skis are to be purchased in club colours (ie shall be red, blue and white and be subject to BoM approval)

- b. Club competition/training boards and skis may only be used by Club members. Members may use boards and skis with the permission of and as directed by the Board Captain and Ski Captain respectively or in their absence, respective area coaches.
- c. Club boards and skis shall be housed in the Club board and ski racks when not in use.
- d. Any damage to craft shall be reported to the Board or Ski Captain as appropriate. The damage shall be repaired by an authorised repair (repairer approved by the club) before the craft is used again. The cost of repairs shall be borne by the member responsible for the craft. This cost may be reimbursed by the BoM after consideration of the circumstances surrounding the damage.
- e. Boards and skis must be washed in fresh water before being returned to the Board and Ski racks.
- f. Boards and skis are not to be launched or beached through any area where members of the public may be exposed to risk of injury.
- g. Members private equipment is not to be housed in the Club.

## **12.7 Surf Boat By Laws**

- a. Club surf boats and related equipment may only be used by Club members. Members may use surf boats and equipment with the permission of and as directed by the Boat Captain.
- b. Boat Crews shall be allocated to surf boats and equipment by the Boat Captain. Such allocation shall be for the duration of the current season only, and may be revoked at any time.
- c. During training and competition, the Sweep of the crew using the surf boat shall be responsible for the boat and equipment. Any damage or loss of equipment must be reported immediately to the Boat Captain.
- d. Surf boats and equipment must be washed in fresh water before being returned to the boat shed.
- e. Surf boats shall not be launched or beached through any area where members of the public may be exposed to risk of injury.

## **13.0 FIRST AID ROOM**

### **13.1 Authorised Persons**

- a. The first aid room shall only be used by authorized persons, including patrolling members, bronze medallion holders and other relevant award holders.

### **13.2 Consumables Log Book**

- a. It is the duty of the member treating a patient to record all medical supplies used in the consumables log book provided.

### **13.3 Clean And Tidy Condition**

- a. It is the duty of any member using the First Aid Room to ensure it remains in a clean and tidy condition after use.

## **14.0 ANNUAL REPORT**

### **14.1 Presentation And Adoption**

- a. An Annual Report shall be prepared by the Director Finance & Administration for adoption by members at the Annual General Meeting.
- b. The Annual Report shall be endorsed by the Board of Management prior to presentation at the Annual General Meeting.

### **14.2 Contents**

- a. The Annual Report should contain at least the following information:
  - (i) The Objects of the Club.
  - (ii) The Officers of the Club.
  - (iii) A summary of attendance at meetings of the Board of Management.
  - (iv) Reports by each member of the Board of Management.
  - (v) The Financial Statements of the Club for that year and the preceding year.
  - (vi) A report by the Honorary Auditor on the Financial Statements.
  - (vii) A list of life members and an outline of the service history of any member being proposed for life membership at the Annual General Meeting.
  - (viii) A list of members of the Club in various membership categories.
  - (ix) The number of members in each category of membership for that year and the preceding year.
  - (x) A record of the patrol hours logged by each member for that year and the preceding year.
  - (xi) A summary of patrol statistics in terms of rescues, preventative actions and first aid cases for that year and the preceding year.
  - (xii) A summary of surf life saving awards gained by members during that year and the preceding year.
  - (xiii) Winners of major club events and awards.
  - (xiv) Winners of medals at State and National Championships.
  - (xv) Members selected in State teams.

### **14.3 Circulation**

- a. The Annual Report shall be posted on the website of the Club a minimum of seven (7) days prior to the Annual General Meeting.
- b. Printed copies of the Annual Report shall be available to members attending the Annual General Meeting.



## **15.0 MEMBERSHIP CATEGORIES and SUBSCRIPTIONS**

### **15.1 Probationary Membership**

- a. 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 appropriate Affiliated Club committee.

**Note:** Probationary members are not Individual Members for the purposes of the Constitution.

### **15.2 Junior Activities (Nipper) Membership**

- a. A Junior Activity Member shall be a person who shall be a minimum age of five (5) years up to a maximum age of thirteen (13) years and such person shall be required to gain the relevant Surf Education Certificate for that person's age group.
- b. The key focus for five and six year old Junior Activity Members will be play participation and fun. Guidelines which support this focus will include:
  - i. beach activities that emphasise games and group activities,
  - ii. water activities to be limited to shallow water near the water's edge and
  - iii. no competition for these age groups other than that involved in fun games.

### **15.3 Cadet Membership**

- a. A Cadet Member shall be a Member of the age qualification as defined in SLSA's Manuals (ie under 15) and, who has obtained the Surf Rescue Certificate or has passed an annual proficiency test.

### **15.4 Active Membership (15-18 And 18+)**

- a. Active members shall hold the Bronze Medallion.
- b. Active members shall fulfil Patrol and Club requirements as required by Surf Life Saving Western Australia, and in accordance with these By-Laws.
- c. Active members shall complete the Annual Proficiency Test each season, unless the Bronze Medallion has been gained in that season.
- d. Active members will have access to all club facilities.

### **15.5 Reserve Active Membership**

- a. A member, after at least eight years of Active membership, may apply for Reserve Active membership. Applications shall be received by the Director of

Administration. Applications will be considered by a Board of Life Members (consisting of at least 3 Members) who shall consider the service record of the applicant and recommend acceptance or rejection of the application, to be ratified at the next meeting of the BoM.

- b. Reserve active members shall complete patrol hours as may be required by Surf Life Saving Western Australia, but in any case shall complete at least one (1) full patrol each season.
- c. Reserve Active members shall complete the Annual Proficiency Test.
- d. Reserve Active members transferring from an affiliated club of Surf Life Saving Australia shall be entitled to Reserve Active membership of this club, subject to verification from their previous club, branch or State.
- e. Reserve Active members will have access to all club facilities.

**Note:** Reserve Active membership may be granted, under exceptional circumstances to Active Members irrespective of years of service.

## 15.6 General Member

- a. General Membership may be granted to persons who may or may not hold a SLSA award.
- b. General Membership is generally afforded to Parents of Juniors (*Nippers*) and/or Cadet Members. Parent members are required to be actively involved in the running of junior or cadet activities and are encouraged to undertake training in the Surf Rescue Certificate, Bronze Medallion or other surf life saving awards.
- c. Parents who hold a General Membership, whose children cease to be enrolled as a Junior Activity, or Cadet member will cease to be a General Member and in order to continue to be a member of the Club, must apply for membership under clause 12 (as the case may be).
- d. General Members shall not have voting rights unless elected to an office position (Officer Bearer).
- e. General members have the right to use all club facilities with the exception of patrol, competition, and gym equipment.
- f. General members are not eligible to compete in intra club or interclub competition.

## 15.7 Long Service Membership

- a. Long Service Membership may be granted by the Club to a member, after at least ten (10) years of Active service at Secret Harbour SLSC or to a member that has completed eight (8) years Active Service plus four (4) years of Reserve Active Service.

- b. Notwithstanding the above, Long Service Membership may also be granted under any exceptional circumstances such as:
  - (i) a member who has become incapacitated in the performance of duty as a surf lifesaver
- c. The BoM shall appoint a **Long Service Committee** in February of each year consisting of 3 long service members, to consider any eligible candidates from the membership records and generate a report for those of members considered eligible for the award of Long Service Membership containing the following information (~~Additionally a sponsor can~~ may submit a nomination to the ~~Director of Finance and Administration~~ Director of Lifesaving for long service membership ~~by submitting the below~~):
  - I. Member Name
  - II. Date Joined SHSLSC;
  - III. Date of award of Bronze Medallion;
  - IV. Date of Bronze Medallion Proficiency (Skills Maintenance) expires;
  - V. Detail Patrol Service history as an Active Patrolling Member at SHSLSC. For members to be considered active they must have met the requirement of active service as per Bylaws Section 7.6
  - VI. Evidence of approval to reside on the Supplementary List if applicable
- d. In considering a nomination for Long Service, the Long Service Membership Committee must have regard to the fact Long Service is the highest award which can be bestowed upon an active patrolling member and must only recommend Long Service Membership where the criteria referred to above and in Bylaw Section 7.6 has been satisfied.
- e. The recommendation of the Long Service Committee must be the recommendation of the majority and the recommendation must be reported in writing to the BoM with all supporting documentation. In the event the recommendation is not unanimous a separate report from the dissenting member of the Long Service Committee will be included with the majority report.
- f. The report/s are to be tabled at the next available Board of Management Meeting ~~next~~ following the receipt of the recommendations.
- g. The Board of Management will by simple resolution either award the nominee to Long Service Membership or reject the nomination. A rejection of the nomination by the BoM is to be recorded and reported in writing to the Long Service Committee outlining why the members Long Service Membership nomination has been rejected.
- h. The award of Long Service Membership will be recognised by its announcement at any major function of the Club following the granting of

such membership, e.g the Annual Dinner and will be recorded in the Annual Report and noted at the AGM.

- d. Long Service members are exempt from performance of any Patrol duties; however an equal commitment of time to other club activities shall be sought in order to provide suitable mentorship and development to less senior members. In all other respects they have the same privileges and duties as Active members.
- e. Long Service members transferring from an affiliated club of Surf Life Saving Australia shall be entitled to Long Service membership of this club, subject to verification from their previous club, branch or State, however they will not be recognised on the SHSLSC Honours Board until they have completed 10 years active service as per Bylaws Section 15.7.

### **15.8 Award Membership**

- a. Award Membership may be granted to persons who hold a SLSA award of one, or more, of the following qualifications:
  - (i) Surf Rescue Certificate
  - (ii) Radio Award/s
  - (iii) Resuscitation Certificate
  - (iv) Advanced Resuscitation Certificate
  - (v) First Aid certificate (or equivalent)
- b. Holders of the Bronze Medallion are not eligible to become award members.
- c. Award members may be called upon to perform Patrol and/or other club duties to the extent of the ability of their qualifications.
- d. Award members that fulfil Patrol and Club requirements as required by Surf Life Saving Western Australia, and in accordance with these By-Laws shall be awarded voting rights at General Meetings. Award members shall complete the Annual Proficiency Test each season, unless the Award has been gained in that season.
- e. Active Award members will have access to all club facilities.

### **15.9 Associate Membership**

- a. An Associate Member is a member with limited or subordinate membership of the association.
- b. Associate Membership may be granted to persons who may or may not hold an SLSA award.
- c. Associate Members shall not have Club voting rights unless elected to an office position (Officer Bearer).

- d. Associate Members shall have a joining and/or annual membership fee substantially greater than fees for other categories of membership.

### **15.10 Honorary Membership**

- a. Shall be awarded on a seasonal basis by the BoM.
- b. Shall be awarded to people, who, in the opinion of the BoM, perform fundamental service to the club. Any non member who is elected or appointed to a position of Club Patron, Vice Patron, Medical Doctor, Solicitor or Auditor shall be automatically awarded honorary membership.
- c. Shall not be required to pay the annual membership fee.
- d. Need not hold any awards.
- e. Have the right to use all club facilities with the exception of patrol, competition, and gym equipment.
- f. Are not eligible to compete in intra club or interclub competition.

### **15.11 Life Membership**

- a. Life Membership may be granted to any member who has rendered distinguished service to the club over a considerable period of time (generally considered greater than ten years).
- b. For service to be considered as distinguished it must be both a sustained and conspicuous contribution. Additionally the member should have served the Club in a position on the Board, Executive Committee, Management Committee or any other designated Committee for Secret Harbour SLSC, or the member should have represented the Club in the fields of Lifesaving and/or Education and/or Competition/Competition Officiating.
- c. Notwithstanding the above, Life Membership may also be granted under any exceptional circumstances such as a member who has become incapacitated in the performance of duty as a surf lifesaver.
- d. Life members of the Club will be elected in the following manner:<sup>[1]</sup>
  - (i) The Board will appoint a Life Members' Committee in February of each year consisting of three (3) Life Members to consider any viable candidates for nomination of Life Membership. All suitable candidates (or a sponsor) can submit a nomination to the Director of Finance and Administration for Life Membership by submitting a resume of their relevant experience to include details of the following items:
    - (1) List of relevant SLSA awards;
    - (2) List of relevant Club awards;
    - (3) Relevant experience/service with the club;

- (4) Outstanding achievements with the club <sup>[SEP]</sup>
- (ii) In considering a nomination for Life membership the Life Membership Committee must have regard to the fact that Life membership is the highest award which can be bestowed upon a member and accordingly must only recommend that Life membership be granted where the criteria referred to above in 12.11 a. and b. have been met and the Life Membership Committee is of the opinion that the person nominated is a suitable recipient of the award, and that the award of Life membership to such nominee will be of benefit to the Club. Consideration for Life membership must be beyond any aspects of personality or past conflict.
  - (iii) The recommendation of the Life Membership Committee must be the recommendation of the majority and that recommendation must be reported in writing to the BoM with details of the information obtained by the Life Membership Committee as to the nominee's record of service. In the event that the recommendation is not unanimous a separate report of the dissenting member of the Life Membership Committee will be included with the majority report.
  - (iv) The report/or reports are to be tabled at the Board of Management Meeting next following the receipt of the report/or reports from the Life Membership Committee.
  - (v) The Board of Management will then by simple resolution either elect the nominee to Life membership or reject the nomination.
  - (vi) The award of Life membership will be recognised by its announcement at any major function of the Club following the granting of such membership and the presentation of a Life membership Badge will occur at the next Annual Dinner following the announcement of such membership.
  - (vii) Any Individual Member appointed to Life Membership of the association shall be recorded in the minutes of the Annual General Meeting. The appointed member shall provide formal written acceptance to the association.
  - (viii) Any Individual Member awarded Life membership will be exempted from the payment of annual subscriptions from the date of the award.

### **15.12 Past Active Membership**

- a. Past Active Membership may be granted by an Affiliated Club to persons who have held a SLSA Bronze Medallion and been an active patrol member for a minimum of three (3) years.
- b. Past Active Members may not have voting rights.

### **15.8 Setting Membership Subscriptions**

- a. Rates of annual membership subscription shall be recommended by the Finance & Administration Committee for approval by the outgoing Board of Management prior to the Annual General Meeting.

#### **15.9 New And Transferring Members**

- a. New or transferring members joining the Club after 31 December may be afforded a reduction on the annual membership subscription at the discretion of the Board of Management.

## **16.0 HOUSE & SOCIAL OPERATIONS**

### **16.1 House Management Policy**

- a. Secret Harbour SLSC strictly adheres to the House Management Policy attached at the end of this section. The Policy is to be displayed above the bar.

### **16.2 Bar Roster**

- a. The Bar Manager shall liaise with the Director House and Social in the preparation and management of a Bar Roster.
- b. Members rostered to bar duty shall hold a qualification recognized by the Department of Racing, Gaming & Liquor in the Responsible Service of Alcohol (RSA).
- c. The minimum number of qualified members rostered on bar duty shall be One (1) RSA qualified member or as determined by the Bar Manager or Director of House and Social.
- d. Members on bar duty shall be appropriately dressed and wear closed footwear at all times.
- e. Members on bar duty are to comply with RSA requirements when on Duty.

### **16.3 Bar Hours of Operation**

- a. The bar may be closed earlier than those hours as displayed on the club's Liquor License at the discretion of the Approved Manager or those working as agents of the Approved Manager under strict guidelines, these include, the Director House & Social, the Bar Manager, and the RSA qualified members rostered on bar duty.
- b. The setting of Bar Hours of operation for Functions and regular Club Social Activities shall be carried out by the Approved Manager and the Director House & Social.

### **16.4 Functions**

- a. The social hall and bar facility of the Club is available for use by members to host family functions such as weddings, birthday parties or special occasions.
- b. The social hall and bar facility of the Club may also be available for use by members to host other functions at the approval of the Director House & Social.
- c. The social hall and bar facility of the club will not be available to host functions for persons under 25 years of age where the bar is required to be operated.



- d. The social hall only (no bar facility) may be available to host functions or events for persons under 25 years of age approved by the Director House & Social.
- e. Regulations of the Department of Racing Gaming & Liquor permit the social hall and bar facility to host non-member functions on twelve (12) occasions each year as scheduled by the Director House & Social.
- f. The Club will engage the services of a uniformed security officer for all functions conducted where the bar facility is available to function participants, or as determined by the Approved Manager and the Director House & Social.
- g. The cost of the security officer shall be the responsibility of the member conducting the function, to be paid in advance.
- h. The security officer shall be engaged as a minimum from 2100 hours until 30 minutes after the scheduled closure of the function.
- i. Functions conducted by the club where the bar facility is available to function participants shall close no later than the hours as prescribed by the Liquor License. Where an extension of the hours of operation is desired, the responsibility shall fall upon the Director House and Social in liaison with the Approved Manager to obtain an extended liquor license.
- j. All costs associated with the extended operating hours, where the bar facilities are to be hired by a member hosting a function, shall be paid in advance.
- k. A Register of Function Bookings shall be maintained by the Director House & Social. The register shall provide details of the member hosting the function, the purpose of the function, date and scheduled times of commencement and closure of the function, and details of all applicable costs and advance payments for facility hire, cleaning bond, security officer, extended liquor license, recognition of bar staff, and any special requirements.

## **16.5 Complimentary Food & Beverages**

- a. Complimentary food and beverages must have the prior approval of any two (2) of the officers nominated in Clause 15.1 of the constitution.
- b. The Director Finance & Administration shall record full retail value of all complimentary food and beverages to the appropriate account(s) in the financial records of the club to ensure that requirements of the Goods & Services Tax are adhered to at all times.

## **16.6 Responsible Service Of Alcohol**

- a. All members on Bar Duty must be qualified in Responsible Service of Alcohol (RSA) practices as they are acting as an agent of the Approved Manager in his/her absence.

- b. If neither the Approved Manager nor an RSA qualified member is available to work Bar Duty, the bar shall remain closed until such time that one or the other is available.
- c. Those members on Bar Duty in the absence of the Approved Manager must strictly adhere to RSA practices.
- d. The consumption of liquor whilst working Bar Duty is unacceptable.
- e. The sale of unopened liquor is unacceptable.
- f. The sale of liquor to minors is unacceptable.
- g. The sale of liquor to intoxicated persons is unacceptable.

#### **16.7 Stock Levels And Pricing Of Alcoholic Beverages**

- a. The duty of ordering beverages for bar stock shall fall upon the Bar Manager.
- b. The setting of the price of liquor and other beverages shall be carried out jointly by the Director House & Social and The Director Finance & Administration. This shall remain true for all Functions and regular Club Social Activities.
- c. The duty of carrying out regular stock-takes of all liquor and other beverages shall fall upon the Bar Manager.

Enclosure 1  
**HOUSE MANAGEMENT POLICY**

**This House management policy is designed for use with the Secret Harbour Surf Life Saving Club. This policy is to be strictly adhered to at all times.**

**Sale of Alcohol**

- The minimum drinking age at the SHSLSC is 18 years of age. Anybody that is served alcohol that may be underage, will be asked to produce suitable identification so that their proof of age can be correctly ascertained (Photo ID Required) otherwise no alcohol will be served to the patron.
- All bar staff that work behind the bar and handle alcohol will be over the age of eighteen.
- All alcohol that is served at the bar shall be opened before being handed to the patron after purchase.
- No bar staff are to consume alcohol directly prior to working within the club if caught they will be no longer able to serve alcohol from the bar area.
- Alcohol will not be sold to intoxicated patrons.
- There are low alcohol products available from the bar (Light Beer), and there are also non alcoholic products available from the bar. (ie. Soft Drink, Water and Juices)
- The bar area is restricted to minors. There is a sign at the bar that restricts access at all times within 1 metre of the bar. All minors that require products from the bar have to have their purchases brought by a responsible adult.
- All bar staff are trained in the responsible service of alcohol.
- Once a function ceases at the required time, there will be NO alcohol served from the bar area and the confinements of the club. Once the bar is closed everyone is to be asked to leave the function in an orderly fashion. No disorderly conduct will be permitted.
- The club will not permit and will prohibit drinking contests at the club. Anyone found to be indulging in this practice will have a stern warning to cease immediately and a First warning will be placed to them. If this practice continues they will be asked to leave the premises.
- Patrons in attendance that become unruly will be approached in a non confrontational manner.

## **House Standards**

- Patrons who are not members of the club will be required to sign the visitor's log which is located at the bar.
- Doors where minors enter and exit the establishment are readily visible from the bar area and all aspects of the hall environment. Doors that are deemed not accessible to minors will be locked and Signs will be placed to stop entry being gained.
- No minors will be permitted outside the extremities of the hall unless sufficient adult supervision is supplied (to be advised to all those who attend functions with minors)
- Sufficient food will be supplied throughout any event being held within the club.
- Any behavioural problems will be dealt with in a manner of high responsibility both on and off the site.
- A telephone is made available for patrons to be able to contact a designated driver to pick them up; a telephone is readily available at the bar for patrons to make calls to taxis to arrange transport home. A sign is above the phone that has local taxi numbers for patrons to ring (Free Call).
- For all functions, patrons will be briefed as to where all the entry and exit points are located within the hall, fire and emergency evacuation points and the muster point for easy location of patrons in case of an emergency (Evacuation Diagrams Are Placed Within The Hall). These signs show the fire extinguishers and fire hoses within the club, they show fire blankets and also exit points and muster points.
- Adequate parking is available. All patrons are to park in the allocated parking spaces that have been made available for the function.

## **Noise**

- The noise emission from the function is to be low decibel so that the surrounding resident are no to be subjected to unruly noise. The closest residents to the club are approximately 600 – 700 metres away.

**Enclosure 2**

**Secret Harbour SLSC Travelling Competitors/Teams Guidelines**

- a. Applications and expressions of interest need to be presented to the club in writing from individuals or teams wishing to compete in SLSA events that require travelling interstate.
- b. Each application will be reviewed by BOM and the clubs financial commitment will be assessed after all factors have been collated.
- c. Travelling team apparel will be decided by majority vote of competitors, after a short list has been decided by Director of Surf Sports/Sponsorship and Merchandising officer.
- d. The Club will assist with the organisation of equipment that directly relates to the competitors events.
- e. The Team Manager will issue a travel pack that will at a minimum include contact details of the team Manager and coaches.
- f. The competitors need to provide the same contact information while at events in case of changes and need for contact.
- g. While representing the club it is expected that competitors/personnel will attend all official activities including training sessions, team meetings and dinners. Unavailability may result in removal from the team.
- h. The Team manager or the clubs authorised representative will ensure competitors have all the relevant information as known at the time, before, during and after the event.
- i. Competitors are responsible for ensuring gear is scrutineered and correct for events. The Club will ensure reels, tubes and other safety requirements will be available and correct.
- j. In all events competitors must wear approved dress as prescribed by the current SLSA Surf Sports Manual #33.
- k. Competitors must ensure they are aware of, and maintain an uncompromising adherence to SLSA Member Protection Policy including the Codes of Conduct (SLSA Policy 6.5 and MS07 through to MS11).
- l. Competitors need to understand the consequences of any breach of SLSA's Member Protection Policy and Codes of conduct.
- m. Misconduct before, during and after an event will not be tolerated and offending members risk disciplinary action against themselves and their club.

**Enclosure 3:**  
**SLSA Regulations – August 2011 Extract**

**SECTION 5**

**DISCIPLINE AND JUDICIAL**

**Regulation 5.1 Judiciary Matters**

Judiciary Regulations are authorised under clauses 16, 18 and 39 of the SLSA Constitution.

**5.1.1 Breach**

Where a Member has allegedly:

- i) Breached, failed, refused or neglected to comply with the membership directives or any resolution or determination of the Board, a State Centre, a Branch, Club or any duly authorised SLSA committee; or
- ii) Acted in a manner unbecoming of a Member or prejudicial to the Objects and interests of SLSA and/or surf lifesaving; or
- iii) Brought themselves, SLSA, any State Centre, Branch or Club or surf lifesaving into disrepute; or
- iv) Competed or in any way participated in a lifesaving competition and/or used SLSA equipment contrary to **Regulation 4.3(c)** or has failed to obtain the permission of SLSA to so compete or participate in that competition or use that SLSA equipment;

The Board, a State Centre, a Branch or a Club may commence or cause to be commenced investigatory and/or disciplinary proceedings ("proceedings") against that Member, and that Member will be subject to and submits unreservedly to the jurisdiction, procedures, penalties and appeal mechanisms set out in these Regulations; providing that, the Board, State Centre, Branch or Club may commence proceedings, or investigate conduct which may warrant the commencement of proceedings by referring the matter to a Judiciary Committee.

**5.1.2 Judiciary Committee**

Judiciary Committees shall be convened and function as follows:

**Convening of Committee**

Each SLS entity (State Centre, Branch and/or Club) shall annually or as required appoint a Judiciary Committee to investigate and/or determine matters referred to it. The Board may also convene a Judiciary Committee on such terms and for such purpose(s) as is required. A member of each committee shall act as committee secretary and keep records of all investigations and decisions of that committee.

**Jurisdiction**

The jurisdiction of a Judiciary Committee shall be as follows:

- i) Where a Judiciary Committee has been convened by the Board, that Judiciary Committee shall have unlimited jurisdiction in all matters referred to it throughout Australia including but not limited to referrals between State Centres or between Members from different State Centres or between a State Centre and a Member from a different State Centre, or where a Judiciary Committee convened by another SLS entity within SLSA fails to

take satisfactory action or impose a satisfactory result, or where another SLS entity within SLSA fails to take action at all and convene a Judiciary Committee where the Board considers such a Committee should have been convened.

- ii) Where within the boundaries of a Club, the alleged offender shall be dealt with by his/her Club Judiciary Committee.
- iii) Where within the boundaries of a Branch, the alleged offender shall be dealt with by his/her Branch Judiciary Committee.
- iv) Where otherwise within the boundaries of his/her State Centre, the alleged offender shall be dealt with by the State Centre Judiciary Committee.
- v) Where the matter, in the opinion of SLSA, is better dealt with by the criminal justice system it will not be considered however SLSA may reserve its rights.

## **Referrals**

- a) Every referral to a Judiciary Committee shall be clear and unambiguous and shall clearly set out the matter(s) required to be investigated or determined by the Judiciary Committee.
- b) Upon a referral to a Judiciary Committee the committee secretary shall, as soon as practicable, appoint a time and place suitable to the Judiciary Committee for the proceedings and may appoint an investigator to inquire into the referral.
- c) A Judiciary Committee shall process any referral to it within such time as the Board, State Centre, Branch or Club directs, provided always that a concerned person may apply for an adjournment by application in writing to the committee secretary. Such application must be received at least two (2) days prior to commencement of proceedings.
- d) A Judiciary Committee shall have power to require the attendance of any member at any proceedings before it. Notice shall be given in accordance with these Regulations.
- e) The referring authority shall decide the quorum for a Judiciary Committee.
- f) Should an investigator have been appointed, the chairperson of the Judiciary Committee should in conjunction with the investigator determine if the matter should proceed.

### **5.1.3 Procedure**

Proceedings commenced under these Regulations shall be conducted as follows:

#### **Request to Appear**

- (a) Upon receipt of a referral, the Judiciary Committee shall request the party or parties concerned in the referral to appear before them. Such request shall be in writing either delivered personally or in appropriate cases by post or facsimile to the appropriate address (mail or electronic) or facsimile number of the party or parties

concerned. A notice given by post shall be deemed to have been given on the second day following that on which it shall be posted. A notice given by facsimile shall be deemed to be given upon receipt of a confirmation report confirming the facsimile was received at the facsimile number to which it was sent. A notice given by email shall be deemed to be given unless an email is received in reply stating email not successfully transmitted.

## Notice

- (b) Proceedings shall take place as soon as practicable. All parties concerned shall be given at least seven (7) days notice of the proceedings by the Judiciary Committee. The notice shall:
- i) Be in writing;
  - ii) State that the party or parties concerned are required to appear and in what capacity;
  - iii) State the nature of the proceedings and the matters or alleged offence(s), the subject of investigation or determination, the possible penalty or penalties and the date, place and time of the hearing;
  - iv) Be delivered in accordance with **Regulation 5.1.3(a)** above.

## Appearance

- (c) Persons appearing before the Judiciary Committee shall be entitled to call witnesses, but must state their case in person unless the Judiciary Committee has permitted representation through an advocate. They and their witnesses shall be given a full opportunity to be heard. In their absence, or in the absence of their witnesses, a decision may be made by default. Before making a decision in default of appearance, the Judiciary Committee must satisfy itself that the party concerned was aware of the time, date and place of hearing and had been requested to appear in accordance with **Regulations 5.1.3(a) and 5.1.3(b)** above.

## Procedure at Proceedings

- i) Judiciary proceedings shall be conducted as follows.
- ii) The Judiciary Committee chairperson shall announce the opening of the proceedings, stating the Judiciary Committee's authority, jurisdiction, composition and the nature and purpose(s) of the proceedings.
- iii) The procedure to be followed at proceedings shall be clearly explained by the Judiciary Committee Chairperson. The Judiciary Committee Chairperson shall state who is entitled to be present throughout proceedings during evidence and submissions.
- iv) The matter(s) the subject of proceedings shall then be read to the person(s) concerned. The body or person reporting the matter(s) and the subjects of the proceeding shall be given the opportunity to report the circumstances of those matter(s). The person(s) concerned will be given the opportunity to respond to this report and present evidence/submissions as to their view of the circumstances of those matter(s). Any witnesses called by either the



reporting body or the person(s) concerned will be given the opportunity to give evidence or make submissions. Witnesses may be questioned on their evidence. Evidence and/or submissions may be tendered in writing.

- v) The Judiciary Committee will consider the evidence presented. The Judiciary Committee may adjourn the hearing if considered necessary. No other person shall be present or partake in any discussion with the Judiciary Committee at this time. If the Judiciary Committee finds an offence has not been committed or not proved it will advise the referring authority and dismiss the charge, accordingly.
- vi) If the Judiciary Committee finds an offence has been committed or proved, it may impose, in its discretion, an appropriate penalty or penalties, or it may report its findings to the referring authority with such recommendations, as it considers appropriate. The Judiciary Committee chairperson will declare the proceedings closed.
- vii) If a decision cannot be given immediately after proceedings, the relevant party or parties must be advised of the time and place at which the decision will be given. The decision, any penalty, the reasons for the decision and notice of the person's appeal rights shall be given in writing and signed by the Judiciary Committee chairperson. A referring authority must advise persons found guilty of an offence under these Regulations of their rights of appeal.
- viii) Every decision of a Judiciary Committee appointed by the Board, a State Centre, a Branch or a Club under these Regulations shall be conveyed in writing to the parties concerned, and where an Individual Member, to that Individual Member's Club, Branch (where relevant) and State Centre. It shall be incumbent on such Club to give effect to the decision immediately and to notify the referring authority that such has been done. The referring authority may deal with an Affiliated Club failing to give immediate effect to such decision at that authority's discretion.

#### **5.1.4 Penalties**

- (a) Penalties which may be imposed include:
  - i) A reprimand;
  - ii) Suspension of such activities, on such terms and for such period as the Judiciary <sup>[1]</sup><sub>[SEP]</sub>Committee thinks fit;
  - iii) Exclusion from a particular activity, event or events;
  - iv) Expulsion;
  - v) Fines, imposed in such manner and in such amount as the Judiciary Committee <sup>[1]</sup><sub>[SEP]</sub>thinks fit;
  - vi) Such combination of any of the above penalties as the Judiciary Committee thinks fit.
  - vii) Additional Service, requiring the Member to undertake an activity based

penalty, <sup>[17]</sup>~~[18]~~ imposed in such manner as the Judiciary Committee deems fit.

(b) During proceedings the subject(s) of the proceedings may be suspended, on such terms and for such period as the relevant referring authority thinks fit, and shall remain under suspension unless the relevant referring authority decides otherwise.

### 5.1.5 Reporting

- a) Unless the decision of a Judiciary Committee is unanimous, a separate report may be made to the referring authority by the minority. The decision of the majority however, shall be deemed to be the decision of the Judiciary Committee. Where voting is equal, the Judiciary Committee chairperson may exercise a casting vote.
- b) A decision of a Judiciary Committee cannot be altered by the referring authority.

### 5.1.6 Effect of Penalty

- a) Where an Affiliated Club is suspended under these Regulations, its membership of, and representation rights and privileges in, SLSA shall be forfeited during the period of such suspension. Officers of SLSA who may be members of a suspended Affiliated Club shall not be affected by such suspension nor shall a suspension, absolve the Club from any beach patrol responsibilities.
- b) Where an Individual Member is suspended under these Regulations, all rights and privileges of that Member shall be forfeited, either partially or completely, during the period of suspension. In the case of complete suspension, a member shall also forfeit all Affiliated Club rights during the currency of the suspension. Partial suspension shall prevent a Member's participation in inter-Club, Branch, State Centre or SLSA activities, but shall not interfere with his rights as a member of an Affiliated Club or his beach patrol responsibilities.
- c) Where an Affiliated Club or Individual Member is expelled under these Regulations, its or his membership of, and representation rights and privileges in, SLSA shall be forfeited immediately and membership shall cease. No monies will be refunded to expelled or suspended Members. The provisions of clauses 17 and 18 of the SLSA Constitution shall apply.

### Regulation 5.2 Appeals

- a) SLSA shall appoint or recognise a panel of persons ("SLS Appeals Panel") from whom SLS Appeals Tribunals shall be appointed as required. The SLS Appeals Panel shall comprise persons appointed by SLSA and/or each State Centre.
- b) A Member who or which has received a penalty or an adverse finding from a Judiciary Committee under **Regulation 5.1** or a Carnival Disciplinary Committee under **Regulation 5.3** may, within 14 days from the date of receiving the determination in writing, appeal to the SLS Appeals Tribunal . For the avoidance of doubt there is only one appeal from a Judiciary Committee regardless of whether that Judiciary Committee was appointed by the Board or by a Club, Branch or State Centre.

- c) Appeals under this clause will be determined in accordance with this Regulation.
- d) An appeal must be lodged in writing with the relevant State Centre. The appeal must set out the:
  - i) ground(s) on which the appeal is made; and
  - ii) reasons or circumstances supporting the alleged ground(s) of appeal; and
  - iii) must be accompanied by a non refundable appeal fee of \$500.
- e) In these Regulations the “relevant body” and “relevant State Centre” are those in which the appellant (whether Individual Member or Club or Branch or State Centre) is located.
- f) Nothing in this Regulation prevents the withdrawal of an appeal at any time in writing to the relevant State Centre. If the appellant seeks to withdraw an appeal after an appeal hearing has commenced the appeal may only be withdrawn with the consent of the relevant appeal panel chairperson. Once an appeal is withdrawn a new appeal in respect of the same matter cannot be lodged.
- g) On receipt of an appeal in accordance with this Regulation, the relevant State Centre must as soon as practicable convene an SLS Appeals Tribunal and forward the appeal documents to the nominated chairperson of the convened Tribunal.
- h) An SLS Appeals Tribunal shall be constituted by up to three persons (but a minimum of two) available to hear the appeal from members of the SLS Appeals Panel, which must include the following:
  - i) up to two persons with a thorough knowledge of surf lifesaving; and
  - ii) a barrister or solicitor who will chair the Appeals Tribunal.

No member of the SLS Appeals Tribunal may be a party to or directly interested in the matter under consideration.
- i) The SLS Appeals Tribunal has complete jurisdiction and discretion to re hear the matter in its entirety.
- j) The chairperson of an appointed SLS Appeals Tribunal shall, as soon as practical after receiving the appeal documents under **Regulation 5.2(g)**, investigate and consider the matter and determine whether the:
  - i) appeal should be dismissed, because in its determination, the matter is trifling in nature or has no merit; or
  - ii) appeal warrants further review and determination in accordance with these Regulations.
- k) If the SLS Appeals Tribunal determines the matter warrants further review

under **Regulation 5.2(j)(ii)**, it shall as soon as practicable, having regard to timing, serve a notice in writing on all relevant parties:

- i) stating that the parties may address the SLS Appeal Tribunal at a hearing to be held as soon as practicable, being not earlier than 4 days from the date of the notice;
  - ii) stating the date, place and time of that hearing; and
  - iii) informing the parties that they may do any one or more of the following:
    - (1) attend that meeting (either personally or by their representative who subject to **Regulation 5.2(m)** may not be legally trained or qualified) and bring such witnesses as they wish to rely upon in respect of the matter the subject of appeal; and/or
    - (2) give the SLS Appeal Tribunal, no later than 24 hours before the time of that meeting, a further written statement setting out relevant information surrounding the appeal.
- l) The SLS Appeal Tribunal may conduct a hearing convened in accordance with **Regulation 5.2(k)** (or any adjournment) in such manner as it sees fit, but shall:
- i) give to all relevant parties and their witnesses every opportunity to be heard;
  - ii) give due consideration to any written statements received from any relevant party;
  - iii) allow relevant parties to be present along with their adult representative; and may <sup>[SEP]</sup>request or require such parties or other witness to attend the hearing or provide such evidence as is available to enable the SLS Appeals Tribunal to properly consider the matter.
- m) Persons appearing before the SLS Appeals Tribunal are not entitled as of right to:
- i) Legal representation before the SLS Appeals Tribunal. Subject to paragraph (ii) below the Appeal Tribunal may grant a right to legal representation to a party where that party has made written application to the SLS Appeals Tribunal for such representation. Such application must be received by the chairperson of the SLS Appeals Tribunal within 7 days from the date of the notice served under **Regulation 5.2(k)**.
  - ii) Legal representation will only be permitted by the SLS Appeals Tribunal where the party seeking legal representation can demonstrate to the SLS Appeals Tribunal that the matter is serious, complex or the consequences for that party proceeding without legal representation are significant from a livelihood or business perspective. The onus is

on the party seeking legal representation to prove that such representation should be permitted.

- iii) The SLS Appeals Tribunal may refuse or grant such application in its absolute discretion. The SLS Appeals Tribunal's decision in respect to legal representation is final and there is no appeal from such decision.
- n) Following consideration of all information which the SLS Appeals Tribunal considers relevant and which is available, the SLS Appeals Tribunal shall arrive at a finding. The SLS Appeals Tribunal can impose new penalties or vary an existing penalty. A decision of the SLS Appeals Tribunal may be by a majority decision. A decision of the SLS Appeals Tribunal is final.
- o) The SLS Appeals Tribunal shall notify all relevant parties, including SLSA and the relevant State Centre of its decision as soon as practicable.
- p) An SLS Appeals Tribunal has no power to award costs. That is, each party will be responsible for their own costs of the appeal.

### **Regulation 5.3 Competition Discipline 5.3.1 Surf Sports Manual**

The SLSA Surf Sports Manual and in particular but not only clause 14.5 of the Surf Sports Manual applies in respect to SLS carnival and competition discipline.

### **5.3.2 Appeals**

For the purposes of clauses 14.5.1(c) and (d) of the SLSA Surf Sports Manual the appeal body for any appeal against a penalty imposed by a Competition Disciplinary Committee shall be the SLS Appeals Tribunal and **Regulation 5.2** shall apply to such appeal.

### **Regulation 5.4 Revocation of SLSA Service and Recognition Awards**

1. The Board may, by special resolution, revoke a previously issued award of recognition, including, but not limited to, SLSA Life Membership, in circumstances where a Member who has been issued an award of recognition has:
  - a. Been convicted of a serious criminal offence.
  - b. Committed a serious breach and/or repeated breaches of a SLSA policy or policies.
  - c. Committed a serious breach and/or repeated breaches of SLSA codes of conduct.
  - d. Brought surf life saving and/or SLSA into disrepute.
  - e. Rejected and/or returned a previously issued award.
2. Prior to giving consideration to the revocation of an award, the member shall be invited to make a written submission to the Board as to why the award should not be revoked.
3. The Board's decision to revoke an award shall be final.

**Enclosure 4:**  
**SLSA GRIEVANCE PROCEDURE POLICY 6.6 – May 2008**

**Enclosure 5:**  
**SLSA MEMBER PROTECTION POLICY 6.5 – November 2012**