

SECRET HARBOUR
SURF LIFE SAVING CLUB

Western Australia

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

THE CLUB BYLAWS

Effective July 2024

Approved Amendments Register

Date Approved	Para	Topic	Nature of Change
Sep 06			Adopted
Jul 07			Amendments
Sep 10			Amendments
Jul 13			Amendments
31 Oct 14	1.2. e	Management Committees: House & Social	Frequency of Meetings
31 Oct 14	1.4.e	Management Committees: Life Saving	Frequency of Meetings
31 Oct 14	1.5.e	Management Committees: Education	Frequency of Meetings
31 Oct 14	1.6.e	Management Committees: Competition	Frequency of Meetings
31 Oct 14	1.7.e	Management Committees: Youth Development	Frequency of Meetings
31 Oct 14	1.9	Management Committees: Selection Committee	Director of Surf Sports – naming convention updated
31 Oct 14	2.2.b.(iii)	Duties of Officers of the Club: Vice President	Judiciary – replaces discipline
31 Oct 14	2.3.a	Duties of Officers of the Club: Club Captain	Insertion
31 Oct 14	2.3.b.(vii)	Duties of Officers of the Club: Club Captain	Judiciary – replaces discipline
31 Oct 14	2.6.a	Duties of Officers of the Club: Director Sponsorship and Public relations	Insertion: Grants submissions
31 Oct 14	2.7.a	Duties of Officers of the Club: Director of Lifesaving	Insertion
31 Oct 14	2.7.e	Duties of Officers of the Club: Director of Lifesaving	Insertion
31 Oct 14	2.8.a	Duties of Officers of the Club: Director of Education	Insertion
31 Oct 14	2.8.c (i)	Duties of Officers of the Club: Director of Education	Insertion
31 Oct 14	2.8.c (ii)	Duties of Officers of the Club:	General reworking

	– (viii)	Director of Education	
31 Oct 14	2.8.c (ix – xii)	Duties of Officers of the Club: Director of Education	Insertion
31 Oct 14	2.10.c and d.(i)	Duties of Officers of the Club: Director of Youth	General rewording
31 Oct 14	2.26.a.(v)	Duties of Officers of the Club: Patrol Officer	Insertion: Director of Lifesaving
31 Oct 14	a, a, a	Duties of Officers of the Club: Inter Club Competitions Officer, Competition Captains, Gymnasium Officer	Update of Director Name: Surf Sports
31 Oct 14	2.37	Duties of Officers of the Club: Age Group Manages	Rewrite of duties
31 Oct 14	2.39.d	Duties of Officers of the Club: Junior Water Safety Officer	Insertion
31 Oct 14	2.44	Duties of the Officers of the Club: Grants Officer	Insertion
31 Oct 14	5.0	Finance: Annual Budget	Rewrite
31 Oct 2014	5.3.c	Finance: Annual Financial Statement	Insertion
31 Oct 14	6.0	Grievances, Judicial and Discipline	Rewrite and replaces previous Club Discipline process
31 Oct 14	7.1.b	Patrols: Patrol Obligations	Insertion: Award
31 Oct 14	7.4.b	Patrols: Patrol Rosters	Insertion: the Club Captain or Director of Lifesaving
31 Oct 14	7.4.c	Patrols: Rosters	Insertion of Note
31 Oct 14	7.5.d	Patrols: Patrol Attendance	Change to 30minutes
31 Oct 14	7.5.n	Patrols: Patrol Attendance	Removed in total
31 Oct 14	7.11	Patrols: Service other than Patrol Service to Obtain a Year of Satisfactory Service	Removed in total
31 Oct 14	12	Membership Categories and Subscriptions	Insertion in total
31 Oct 14	14	Travelling Competitors/Teams	Insertion in total
31 Oct 14	15	Club Colours, Name and Badge	Insertion in total

31 Oct 14	Enclosure 1	SLSA Regulations – August 2011 Extract	Insertion in total
31 Oct 14	Enclosure 2	SLSA Grievance Procedure Policy 6.6 May 2008	Insertion in total
31 Oct 14	Enclosure 3	SLSA Member Protection Policy 6.5 November 2012	Insertion in total
17 Dec 14	7.4 J	Use of patrol equipment	New paragraph inserted
20 May 15	2.1, 1.1, 2.4, 1.3, 2.2	Update title of web officer to IT officer	Update position description
17 Jun 15		Volume 1 & 2 of Bylaws combined to form The Club Bylaws	Volume 1 and 2 combined and sections renumbered
17 Jun 15	1.7, 2.10, 2.36, 2.37, 2.38, 2.39, 2.42	Youth position and administrative updates	Paragraphs inserted and updated
17 Jun 15	Section 14 & 15	Surf Sports positions, competition trophies, guidelines and rules updated	Paragraphs inserted and updated
30 Jul 16	Section 2.1, 2.2, 2.3	Board, Code of Conduct and Conflict of Interest	Paragraphs inserted
26 Apr 18	Section 15.7	Long Service Membership	Update paragraphs a & b
05 Jun 18	Section 15.7	Long Service Membership	Updated paragraphs c - e
26 Jun 24	All	Review of complete document	Reflect changes as a result of the new constitution, Board decisions, modern practices.

**BY-LAWS of
SECRET HARBOUR SURF LIFE SAVING CLUB
("CLUB" or "SHSLSC")**

These By-Laws should be read in conjunction with the Constitution of the Club. These By-Laws include the general Rules of the Association 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 behaviour
- 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 Office Manager addressed to the of Director Finance, 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 to then be reviewed by the Club Board at any meeting of the Board provided that seven days' notice is given to the Board.

If the Board approves the change, the member making the submission is advised of the outcome. Amendments, alterations, interpretations, or other changes to By-Laws to implement the approved change shall be prepared under the direction of the Board and advised to Members of the Club by means of Notices approved and issued by the Board. If no formal objections are received from the membership within 30 days of the notice being posted, the changes will be considered as approved and effective. If the changes to the By-Laws require additional approvals, such as a resolution of members in general meeting, then the changes will not be effective until those approvals are obtained.

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1. CLUB MANAGEMENT STRUCTURE

1.1 Club Board

1.1.1 The Board of Directors shall consist of the following Elected Directors:

- a. President
- b. Vice President/ Director of Operations and Infrastructure
- c. Club Captain
- d. Director of Finance and Administration
- e. Director of Lifesaving
- f. Director of Education and Training
- g. Director of Surf Sports
- h. Director of Youth
- i. Director of Sponsorship and Public Relations
- j. Director of Social.

1.1.2 Elected Directors have full Board voting rights.

1.2 Conflict of Interest

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

- a. known and potential conflicts of interest must be declared by the Board Member concerned immediately upon identifying a conflict
- b. the Board shall determine whether or not the conflict is of a material or commercial nature and shall advise the individual accordingly
- c. 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
- d. individual members of the Board may not be related to, partners, or be a close business or associate of, other Board members
- e. a club administration employee cannot be a Board member
- f. all such entries in the Register shall be presented to the Board and recorded at the first Board meeting following entry in the Register of Interests
- g. 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
- h. the Board Member having a conflict of interest shall only be involved in any related discussion with Board approval
- i. 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
- j. all such occurrences will be recorded to become part of official Club business.

1.2.2 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.

2. MEMBERSHIP CATEGORIES

2.1 Junior Member

2.1.1 A Junior Member shall be a person who shall be a minimum age of five (5) years up to a

maximum age of 15 years and such person is required to gain the relevant Surf Education Certificate for that person's age group.

- 2.1.2 One parent or guardian will be required to join the Club (if eligible) as an Active, Associate, Long Service or Life Member. If one of the previous categories do not apply, then the parent or guardian will be offered a Community Membership.

2.2 Active Member

2.2.1 Active Members:

- a. must be at least 16 years of age at the beginning of the current Financial Year;
- b. shall hold the Bronze Medallion (or be obtaining it in the relevant year's season);
- c. are expected to fulfil patrol requirements as set out in these By-Laws each season; and
- d. shall complete the Annual Proficiency Test each season unless the Bronze Medallion has been gained in that season.

2.2.2 Members who are Patrol Hour Compliant (as defined in section 13.6 of these By-Laws) at the relevant date below¹:

- a. shall have the right to use all Club member facilities including patrol, competition, and gym equipment; and
- b. are eligible to compete in intra- and inter-club competitions.

2.2.3 An Active Member who is not Patrol Hour Compliant at the relevant date below, shall:

- a. not be eligible to compete in intra- or inter-club competitions; and
- b. be recorded as a Community Member in the Annual Report for the respective Financial Year **unless** they complete the requirements to meet the criteria as listed within these By-Laws for Associate Membership in which case they will be categorised as an Associate Member.

A member that attains Patrol Hour Compliant status (as defined in section 13.6 of these By-Laws) in a patrol season shall retain that status until the end of the following patrol season.²

2.2.4 No other categories of recorded service within the Club or SurfGuard will be recognised as contributing to Patrol Hour Compliant status.

2.3 Award Members

2.3.1 Award Membership may be granted to persons who hold a SLSA Award of one or more of the following qualifications:

- a. Surf Rescue Certificate
- b. Radio awards
- c. Resuscitation awards
- d. First Aid awards.

2.3.2 Holders of Bronze Medallions are not eligible to become Award Members.

2.3.3 Award Members may be called upon to perform Patrol and or other Club duties to the extent

¹ For Members completing their first year of Active Service, refer to Table 2 for pro rata patrol hours to be completed.

² This is to ensure that Active Members that fulfil their patrol obligations do not have to "re-qualify" to vote at meetings of members in the following financial year, given that they may not have yet done so when meetings are held.

of their qualifications.

- 2.3.4 Award Members that fulfil Patrol and Club requirements in accordance with these By Laws will have access to all Club facilities apart from competition, and patrol equipment (outside of their respective qualifications).

2.4 Associate Members

- 2.4.1 Associate Members must be at least 16 years of age at the beginning of the current Financial Year.
- 2.4.2 An Associate Member who is Club Service Hour Compliant as defined in **Section 3.1** of these By-Laws) at the relevant date shall be entitled to vote at General Meetings in accordance with the Constitution.
- 2.4.3 An Associate Member who is not Club Service Hour Compliant at the relevant date below shall:
- a. have the right to receive notice of General Meetings and to be present and debate but not vote as an Associate Member at General Meetings; and
 - b. be recorded as a Community Member in the Annual Report for the respective Financial Year.

2.5 Long Service Member

- 2.5.1 Long Service membership may be granted by the Club after 10 years of Active Membership at the Club.
- 2.5.2 Long Service may also be granted under any exceptional circumstances such as to a member who has become incapacitated in the performance of duty as a surf lifesaver.
- 2.5.3 Any member meeting the criteria at **clause 2.5.1** may be granted membership as a Long Service Member subject to review by the Rewards and Recognition Committee and endorsement by the Board.
- 2.5.4 The recommendation of the Rewards and Recognition committee shall be reported in writing to the Board with supporting documentation.
- 2.5.5 The report/s are to be tabled at the next Board Meeting following the receipt of the recommendations where the nomination will be accepted or rejected by the Board. A rejection of the nomination by the Board is to be recorded and reported in writing to the Rewards and Recognition committee outlining why the members Long Service Membership nomination has been rejected.
- 2.5.6 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.
- 2.5.7 Long Service members are exempt from performance of any patrol duties; however, there is a requirement that a Long Service member remain visibly active within the Club and perform 16 hours of service through activities such as mentoring, coaching, official, event management, or repairs to remain a long service member of the Club.
- 2.5.8 A Long Service member who fails to remain active in the Club and perform 16 hours per season, for two consecutive seasons, will have their long service membership revoked. A member who has had their long service membership revoked will need to perform a season of patrolling i.e. meet the standard Active Membership obligation, in order to apply to the Rewards and Recognition committee the following season, for Long Service membership.
- 2.5.9 A long service member who cannot fulfil the 16 hours of activities shall be required to apply in writing to the Director of Lifesaving for a leave of absence prior to such absences commencing.
- 2.5.10 The leave of absence shall be granted for one season only, and there must be a minimum of three seasons between leaves of absence.

2.5.11 Long Service members transferring from an affiliated club of SLSA 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 at SHSLSC.

2.5.12 Long Service Members shall have the right to use all club facilities including patrol, competition, and gym equipment.

2.5.13 Long Service Members are eligible to compete in intra- or inter-club competitions.

2.6 Life Member

2.6.1 The Board may appoint any individual member who has rendered distinguished service to the Club, where such service is deemed to have assisted the advancement of the Club, be appointed as a Life Member.

2.6.2 A Life Member shall be of good personal character. In terms of personal character, nominees for Life Membership should:

- a. be capable of being ambassadors for the Club,
- b. be a role model for youth and adult members and,
- c. uphold the Club's values at all times.

2.6.3 An agreement of the Board to confer Life Membership upon a member may be formally announced at the Club Annual Dinner and Awards Night, and the formality of such appointment shall be confirmed and adopted at the next Annual General Meeting, where the decision shall be recorded in addition to being entered upon the Club's Membership Register.

2.6.4 A person must accept or reject the Club's resolution to confer Life Membership in writing. Upon written acceptance, the person's details shall be entered upon the Register, and from the time of entry on the Register the person shall be a Life Member.

2.6.5 At the time of adoption of this Constitution, the Life Members of the Club shall be those persons currently recognised by the Club as Life Members.

2.7 Community Member

2.7.1 Community Membership may be granted to persons who may or may not hold a SLSA award and are those that do not fall within any of the other Club categories.

2.7.2 Community members have the right to use all Club facilities except for patrol, competition, and gym equipment.

2.7.3 Parents and Guardians of Junior Members will normally be offered Community Membership unless they qualify for one of the other Club membership categories.

2.7.4 Community Members are not expected to complete the minimum of 16 hours of service to the Club requirement. If members initially recorded as Community Members complete the service requirement, then they may be transferred to the Associate Membership category and be eligible to vote at General Meetings.

2.8 Honorary Member

2.8.1 Honorary Membership shall be awarded on a seasonal basis by the Board.

2.8.2 Honorary Membership may be granted by the Club to persons over 18 years of age who wish to visit the Club and who qualify under any of the following conditions:

- a. has a usual place of residence outside the Perth Metropolitan Area, provided that the person was not an Honorary Member at any time within the three months immediately preceding the date of nomination
- b. is an official of SLSA or SLSWA
- c. is a person of distinguished or public position
- d. is a member of another SLSA-affiliated club which is visiting the Club

e. is a member of any club from outside Western Australia visiting the State

f. is an officer of a foreign Navy, Army or Air Force visiting the State.

2.8.3 An Honorary Member:

a. shall not be required to pay the annual membership fee nor hold any awards

b. is not eligible to compete in intra- or inter-club competitions

c. is not entitled to vote at General Meetings in accordance with the Constitution.

3. QUALIFYING FOR VOTING RIGHTS

3.1 Club Service (Non-Patrol Service)

3.1.1 A Member shall be recorded as “Club Service Hour Compliant” (as defined in the Constitution) for a financial year when that member has fully completed 16 hours of service to the Club that is recorded in SurfGuard³. Unless recorded within SurfGuard the service will not be recognised.

A member that attains Club Service Hour Compliant status in a financial year shall retain that status until the end of the patrol season in the following financial year.⁴

3.1.2 All categories of service that can be recorded in SurfGuard will be recognised as service for the purposes of achieving Club Service Hour Compliant status and relevant voting rights. Examples of ‘Other Service’ that may be recorded include assisting the Club with:

a. Nippers Barbeques

b. Club clean up days

c. Volunteer Club office administration

d. set up and pack down for carnivals and Club endorsed events

3.1.3 Patrol hours that count towards Patrol Hour Compliant status may be used towards time required to be considered an Associate Member. For clarity, if a member only completes 16 hours of patrols, then they will be recorded as an Associate Member.

3.2 Patrol Service for The Purpose Of Recognition Of Long Service

3.2.1 Entitlement to membership as a Long Service Member is based on accumulating the required number of years of Active Membership as set out in the Constitution. Only Active Members achieving Patrol Hour Compliant status in a year may count that year towards this entitlement.

3.2.2 A member who has accrued time as an “Active Member” under previous versions of these By-Laws and Constitution retains those years for the purpose of determining Long Service Member entitlements.

4. COMMITTEES

4.1.1 Committees support the relevant Director and the Club with achieving its vision and strategic objectives. The Committees support the Director through focusing on day-to-day operations and handling other matters to which it has been assigned. Committees make recommendations for action to the board, via the committee owner, thereby ensuring that the board retains collective responsibility for decision making.

4.1.2 Directors will establish committees to assist them with the management of their portfolio.

³ This includes patrol hours (rostered and voluntary) as well as water safety hours

⁴ The reason for this is similar to that for Active Members and is to ensure Associate Members that fulfil club service obligations can vote at members meetings which occur before members have had the opportunity to re-qualify in a new financial year.

- 4.1.3 The relevant Director will be the Committee owner and they shall develop a Terms of Reference (ToR), for the committee using the Club's Committee ToR template.
- 4.1.4 The Director will appoint a Committee Chair who will manage the Committee as per the ToR.

4.2 Finance Committee

- 4.2.1 The Finance Committee shall:
 - a. be responsible for the financial management and general administration of the club
 - b. report to the Board, via the Committee Chair on recommendations of financial and administration policies and by-laws.

4.3 Beach Operations/Lifesaving Committee

- 4.3.1 The Lifesaving Committee shall:
 - a. be responsible for the lifesaving operations of the club
 - b. consist of a Chair appointed by the Committee owner, and:
 - i. Patrol Captains
 - ii. Vice Patrol Captains
 - iii. Patrol Officer
 - iv. Gear Officer
 - v. First Aid Officer
 - vi. Communication Officer
 - vii. IRB Officer
 - viii. RWC Officer
 - ix. Drone Officer
 - x. Additional committee members at the discretion of the chair.
 - c. develop a lifesaving budget by May 31 and submit to the Director of Lifesaving
 - d. ensure the development and implementation of the annual lifesaving service agreement for the club's beach in conjunction with local government and Surf Lifesaving Western Australia (SLSWA)
 - e. communicate with and consult the wider community and local council on the lifesaving services provided by the club
 - f. be responsible for ensuring that the duties of Patrol personnel are properly performed.

4.4 Education Committee

- 4.4.1 The Education Committee shall:
 - a. be responsible for the education, training and examination of members in life saving awards, other awards and activities
 - b. consist of a Chair, appointed by the Committee owner, and trainers including:
 - i. Bronze Medallion
 - ii. Surf Rescue Certificate
 - iii. First Aid
 - iv. Power Craft
 - v. members who nominated at the AGM and additional committee members at the discretion of the chair.
 - c. focus on identifying and implementing innovative ways to reduce the training burden of

- members and trainers through identifying and applying optimized approaches
- d. focus on identifying and implementing ways to reduce the training burden of members and trainers by focusing on a mix of competence and mastery
- e. develop an education budget by May 31 of each year and work with the Committee Owner to have this approved
- f. manage and provide to the Committee Owner, the nominations for Club awards night by April 1 of each year.

4.5 Surf Sports Committee

4.5.1 The Surf Sports Committee shall:

- a. advance surf sports in a manner that creates better lifesavers
- b. consist of a Chair, appointed by the Committee owner, and:
 - i. Qualified and actively coaching coaches from all active areas of surf sports
 - ii. Qualified officials
 - iii. Additional committee members at the discretion of the chair
 - iv. Members who have nominated themselves at the AGM
- c. be responsible for the coordination of SHSLSC hosted carnivals and competitive activities for members
- d. develop a Surf Sport budget by May 31 of each year and work with the Committee Owner to have this approved
- e. call for, manage and provide to the Committee Owner, the nominations for Club awards night by April 1 of each year
- f. maintain the integrity of surf sports principles
- g. focus on and promote all facets of surf sports and the attraction and development of coaches and officials.

4.6 Youth Development Committee

4.6.1 The Youth Development Committee shall:

- a. be responsible for the development and general well-being of all members under the age of 19 years and the junior activities programs of the club
- b. consist of a Chair, appointed by the Committee owner, and:
 - i. the chair appointed by the Director of Youth
 - ii. Youth Engagement Program (YEPs) Coordinator
 - iii. Crusaders Committee Chair
 - iv. Nippers Beach Coordinator
 - v. Nippers Water Safety Coordinator
 - vi. Junior Gear Officer
 - vii. Junior Captains
 - viii. Age Group Managers
 - ix. Additional committee members at the discretion of the chairman
 - x. Members who nominated themselves at the AGM
- c. manage and provide to the Committee Owner, the nominations for Club awards by Feb 15 of each year to align with the Nipper and Youth SLSWA awards

- d. develop a Youth budget by May 31 of each year and work with the Committee Owner to have this approved
- e. meet monthly during the life saving season and as required during the off season with six members to form a quorum.

4.7 Reward and Recognition Committee

4.7.1 The Reward and Recognition Committee shall:

- a. advise the Board regarding nominations for Club, State or Australian Life Membership and National Long Service Awards
- b. identify and forward worthy non-nominated members for Club, State or Australian Life Membership and National Long Service Awards
- c. review written submissions received for recognition of long service membership and submit recommendations to the Board
- d. identify and submit applications of members for national medals
- e. arrange for printing and framing of awards
- f. be accountable to the Board via the Director of Finance and Administration
- g. oversee the Club Awards process by engaging with the relevant area committee chair
- h. prepare for publication in the Annual Report a history of the service of all members granted awards in that year
- i. maintain a register of all members with 10 or more years' service and record relevant aspects of such service
- j. consist of:
 - i. one Director nominated by the Board
 - ii. four committee members of which two members shall be Life Members and two members shall be Long Service members elected in accordance with the provisions for the election of officers to form a quorum. The Committee Chair may be determined by the committee by a vote.

4.7.2 All recommendations for Honours or Awards should be submitted by the Reward and Recognition Committee to the Board by March 01 of each year for Nipper and Youth Awards and April 01 of each year for other awards for final endorsement by the Board.

1.1.3 The Committee Chair shall transfer custody of the records defined in this section to the succeeding Reward and Recognition Committee.

5. DUTIES AND RESPONSIBILITIES OF DIRECTORS WITH PORTFOLIOS

5.1 President

5.1.1 The President shall exercise general supervision over the affairs of the Club.

5.1.2 The key responsibilities of the President shall include:

- a. representing 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
- b. being chairperson and presiding at all meetings, except where a special or established committee is appointed with the chairperson designated
- c. ensuring the duties of the other officers and position holders are properly performed
- d. possessing a sound knowledge of the Club at different levels and the applicable Constitutions
- e. ensuring the Club is operating within the guidelines set out by SLSWA and SLSA

- f. ensuring the Club's strategic plan is reviewed, maintained and updated on a yearly basis
- g. coordinating club policies and objectives between all sections of the Club.

5.2 Vice President

5.2.1 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.

5.2.2 The key responsibilities of the Vice President shall include:

- a. being responsible to the Board for oversight of the Directors of:
 - i. Finance
 - ii. Sponsorship & Public Relations.
 - iii. Social
- b. being a member and chairman of the Judiciary Committee
- c. managing the facilities and infrastructure owned or leased by the Club
- d. managing the day-to-day non-operational matters of the Club including leasing contract management
- e. managing office staff and other employees.

5.3 Club Captain

5.3.1 The Club Captain is the highest operational leader within the Club.

5.3.2 The Club Captain is responsible to the Board for:

- a. oversight of the Directors of:
 - i. Lifesaving
 - ii. Surf Sports
 - iii. Youth
- b. being an ex-officio member of the following committees:
 - i. Lifesaving
 - ii. Surf Sports
 - iii. Youth Development

5.3.3 The key responsibilities of the Club Captain shall include:

- a. oversight of the conduct of the lifesaving patrols
- b. reviewing patrol rosters prior to the commencement of each season
- c. reviewing equipment certification, testing and readiness prior to the commencement of each season
- d. managing the Club Swim
- e. possessing a good understanding of club culture and operations
- f. communicating effectively and supporting the development of all club members
- g. acting as a role model and mentor for club members
- h. liaising with other officers and position holders to improve of the efficiency of surf lifesaving
- i. being responsible for the efficient servicing of the Club's Patrol Contract with Rockingham City Council (RCC)

- j. being responsible to the Board for the general wellbeing of members within their sphere of responsibility
- k. representing the views of members within their sphere of responsibility to the Board
- l. being a member of the Judiciary Committee.

5.3.4 The Club Captain shall:

- a. manage the Club Swim
- b. be the focal point for special events requiring water safety
- c. appoint vice Club Captains to assist them with the discharging of their duties
- d. be responsible for the conduct of all members when associated with the Club's activities
- e. be a Proficient Bronze Medallion holder.

5.3.5 The Club Captain has the power to delegate any duty to any club member.

5.4 Finance and Administration

5.4.1 The Director Finance and Administration shall be responsible to the Board for the financial management of the Club.

5.4.2 The key responsibilities of the Director Finance and Administration shall include:

- a. assisting the President with the administration of the Club
- b. being responsible the performance of the:
 - i. Registrar
 - ii. Treasurer
 - iii. Merchandising Officer
 - iv. Archive Officer
 - v. Information Technology Officer
 - vi. Member Screening Officer.
- c. presenting a Statement of Account monthly to the Board
- d. 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
- e. ensuring an appropriate budget for the ensuing season is presented to the Board by the 31st of October annually
- f. managing and maintain the financial records of the Club and report activities monthly to the Board
- g. arranging for the payment of all accounts that have been raised for payment by the Board
- h. being responsible for maintaining adequate insurance of the property and assets of the Club
- i. being required to ensure that financial records are being kept in compliance with Australian Accounting Standards
- j. issuing notice of the Annual General Meeting, Special General Meetings and meetings of the Board
- k. being responsible for the compilation of the Annual Report
- l. being responsible for maintaining the minutes of General Meetings and meetings of the Board, the common seal and all records of the Club

- m. being responsible for recording and distributing agendas and minutes of Annual General Meetings, Special General Meetings and Board Meetings
- n. ensuring that minutes of General Meetings, meetings of the Board, the Constitution and By-Laws of the Club are available on the website to interested members.

5.5 Lifesaving

5.5.1 The Director of Lifesaving is responsible to the Board for the management of lifesaving activities of the Club and the owner of the Life Saving Committee.

5.5.2 The key responsibilities of the Director of Lifesaving include:

- a. being responsible the performance of the:
 - i. Patrol Officer
 - ii. First Aid Officer
 - iii. IRB Officer
 - iv. RWC Officer
 - v. Vehicle Officer
 - vi. Communication Officer
 - vii. Gear Officer.
 - viii. Drone Officer
- b. liaising with the Director of Education and Club Captain regarding annual training requirements to support patrol activities
- c. keeping records of member re-qualifications each season,
- d. keeping records of members' performance at patrol duties
- e. liaising with the City of Rockingham on matters pertaining to patrols and beach safety.

5.5.3 The Director of Lifesaving shall be a Proficient Bronze Medallion holder.

5.6 Education

5.6.1 The Director Education shall manage the planning and organisation of Surf Life Saving Award training within the club and will report all such activities to the Club Captain. They are also the owner of the Education Committee.

5.6.2 The key responsibilities of the Director Education shall include:

- a. liaising with the Director of Lifesaving and Club Captain to determine annual training requirements to support patrol activities
- b. overseeing the conducting of annual Proficiency Testing as laid down by SLSWA
- c. managing the Club's Trainers and Assessors
- d. overseeing the performance of the:
 - i. Bronze Medallion Trainers
 - ii. Surf Rescue Certificate Trainers
 - iii. First Aid Trainers
 - iv. Power Craft Trainers
- e. supervising the loading of all awards/proficiencies to SurfGuard
- f. ensuring all relevant training/proficiency paperwork is retained as required

5.7 Surf Sports

- 5.7.1 The Director Surf Sports shall be responsible to the Board, regarding the development and advancement of all surf sports. They are also the owner of the Surf Sports Committee.
- 5.7.2 The key responsibilities of the Director Surf Sports shall include:
- a. ensuring compliance with the SHSLSC Surf Sports Manual
 - b. liaising with Surf Sports Captains and coaches to develop and maintain training strategies
 - c. ensuring the Club competition equipment is maintained and in good working order
 - d. ensuring that the Club's carnival obligations are met, and ancillary club gear is available at carnivals

5.8 Youth

- 5.8.1 The Director of Youth is responsible to the Board for:
- a. the development and general wellbeing of all members under the age of nineteen years and for the coordinating of all youth activities
 - b. representing the views of all Youth members from under six to under nineteen years to the Board.
 - c. The Director Youth shall be the Youth Development Committee owner.
- 5.8.2 The Director Youth shall plan and coordinate the movement of members between the membership categories of Junior and Active members under the age of nineteen years.
- 5.8.3 The key responsibilities of the Director Youth shall include:
- a. promotion of programs for Youth in the Club
 - b. assisting the Youth with identifying opportunities for them in the Club
 - c. supporting the implementation of programs for Youth.
 - d. overseeing the management of the Crusaders committee, program and activities.
 - e. actively engaging with and encourage parents to be actively involved in the Club and gain awards to allow Nippers to be self-reliant.
 - f. in consultation with the Director of Education, ensure that the youth are allocated to award training groups.
 - g. in consultation with the Director of Surf Sports, ensure that the youth are allocated to competition training groups as desired by the individual.
 - h. in consultation with the Patrol Officer, ensure that the youth are allocated to Patrol duties, as their qualifications permit.
 - i. ensuring that the youth understand their patrol responsibilities as required.
 - j. coordinating social activities for the youth.
 - k. ensuring that the duties of the Age Group Managers, Junior Water Safety Officer, Junior Gear Officer, Junior Education Officer and Junior Captains are properly performed.

5.9 Director of Sponsorship and Public Relations

- 5.9.1 The Director of Sponsorship and Public Relations is responsible:
- a. to the Board for the procurement, development and administration of sponsorship arrangements, Grants submissions, fund raising and public relations of the Club
 - b. for overseeing that the duties of the Marketing Officer, Fund Raising Officer, Grants

- Officer, Publicity Officer and Newsletter Editor are properly performed
- c. for maintaining a registry of all sponsors of the Club.

5.10 Director of Social

5.10.1 The Director of Social is responsible:

- a. to the Board for the conduct of the bar, social activities and functions
- b. for overseeing the duties of the Bar Manager, Social Convener, Functions Coordinator and Building Officer are properly performed
- c. for oversight of the Liquor License Approved Manager regarding compliance by the club with the terms and conditions of the Liquor Licensing Act 1988.

6. DUTIES AND RESPONSIBILITIES OF OFFICERS

6.1 Vice Club Captain(s)

6.1.1 The Vice Club Captains will be responsible to the Club Captain. They will aid in all operational areas within the club for the betterment of the organisation.

6.1.2 The Vice Club Captains shall:

- a. perform duties as directed by the Club Captain including but not limited to the duties as outlined in 5.3.3 and 5.3.4
- b. support the improvement of Club Operations
- c. act as role models and demonstrate behaviours that support the Club's culture.
- d. Provide oversight/management to the Junior Club Captains.

6.1.3 The Vice Club Captains, from time to time, may execute the full powers of the Club Captain as directed by the Club Captain.

6.1.4 Vice Club Captains have the right to attend full Board of Management meetings from time to time. If it is decided that there are matters that require stricter confidentiality, they will be asked to leave the room for that discussion.

- a. In order to attend these meetings the Vice Club Captains will have to sign and comply to the same Confidentiality standards of the Board of Management.

6.1.5 The Vice Club Captains will be selected through a process as determined by the Club Captain at the time.

6.2 Liquor License Approved Manager

6.2.1 The Liquor License Approved Manager shall:

- a. 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 relevant Liquor Licensing Act
- b. liaise with the Director of Finance and the Bar Manager to ensure proper awareness and management of the responsibilities of the Club pertaining to its Liquor License
- c. be a Voluntary held position.

6.3 Building Officer

6.3.1 The Building Officer shall be responsible to the Vice President for the management and upkeep of the Club facilities and fixed infrastructure.

6.4 Bar Manager

6.4.1 The Bar Manager shall:

- a. oversee the management and conduct of bar staff

- b. be a voluntary position
- c. act as the Liquor Licence Approved Manager
- d. be responsible to the Director of Finance and the Department of Racing, Gaming and Liquor regarding compliance by the club with the terms and conditions of the Liquor Licensing Act 1988
- e. liaise with the Functions Coordinator to ensure proper awareness and management of the responsibilities of the Club pertaining to its Liquor License.

6.5 Health & Safety Officer

- 6.5.1 The Health and Safety Officer shall be responsible to the Club Captain for all health and safety matters pertaining to the clubhouse facility, equipment storage area and First Aid Room of the Club.

6.6 Information Technology Officer

- 6.6.1 The Information Technology Officer shall be responsible to the Director Finance providing advice, management and maintenance for the information technology requirements, including the club website for club administration.

6.7 Patrol Officer

- 6.7.1 The Patrol Officer shall be responsible to the Director of Lifesaving for the administration of the lifesaving patrols. This includes:
- a. formulation of patrol rosters
 - b. loading of Patrols/incident reports in SurfGuard
 - c. dispatching of hard copy Patrol Sheets/Incident Reports to SLSWA
 - d. 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.
 - e. Supervision of Patrol Captains and Patrol Vice Captains.
- 6.7.2 The Patrol Officer shall be a member of the Life Saving Committee.

6.8 Patrol Captains and Patrol Vice Captains

- 6.8.1 The Patrol Captain is in charge of all operations in the event of a rescue or other emergency situation whilst on patrol and reports to the Patrol Officer.
- 6.8.2 Patrol Captains and Patrol Vice Captains shall be:
- a. appointed by the Board upon recommendation from the Lifesaving Committee and endorsement by the Director of Lifesaving and Club Captain
 - b. responsible to the Director of Lifesaving for the leadership and conduct of rostered patrols of the Club
- 6.8.3 The key responsibilities of Patrol Captains and Patrol Vice Captains include:
- a. ensuring the Club's commitments under its patrol contract are carried out efficiently and effectively
 - b. ensuring timely and accurate completion of all paperwork/digital forms.
 - c. selecting and marking the safe swimming area(s) on the beach and ensuring the areas are kept free from potentially dangerous surf craft and equipment
 - d. endeavouring to improve the proficiency of patrol members by carrying out simulated rescues and other activities during patrols
 - e. assisting the Patrol Officer in the control of members down hours by taking responsibility for their own Patrol members

- f. liaising with the Gear Officer, IRB Officer, RWC Officer, Vehicle Officer, Drone 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
 - g. liaising with the Publicity Officer on events and achievements that may be of interest within the Club or the local community.
- 6.8.4 The number of Patrol Captains and Vice Patrol Captains may vary each season depending upon the patrol commitments of the Club and the number of members with lifesaving awards available. However, this should enable each Patrol Captains and Vice Patrol Captains to participate in a minimum of six rostered patrols each season.
- 6.8.5 The Life Saving Committee may recommend to the Board that Patrol Captains and Vice Patrol Captains who complete a year of satisfactory service be recognised for the service provided. Such recognition may take the form of any or all the following:
- a. an item of beach apparel specifically prepared to provide recognition
 - b. recognition on the website, newsletters and the Annual Report
 - c. a rebate of membership fees of a percentage to be determined by the Director of Finance and Administration.

6.9 First Aid Officer

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

6.10 IRB Officer

- 6.10.1 The IRB Officer shall be responsible to the Director of Lifesaving for the maintenance and refuelling of the Inflatable Rescue Boats (IRB) and associated equipment, that belong to or are directly managed by the Club.
- 6.10.2 The IRB Officer shall be a member of the Life Saving Committee.

6.11 RWC Officer

- 6.11.1 The RWC Officer shall be responsible to the Director of Lifesaving for the maintenance and refuelling of the Rescue Water Craft (RWC) and associated equipment, that belong to or are directly managed by the Club.
- 6.11.2 The RWC Officer shall be a member of the Life Saving Committee.

6.12 Communication Officer

- 6.12.1 The Communications Officer shall be responsible to the Director of Lifesaving for the maintenance and effective use of the radio equipment of the Club.
- 6.12.2 The Communications Officer shall be a member of the Life Saving Committee.

6.13 Gear Officer

- 6.13.1 The Gear Officer shall be responsible to the Director of Lifesaving for the provision and maintenance of all non-power craft lifesaving equipment of the Club.
- 6.13.2 The Gear Officer shall be a member of the Life Saving Committee.

6.14 Drone Officer

- 6.14.1 The Drone Officer shall be responsible to the Director of Lifesaving for the maintenance and management of the Drones and associated equipment, that belong to or are directly managed by the Club.

6.14.2 The Drone Officer shall be a member of the Lifesaving Committee.

6.15 Surf Sport Captains

6.15.1 The Surf Sports Captains shall:

- a. be qualified coaches
- b. be responsible to the Director Surf Sports for the management, training and development of members within their competition disciplines
- c. work with age group managers to upskill nippers and youth and provide pathways into surf sports
- d. liaise with the Director of Youth regarding surf sport development opportunities for Youth
- e. abide by the Coaches Code of conduct as outlined in the SHSLSC Surf Sports Manual.

6.15.2 The Surf Sports Captains shall be members of the Surf Sports Committee.

6.16 Age Group Managers

6.16.1 The Age Group Managers shall:

- a. be appointed by the Director of Youth in accordance with the minimum SLSWA requirements
- b. be responsible to the Director of Youth for the activities of all junior members within their age group
- c. hold an Age Managers Award
- d. liaise with the Nippers Beach Coordinator, Nippers Water Safety Coordinator and Junior Competition Coordinator about their duties
- e. be responsible to the Director Youth Development for the administration, instruction and examination of junior members for the relevant Surf Awareness Awards
- f. ensure that only age-appropriate Nipper equipment (not surf sports equipment) is used during Nippers activities

6.16.2 The Age Group Managers shall be members of the Youth Development Committee.

6.17 Nippers Beach Coordinator

6.17.1 The Nippers Beach Coordinator:

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

6.17.2 carry out all Nipper activities

6.18 Nippers Water Safety Coordinator

6.18.1 The Nippers Water Safety Coordinator shall:

- a. be responsible to the Director of Youth for the proper conduct of all junior activities carried out in the water
- b. in conjunction with the Director of Youth and/or Club Captain and the Rostered Patrol each day, ensure water safety is in accordance with the SLSA Procedures
- c. liaise with the Director Life Saving about their duties.

6.18.2 Shall be a member of the Youth Development Committee.

6.19 Junior Captain

- 6.19.1 There should be one male and one female Junior Captain.
- 6.19.2 The Junior Captains shall be responsible to the Director of Youth and will represent the interests of all members under the age of nineteen years.
- 6.19.3 The Junior Club Captain roles shall include:
 - a. taking an active role with the junior age groups including gaining feedback and offering guidance
 - b. meeting with the Director of Youth at least once a month to discuss youth issues/suggestions
 - c. attending at least 2 junior carnivals (as well as state carnivals) for leadership and support
 - d. being actively involved in decision making processes for junior camps and wind ups
 - e. being a nominee to assist with the TOAD Camps
 - f. attending Board meetings if requested
- 6.19.4 To be elected Club Junior Captain the following criteria's must be met:
 - a. holding a current award SRC/Bronze
 - b. being a senior cadet member (U15 – U19)
 - c. actively contribute to patrols
 - d. being a good role model.
- 6.19.5 The nomination process for Junior Club Captain is via a short note or letter to the 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.
- 6.19.6 Voting will be via a secret ballot supervised by the Director of Youth.
- 6.19.7 The Junior Club Captain shall be a member of the Youth Development Committee.

6.20 Project Managers

- 6.20.1 Project Managers may be appointed by the Board to be responsible to a relevant Management Committee for a particular project to be undertaken as detailed in the relevant ToR.

7. COMMUNICATION

7.1 Communication with the Board

- 7.1.1 Members wishing to communicate with the Board shall either contact the relevant Director associated with the portfolio most relevant with the communication or write to the Office Manager requesting distribution of the communications to the most applicable Director.

7.2 Club Communications

- 7.2.1 The Club's primary communications shall be via the Club Website and a Board approved electronic medium (TeamApp). These shall form the primary communication mediums to the membership.
- 7.2.2 Social media programs such as Facebook or Instagram shall only form a secondary means of communication with the membership and shall be push communications only.
- 7.2.3 WhatsApp shall be permissible for use for specific groups for targeted communications i.e., a specific training group informing them of training location or changes, etc. All WhatsApp groups shall have the relevant Director as a member of the group.
- 7.2.4 All Facebook sites with the title "Secret Harbour SLSC", or any derivative of this title is the

property of the Secret Harbour SLSC and shall have the Office Staff as administrators.

8. MEETINGS

8.1 Standing Orders At General and Special Meetings

8.1.1 At General and Special Meetings, a member:

- a. wishing to speak shall stand and address the Chairperson respectfully
- b. shall not speak more than once to a question except in explanation or reply
- c. who formally seconds a motion or amendment without making a speech may speak in support at a subsequent state of the debate
- d. shall not use offensive language
- e. shall not digress from the subject under discussion
- f. shall cease and sit down whenever the Chairperson rises during the debate
- g. shall not interrupt another whilst speaking except on a point of order
- h. shall be deemed disorderly regarding imputations of improper motives and all personal reflections on members
- i. shall only be allowed to reply to a member who has moved a substantive motion

8.1.2 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.

8.2 Motions

8.2.1 Motions to be presented to the membership must be seconded 21 days prior to the AGM or Special Meetings to be eligible for presentation to the membership for a vote.

8.2.2 Any member may 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.

8.2.3 A member may move the adjournment of the debate. If the motion is resolved in the negative, the mover shall not be allowed to speak again 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.

8.2.4 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 the motion is carried, the question shall be put to the vote. If the motion is lost, the debate shall proceed.

8.2.5 An amendment may be moved on any original motion using the following process:

- a. the Chairperson shall request a member to second the amendment and then put the amendment to the meeting first; if no second, the amendment shall lapse, and the original motion shall be put to the meeting
- b. if the amendment is carried, the original motion as amended, shall be put to the meeting, if lost, the original motion shall be put to the meeting
- c. once an amendment has been decided, a further amendment may be moved before the original motion is put to the meeting
- d. the Chairperson shall refuse to receive any amendment which is a direct negative, or which does not preserve the substance of the original motion.

8.2.6 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.

8.2.7 The Chairperson shall have a deliberate as well as a casting vote on any resolution before the meeting.

8.3 Order Of Business for Meetings

8.3.1 Board Meetings:

- a. Opening and Apologies
- b. Confirmation of Minutes
- c. WHS & Member Protection
- d. Business Arising Out of Minutes
- e. Correspondence
- f. Directors' Reports
- g. Membership Applications
- h. Special Business
- i. Motions
- j. General Business

8.3.2 Annual General Meetings

- a. Opening and Apologies
- b. Confirmation of Minutes of Previous Annual General Meeting
- c. Business Arising Out of Minutes
- d. Presentation of the Annual Report and Financial Statements
- e. Presentation of Auditor's Report
- f. Election of Officers
- g. Special Business (including amendments to constitution and motions)
- h. General Business

8.3.3 General Meetings

- a. Opening and Apologies
- b. Confirmation of Minutes of any Previous General Meeting
- c. Business Arising Out of Minutes
- d. Correspondence
- e. Directors' Reports
- f. Membership Applications
- g. Special Business
- h. General Business

8.4 Minutes Of Meetings

8.4.1 Minutes of all Board and General Meetings shall be maintained and controlled by the Director Finance and Administration.

8.4.2 Minutes of all Committee meetings shall be maintained by the Committee chair, shall include all recommendations for approval by the Board and shall be forwarded to the Director that is the committee owner.

8.4.3 Minutes of all Ad Hoc Committee meetings shall be maintained by the Committee chair, shall

include all recommendations for approval by the Board and shall be forwarded to the Director that is the committee owner.

9. FINANCE

9.1 Annual Budget

- 9.1.1 The Annual Budget of the Club shall be prepared by the Director Finance and Administration and approved by the Board.
- 9.1.2 All moneys received shall be banked in the name of the Club.
- 9.1.3 No member shall have the authority to commit the club to any expenditure unless jointly by two duly authorised Directors or in such other manner as the Board determines. Further explanation is provided within the relevant Club policy.
- 9.1.4 At the first Board Meeting post the AGM the new Board is to identify the authorised members to commit club expenditure and record those members in the Board Minutes. The new Board will also review the Club Account Signatories and update them to current Board members.
- 9.1.5 Special purpose accounts may only be opened with prior approval of the Board.
- 9.1.6 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.
- 9.1.7 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.
- 9.1.8 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.
- 9.1.9 Expenditure requests outside of the initial budget are to be provided to the Board in writing.
- 9.1.10 Money forming part of the club assets that are 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:
 - a. 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
 - b. for the time being authorised by the laws of the Commonwealth of Australia or State of Western Australia for the investment of trust funds.
- 9.1.11 The Club name may only be used on any literature or fund-raising promotion with prior approval of the Board. All moneys raised using the Club's name shall become property of the Club.

9.2 Auditing Of Accounts

- 9.2.1 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.

9.3 Annual Financial Statement

- 9.3.1 The audited Annual Financial Statement shall be endorsed by the Board prior to their presentation to the Annual General Meeting.
- 9.3.2 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.
- 9.3.3 The Financial year of the club shall be from 01 May to 30 April in the following year.

9.4 Establishment Of Future Funds

9.4.1 Future funds have been established to assist with the capital purchase of replacement equipment in the following sections:

- a. Building
- b. Lifesaving
- c. Boat Section
- d. Major projects.

9.4.2 These future funds were established for the sole purpose of replacing such capital equipment's as surf boats, inflatable rescue craft, and beach vehicles.

9.4.3 The monies placed in these funds are for the future, however, can be redirected at the Board 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.

9.5 Expenditure of Club Funds

9.5.1 Any member who commits Club funds, without prior formal approval, shall be liable for the cost incurred by the Club as outlined within the relevant Club policy.

10. SPONSORSHIP, DONATIONS AND FUNDRAISING

10.1 Donations to the Club

10.1.1 If any person or body provides a donation to the Club, being a straightforward gift of cash or kind, the proceeds will go directly into the general funds of the Club, to be disseminated by resolution of the Board. As a donation requires no service or obligation in return, the donation shall be GST exempt.

10.2 Sponsorship of the Club

10.2.1 If any person or body provides general sponsorship to the Club, the proceeds of the sponsorship will go into the general funds of the Club, or as determined by the Board.

10.3 Sponsorship of a Section

10.3.1 In this sub clause "section" is defined as a discreet group within the Club as agreed by the Board.

10.3.2 If any person or body provides sponsorship to the Club but directs that the proceeds are to go to a Section of the Club, the proceeds of the sponsorship will go towards that Section.

10.3.3 If the sponsoring person or body requires that the Club provide some service or perform some obligation as a condition to providing the proceeds of the sponsorship, the Club will take 20% from the total proceeds of the sponsorship to reimburse the Club for the service or obligation to be performed by the Club before any proceeds of the sponsorship go towards the relevant Section.

10.3.4 The Board may determine a higher value than 20% if the service or obligation to be performed by the Club is higher than initially expected and cannot be managed by the Section.

10.3.5 Any proceeds of sponsorship directed towards any Section will remain within the Section and may not be transferred across Sections except with the consent of the Board.

10.4 Sponsorship of a Member

10.4.1 A member includes an individual member, specific group of members or a team of members.

10.4.2 If any person or body provides sponsorship to the Club but directs that the proceeds are to go to a member, the proceeds of the sponsorship will go towards the Section the member is in and if the proceeds are money, the money will:

- a. go into the budget of the Section and will be applied by the Section Captain for the purpose of bettering the member as a surf competitor
 - b. if the proceeds are equipment, the equipment will become Club equipment of the Section to be allocated to the respective members.
- 10.4.3 If the sponsoring person or body requires that the Club provide some service or perform some obligation as a condition to providing the proceeds of the sponsorship, the Club will retain 20% from the total proceeds of the sponsorship before any proceeds of the sponsorship go towards the member.
- 10.4.4 The Board may determine a higher value than 20% if the service or obligation to be performed by the Club is higher than initially expected and cannot be managed by the Section.

10.5 Fundraising

- 10.5.1 Direction is provided within the latest version of the Club's Fundraising Policy.

11. GRIEVANCES, JUDICIAL AND DISCIPLINE

- 11.1.1 The SHSLSC adopts the Grievances, Judicial and Discipline processes of SLSA including, the SLSA Discipline Regulations, SLSA Member Protection Policy, and SLSA Grievance Policy.

11.2 Breach Of Club Discipline

- 11.2.1 The Board, may commence or cause to be commenced investigatory and/or disciplinary proceedings ("proceedings") against a 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.
- 11.2.2 The clause above is relevant where a Member has allegedly:
- a. 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
 - b. acted in a manner unbecoming of a member or prejudicial to the Objects and interests of the Club and/or surf lifesaving
 - c. brought themselves, SLSA, any State Centre, Branch or Club into disrepute
 - d. 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

11.3 Judiciary Committee

- 11.3.1 The Board shall annually or as required appoint a Judiciary Committee to investigate and/or determine matters to which it is referred. The Judiciary Committee shall be composed of three members, being Vice President, Club Captain and one of whom shall be a life member.
- 11.3.2 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.
- 11.3.3 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.
- 11.3.4 Further information on the Judiciary process can be found in SLSA Regulation 5.1 Judiciary Matters contained at Enclosure 1.

11.4 Suspension

- 11.4.1 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.
- 11.4.2 The Board shall immediately provide SLSWA 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.
- 11.4.3 Member(s) that have had their membership cancelled or suspended shall not be allowed to compete in intra- or inter-Club or other SLSWA or SLSA competition, while under suspension.
- 11.4.4 Any dispute/s shall be referred to SLSWA.
- 11.4.5 Suspended Members shall hold no membership rights.
- 11.4.6 A member suspended through the season shall lose all rights to any trophies won during the season.

11.5 Grievances

- 11.5.1 A grievance is any type of problem, concern or complaint about your involvement or the environment you are involved in. For example, a grievance may concern:
 - 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
 - g. harassment.
- 11.5.2 The relevant SLSA Grievance Policy Statement outlines the grievance process.

11.6 Member Protection

- 11.6.1 SHSLSC members are expected to be self-informed of and shall be governed by and comply with the Surf Life Saving Australia Limited (SLSA) Member Protection Policy 6.5.

12. STANDARDS AND BEHAVIOURS EXPECTED OF MEMBERS

12.1 Behaviours

- 12.1.1 The following requirements are additional to members' obligations under Surf Life Saving Australia Policies and Regulations. The additional requirements include:
 - a. getting involved and influence the personality and strength of your club
 - b. being fair, considerate and honest in all dealings with others
 - c. respecting the rights and dignity of others
 - d. refraining from any behaviour that may abuse, intimidate or harass others
 - e. being self-aware of, and maintain an uncompromising adhesion to SLSA Member Protection Policies
 - f. understanding the consequences of any breach of SLSA's member Protection Policy and Codes of Conduct
 - g. being professional and accept responsibility for actions

- h. making a commitment to provide a quality service
- i. using facilities and equipment for their proper purposes, and maintain them correctly
- j. preserving and protect the standing and reputation of the club

13. PATROLS

13.1 Patrol Obligations

- 13.1.1 The Club is contracted by the City of Rockingham to patrol Secret Harbour Beach as described at prescribed times and dates within the current Rockingham Council/SLSWA Patrol Agreement.

13.2 Proficiency

- 13.2.1 Patrolling members shall be fully proficient by 31 December each season in accordance with SLSA policy requirements.

13.3 Financial Status

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

13.4 Patrol Rosters

- 13.4.1 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.
- 13.4.2 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.
- 13.4.3 The minimum number of Bronze Medallion qualified members required for a patrol shall be two.
- 13.4.4 Patrol teams should ideally consist of a minimum of eight Members as this number has been identified as the desired number to enable the Patrol to manage an incident (for example a spinal injury will require up to six members).
- 13.4.5 The structure of the ideal patrol is as follows:
 - a. Patrol Captain
 - b. Patrol Vice Captain
 - c. 6 x Bronze Medallion Members
- 13.4.6 One member of the Patrol should hold the Silver Medallion in Beach Management qualification.
- 13.4.7 The Patrol should hold collectively the following awards in accordance with Patrol agreement:
 - a. 1 x Silver Medallion Beach Management
 - b. 1 x Silver Medallion IRB Driver
 - c. 1 x IRB Crew Certificate
 - d. 1 x Advanced Resuscitation Techniques
- 13.4.8 1 x Provide First AidThe patrol roster shall be available on TeamApp.
- 13.4.9 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.
- 13.4.10 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 of Lifesaving.

- 13.4.11 Patrol rosters shall be retained in the records of the Club as an appendix to the Patrol Log for that season.
- 13.4.12 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 requirements and directions.

13.5 Patrol Attendance

- 13.5.1 Patrolling members shall sign on and sign off the Patrol Log in the presence of the Patrol Captain or Patrol Vice Captain.
- 13.5.2 The minimum attire for patrolling members on duty shall be bathers, patrol uniform and patrol cap.
- 13.5.3 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.
- 13.5.4 Patrol members shall be ready to commence duty 10 minutes before the appointed hour. Failure to do so will result in the member going down half an hour.
- 13.5.5 Patrol members shall not leave the Patrol area except with the permission of the Patrol Captain.
- 13.5.6 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.
- 13.5.7 Any member with justifiable reason who is unable to attend a rostered patrol and is unable to find a substitute must notify the Patrol Captain or Patrol Officer as soon as practicable, ideally at least 24 hours prior to the start of patrol.
- 13.5.8 Patrol members are always under the direction and control of the Patrol Captain whilst on Patrol.
- 13.5.9 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 logs, and that the Patrol Officer is informed.
- 13.5.10 A member who fails to attend a rostered Patrol without reasonable excuse (e.g. medical emergency) or arranging a substitute goes down hours at the rate of time and a half (e.g. for a missed full patrol of five hours, this requires seven hours and 30 minutes to be undertaken as a make-up); Down hours of more than five hours (which is a full patrol) must be made up by doing a full patrol. Any remaining down hours must be made up in one block either at the beginning or end of another patrol.
- 13.5.11 Members Down Hours are subject to the following conditions:
- a. Members down hours for two patrols will not compete until all fifteen hours have been made up
 - b. Members can utilise Abalone Patrols and or special event water safety events to make up hours only
 - c. Members who accumulate more than fifteen hours down will have their membership suspended until all hours are made up.
- 13.5.12 A member who cannot fulfil patrol duties for an extended period (i.e. three or more consecutive patrols in the season), shall be required to apply in writing to the Director of Lifesaving for a leave of absence prior to such absences commencing. The leave of absence will not waive any State requirements regarding patrol hours performed to qualify for surf sports competition.
- 13.5.13 Life and Long Service Members are exempt from all Patrol duties.

13.6 Patrol Service Requirements

- 13.6.1 Active Service shall be recorded when a member has fully completed their Rostered Patrol obligations for that season. The Rostered Patrol obligations for a lifesaving season are:
- 6 x 5-hour patrols
 - In a rostered position
 - within the approved Patrol Roster
 - at Secret Harbour Beach or other patrolled beaches
- 13.6.2 Rostered Patrols completed with other SLSA Clubs and recorded in SurfGuard may count towards Rostered Patrol Hours if approved by the Director of Lifesaving.
- 13.6.3 Volunteer or other categories of recorded service within the Club or SurfGuard **will not be** recognised as contributing to Active Service hours. Patrol hours as stated in 13.6.1 are the only option for gaining Active Service recognition for a season.
- 13.6.4 A Rostered Patrol is recognised when the member:
- is filling a position on the patrol roster that has been approved by the Director of Lifesaving;
 - has arrived 10 minutes prior to patrol to help set up and establish the patrol
 - has correctly dressed in patrol uniform
 - has participated in patrol activities under the direction of the Patrol Captain throughout the full period of the patrol
 - has assisted with clean down and storage of patrol equipment at the conclusion of patrol.
- 13.6.5 A Register of Patrol Service shall be maintained by the Club utilising the SLSA electronic record system (SurfGuard) to record patrol service provided by patrolling members each year and shall be included in the Club Annual report. The patrol hours completed in accordance 13.6.4 will be recorded within SurfGuard as **Rostered Patrol** hours,
- 13.6.6 Members can request a copy of their Patrol Service from the Club Office.
- 13.6.7 In exceptional circumstances a patrolling member may be granted, by the Director of Lifesaving Patrol Hour Compliant status for the year without fulfilling all the patrol requirements as listed within Para. 13.6.1 if they:
- are recorded on the patrol roster prior to commencing the season
 - are injured during the patrol season and cannot fulfil their patrol duties
 - are unable to complete their rostered patrols due to changed or unforeseen work or family situations
 - have completed at least 66% of their patrol duties during the season.

13.7 Patrol Discipline

- 13.7.1 The Patrol Captain or Patrol Vice 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 of Lifesaving and Patrol Officer shall be notified of such occurrence.

13.8 Supplementary List

- 13.8.1 A Supplementary List shall be maintained by the Director of Lifesaving containing the names of qualified patrolling members who for acceptable reasons cannot fulfill the minimum schedule of required patrols as outlined by these Bylaws but still wish to qualify for a year of satisfactory service.

- 13.8.2 Patrolling members seeking placement on the Supplementary List shall submit a written request to the Director Lifesaving stating the reasons why they are unable to complete the full schedule of required patrols and how they are intending to meet the requirements of satisfactory service.
- 13.8.3 The decision of the Director Lifesaving shall be final and binding as to whether a modified schedule of patrol commitments shall qualify for a year of Satisfactory Service.
- 13.8.4 Approval of any application for placement on the Supplementary List shall expire at the conclusion of that patrol season.
- 13.8.5 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.

14. WATER SAFETY

14.1 Water Safety Patrol

- 14.1.1 A Water Safety Patrol of members holding the minimum appropriate a lifesaving awards shall be set up under the direction of the Water Safety Coordinator on days when Club activities or external events are being conducted.
- 14.1.2 Hours served by members holding a lifesaving award on Water Safety Patrol shall be entered into the Patrol Log for the day as Water Safety and will be recorded within SurfGuard under this category. Further details are listed within the Club’s SurfGuard Hours Policy.

15. NIPPER ACTIVITIES

15.1 Aims

- 15.1.1 Nipper activities aim to improve surf awareness, surf skills development, surf lifesaving instruction, friendship and family involvement.

15.2 Equality Of Opportunity

- 15.2.1 Equality of opportunity shall be provided for all Nipper Members.

15.3 Minimal Risk

- 15.3.1 Nipper activities shall be always conducted under a Minimal Risk approach. Minimal Risk is based on only carrying out Nipper’s activities that are very unlikely to cause harm. Should the Director of Youth or one of their committee members determine that the conditions or activity presents a reasonable potential for harm, the activity is to be either postponed or cancelled.
- 15.3.2 All Nippers activities are to be preceded by a recorded risk assessment using the recommended SLSA or SLSWA procedure. This assessment is to be maintained within the Club as per the SLSA or SLSWA guidelines.

15.4 Nipper Club Championships

- 15.4.1 Nipper Club Championships will be managed by the Director of Youth and Director of Surf Sports and held as a carnival event over one or two Sundays as conditions permit.
- 15.4.2 The Under 8 to Under 13 age group will use this event to decide the overall group champions with season participation attendance included in the final point score.
- 15.4.3 The events that will be included in the carnival are shown in Table 1

Under 10 to Under 13	Under 8 – Under 9
Swim	Swim
Board Race	Board Race
Ironperson	Beach Sprints

Beach Sprints	Flags
Flags	
Beach Run 1/2km	

Table 1 - Nipper Championship Activities

- 15.4.4 The Under 8 to Under 10 age groups will use modified water arena and Under 11 to Under 13 will use standard SLSWA arenas.
- 15.4.5 The Under 8 to Under 10 age groups will use the yellow and red boards⁵ 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.
- 15.4.6 Qualified Club Officials will oversee arenas and will decide on event rules, disqualifications and placings.
- 15.4.7 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.
- 15.4.8 The Championships is a Nipper event and not aligned or part of the Surf Sports competitions.

16. COMPETITION

16.1 Intra-Club Competition

- 16.1.1 The Surf Sports Committee shall arrange for a series of surf sports events conducted during the season. Included in these may be the following trophy events:
 - a. Secret Harbour Gold
 - b. Lundy-Jenkins Trophy
 - c. Gary Brazier Trophy
 - d. Senior Club Championships
- 16.1.2 Unless otherwise stated in these By-Laws, all competitions shall be run in accordance with the current Competition Manual of SLSA.
- 16.1.3 No Club Member may win a club trophy event unless they:
 - a. have completed all rostered patrols for the relevant patrolling season⁶
 - b. are Financial Members.
 - c. Are qualified and proficient as required by SLSA for the category in which the member is competing
- 16.1.4 A Club member who is down hours at the end of the season may not win any trophy.
- 16.1.5 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.

16.2 Inter-Club Competition

- 16.2.1 Club members who are qualified and proficient as required by SLSA may represent the Club

⁵ For example, 'Kirra' soft foam boards

⁶ This requirement may be waived by the Director of Surf Sport based on the requirements within clause 13.6.7.

in inter club competitions conducted or approved by Surf Life Saving Australia unless they:

- a. are “down patrolling hours” (as defined in 13.5.10)
- b. are not fully financial
- c. have not paid the competition fees prior to the competition.

16.2.2 The Club may require entry fees or other costs for competing to be borne by the member.

16.2.3 A member who wishes to participate in an Interclub competition or Championship when they are “down patrol hours” at the time of closing nominations for that competition shall do so only with authorisation of the Director of Surf Sports.

16.3 Club Teams

16.3.1 Competitive teams are chosen by Director of Surf Sports and coaches. Selection will be based on both performance and attendance at training. Participation in training, club events, series and state competition may be used as criteria for selection to team events.

16.3.2 For all local competitions age managers and coaches should accompany their age groups and coordinate their members’ participation.

16.4 State and National Competitions

16.4.1 Election to a State or National Club team shall be decided by the Director of Surf Sports, Club Captain and Coach.

16.4.2 Participation in club training, club events, series and state competition may be used as criteria for selection.

16.4.3 Funding for State or National Teams is at the discretion of the Board.

16.4.4 All competitors representing the club are expected to wear and compete in the appropriate club uniform.

16.4.5 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 with SLSA, SLSWA and Club behaviour requirements to take immediate action as necessary to maintain the discipline of the team. Occasions of misconduct shall be reported to the Board by the Team Manager.

16.4.6 A member who wishes to participate in State and National competitions when they are “down patrol hours” at the time of closing nominations for that competition shall do so only with authorisation of the Director of Surf Sports. The requirements within **clause 13.6.7** will still apply.

17. CLUB TROPHIES AND AWARDS

17.1.1 The Club may make the following annual awards based on merit and decided by the Board during the Club’s Award night:

- a. awards presented by the President:
 - i. **President’s Award.** Selected and managed by the Club President
 - ii. **SLSA Awards and National Medals.** Proposed and managed by the Rewards and Recognition Committee based on the specific requirements for each award or medal
- b. awards presented by the Club Captain:
 - i. **Volunteer of the Year.** This award recognises an individual who has demonstrated achievements in a range of different areas of the club throughout the year. The nominee would clearly demonstrate that they have a positive attitude and are capable of being a role model and ambassador of the Club. Selection for this Award shall be managed by the Board
 - ii. **Young Volunteer of the Year.** This award recognises and rewards outstanding

achievement(s) and contribution(s) at a local/state level to the Club and member development. Nominees must be between 18 to 25 years. Selection for this Award shall be managed by the Board

- b. awards presented by the Director of Lifesaving:
- i. **Surf Lifesaver of the Year.** This award recognises members who have made an outstanding contribution to the delivery and development of surf lifesaving frontline services. It is aimed at active surf lifesavers undertaking lifesaving duties and who can be presented as an identifiable ambassador for the Club. Selection for this Award shall be managed by the Lifesaving Committee. The Lifesaver of the Year shall be Patrol Compliant for the respective season
 - ii. **Young Surf Lifesaver of the Year.** This award recognises and rewards our young members, aged between 15-21 years, who have made an outstanding contribution to the delivery and development of surf lifesaving frontline services. It is aimed at active youth surf lifesavers undertaking lifesaving duties and who can be presented as an identifiable ambassador of the Club and Surf Lifesaving. Selection for this Award shall be managed by the Lifesaving Committee. The Youth Lifesaver of the Year shall be Patrol Compliant for the respective season
 - iii. **The U15 Lifesaver of the Year.** This award recognises our young members, aged between 13-15 years, who have made an outstanding contribution to the delivery and development of surf lifesaving frontline services. The award is aimed at active youth surf lifesavers undertaking lifesaving duties and who can be presented as an identifiable ambassador of the Club. Selection for this Award shall be managed by the Youth Development Committee
 - iv. **Champion Patrol.** This award recognises not necessarily the best lifesavers, however those who participate in patrol activities and works towards the betterment of the public, the patrol and themselves. It is awarded as follows:
 - Patrol Captain
 - Patrol Vice Captain
 - IRB Driver
 - IRB Crew
 - Advanced Resuscitation Techniques
 - Provide First Aid
 - Bronze Medallion
 - Bronze Medallion
 - Bronze Medallion
 - Surf Rescue Certificate
 - Surf Rescue Certificate
 - Surf Rescue Certificate
- c. awards presented by the Director of Education:
- i. **Assessor of the year.** This award recognises assessors who have made a significant contribution towards the area of education and awards within surf lifesaving. Selection for this Award shall be managed by the Education Committee
 - ii. **Trainer of the Year.** This award recognises and rewards a trainer who have made a significant contribution towards the area of education and awards within the Club. Selection for this Award shall be managed by the Education Committee
 - i. **BNZ medallion recipients.** Proposed and managed by the Education Committee

- ii. **SRC recipients.** Proposed and managed by the Education Committee
- c. awards presented by the Director of Youth:
 - i. **Age Manager of the Year.** This award recognises and rewards the outstanding achievements and contributions of an individual member who has managed a group of Nippers and/or Youth within the Club. Selection for this Award shall be managed by the Youth Development Committee
 - ii. **Bevan Medal Youth Achiever of the Year.** The purpose of this award is to recognise the outstanding club contributions of a youth member (U14 - U17) in the areas of lifesaving, training, leadership and surf sports, who can be presented as an identifiable ambassador of the Club. Selection for this Award shall be managed by the Youth Development Committee
- d. awards presented by the Director of Surf Sports:
 - i. **Surf Sports Coach of the year.** This award recognises and rewards a coach who has made a significant contribution towards the area of coaching within the Club with regards to both athlete/s performance and the area of coach educational development. Selection for this Award shall be managed by the Surf Sports Committee
 - ii. **Youth Surf Sports Coach of the Year.** This award recognises and rewards the youth coach who has made a significant contribution towards the area of coaching within the Club with regards to both athlete/s performance and the area of coach educational development. Selection for this Award shall be managed by the Surf Sports Committee
 - iii. **Official of the year.** This award recognises and rewards the Official who has made a significant contribution to the area of officiating within the Club and the wider SLS community with regards to their commitment towards officiating. Selection for this Award shall be managed by the Surf Sports Committee
 - iv. **Athlete of the Year.** The purpose of this award is to recognise and reward athletes 15 years of age and older who have demonstrated sporting excellence as well as contributed to the area of surf sports within surf lifesaving during the season. Members whose competition rights are held with another Club are ineligible for this award. A team shall be eligible for this award. Selection for this Award shall be managed by the Surf Sports Committee
 - v. **Young Athlete of the Year.** The purpose of this award is to recognise a junior athlete, aged U17 to U19, who has demonstrated sporting excellence in U17 – Open competitions as well as contributed to the area of surf sports within the Club during the season. Members whose competition rights are held with another Club are ineligible for this award. A team shall be eligible for this award. Selection for this Award shall be managed by the Surf Sports Committee
 - vi. **Youth Official of the Year.** This award recognises and rewards a youth Official who have made a significant contribution to the area of officiating within the Club and the wider SLS community with regards to their commitment officiating. Selection for this Award shall be managed by the Surf Sports Committee

17.1.2 Nominees for Club awards may also be entered into the SLSWA Youth and Open Awards of Excellence by the Rewards and Recognition committee.

17.1.3 Members who have received State or National Honours/Awards of recognition, are authorised to wear their awards at the Clubs Annual Awards night.

18. SURF SPORTS

18.1 Minimum Entry Requirements

18.1.1 The minimum requirement for entry into SLSA or SLSWA events shall be that the member is:

- a. a current Financial Member and has paid the competition levy
 - b. proficient at December 31st of the previous year
 - c. has met the Club satisfactory service requirements as listed in Paragraph 13.6.1 and competition hour requirements in accordance with SLSA policy - Proficiency and Patrol Hr Requirements for Competition Eligibility Policy No 5.4.
- 18.1.2 A member that has not met the club patrol requirements for the competition season may be considered for eligibility based on the criteria within **clause 13.6.7** as assessed by the Director of Surf Sports.
- 18.1.3 For members of less than one year, the Club requirements shall be determined on a pro-rata basis as shown in Table 2.

Award Gained/Returning member proficiency date	Min. Annual Club Patrol Hour Requirement Active	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 ⁷	4*

Table 2 - Pro Rata Competition Patrol Hours

- 18.1.4 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.

18.2 Club Events

- 18.2.1 Club events shall be managed by the Surf Sports Committee under the oversight of the Director of Surf Sports.

18.3 Secret Harbour Gold

- 18.3.1 The Secret Harbour Gold shall be a standalone event, that shall be managed by its own committee. This committee owner is the Director Surf Sports.
- 18.3.2 This event is classified as an Ironperson event and consists of swim 1000m, Board 2000m, run 2000m and ski 4000m.
- 18.3.3 The event is to be held during the season as decided by Chair of the Secret Harbour Gold

⁷ Four hours is the minimum required by SLSA

committee and the Club Captain.

- 18.3.4 To enter, competitors must be members of a SLSC.
- 18.3.5 Competitors can be individual, duo or team. Random ski times can be added in at the referee's discretion.
- 18.3.6 Competitors competing as an individual are unable to compete for a duo or team.
- 18.3.7 U15 competitors are not permitted to participate in the ski leg in accordance with SLSA policy and regulations (Iron person).
- 18.3.8 Competitors will be recognised on the day the event is held.

18.4 Lundy-Jenkins Trophy

- 18.4.1 The Lundy-Jenkins Trophy:
 - a. consists of a 250m swim and 500m run
 - b. must be carried out as an individual
 - c. where the winner must have accumulated points from each event and the winner is the competitor with the highest accumulative score
 - d. there is one male and one female winner.
- 18.4.2 The Lundy-Jenkins Trophy may be contested as part of the Senior Club Championships, or as a standalone event as determined by the Surf Sports Committee.
- 18.4.3 Competitors will be recognised on the day the event is held.

18.5 Gary Brazier Trophy

- 18.5.1 The Gary Brazier Trophy:
 - a. consists of a 250m swim and 500m run
 - b. must be carried out as an individual
 - c. where the winner must have accumulated points from each event and the winner is the competitor with the highest accumulative score
 - d. there is one male and one female winner.
- 18.5.2 The Gary Brazier Trophy may be contested as part of the Senior Club Championships, or as a standalone event as determined by the Surf Sports Committee.
- 18.5.3 Competitors will be recognised on the day the event is held.

18.6 Senior Club Championships

- 18.6.1 The Senior Club Championships are to be held during the first half of the season as decided by the Surf Sports Committee and the Club Captain. The Senior Club Championships:
 - a. shall be managed by the Surf Sports Committee
 - b. held as a one-day event
 - c. with age groups as follows for male and female categories:
 - vii. U14-15-17-19
 - viii. Open
 - ix. Masters 30+.
- 18.6.2 The points are accumulated, and the winner is the individual with most points.
- 18.6.3 If competition rights are not held with SHSLSC, competitors are not eligible to compete.
- 18.6.4 Events may include:

- a. Swim
- b. Board
- c. Ski
- d. Tube rescue
- e. Ironman
- f. 100m sprint
- g. Flags
- h. 2km run

18.6.5 Competitors will be recognised on the day the event is held.

18.7 Surf Sports Logo

18.7.1 The Surf Sports section of the Club has a logo that encapsulates and represents all surf sports activities performed by members of the SHSLSC.

18.7.2 The logo shall be the only logo, other than the SHSLSC Logo, permissible on surf sports uniforms or apparel where the Club has provided the uniform or apparel free of charge or has subsidised the cost of it.

18.7.3 If surf sports teams or sections have their own logo and wish to display it on a uniform or apparel that is representing SHSLSC, they can do this under the following conditions

- a. Club funds have not been used in the purchase of the uniform or apparel
- b. the SHSLSC logo must be on the front of the uniform, preferably on the left-hand breast area
- c. the surf sports logo must also be present on the uniform or apparel.

c. A copy of the surf sports logo is shown in Figure 1 and can be sourced from the Club office.



Figure 1 - Surf Sports Logo

18.8 Coaches

18.8.1 Only current SLSA approved coaches are allowed to coach SHSLSC members unless the individual doing the coaching is directly supervised by a SHSLSC Coach.

18.8.2 Only current SLSA approved coaches are allowed to be referred to, or recognised as, a SHSLSC surf sports "Coach".

18.8.3 Qualified coaches and approved trainee coaches are covered by the Club's insurance policy. Unqualified coaches not acting under the supervision of a qualified coach or coaches acting outside of an approved workplace are not covered and are exposed to legal proceeding should an incident occur whilst coaching SHSLSC members.

18.9 Coach Induction

18.9.1 All new Surf Sports coaches are required to attend an induction delivered by the Director of Surf Sports. The induction will be delivered at the completion of the coaching assessment by

the Director Surf Sports. The induction will include:

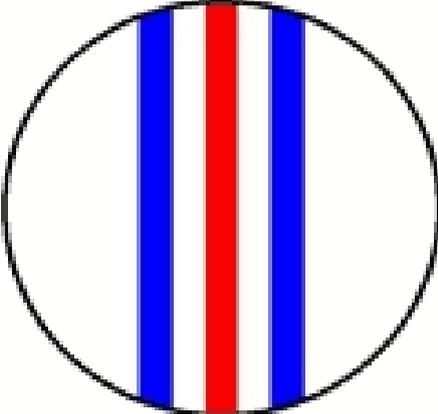
- a. Coaches code of conduct
- b. Surf Risk rating
- c. SLSA Surf Sport Manual
- d. Coach code of conduct.

18.10 Surf Sports Equipment

- 18.10.1 All major Club competition and training equipment items are to be purchased in club colours.
- 18.10.2 Club competition and training equipment can only be used by Club members. Members may use equipment with the permission of the respective coaches or Surf Sports Captains.
- 18.10.3 Club equipment shall be housed in the Club within the respective racks or stowage areas when not in use.
- 18.10.4 any damage to craft shall be reported to the relevant Captain or coach. The damage shall be repaired by an authorised repair before the craft is used again. If the damage is found to be from negligence, the costs may be forwarded to the person responsible for the damage.
- 18.10.5 Equipment must be washed in fresh water before being returned to the stowage area.
- 18.10.6 Boats, boards or skis are not to be launched or beached in an area where members of the public may be exposed to risk of injury.
- 18.10.7 Members private equipment, if housed in the Club, shall not be covered by Club insurance unless a formal and current space leasing agreement is in effect.

19. CLUB COLOURS, NAME AND BADGE

- 19.1.1 The club colours are red, blue and white. The Club Badge shall incorporate the words 'Secret Harbour Surf Life Saving Club, Western Australia' and be in Club colours. Examples of the Club badge and cap are shown in Figure 2 and Figure 3.
- 19.1.2 The Club's name and badge may only be used with the permission of the Board.
- 19.1.3 Any Club uniform must contain the SHSLSC emblem and name on the front of the uniform.
- 19.1.4 A copy of the SHSLSC logo can be sourced from the Club office.

	
Figure 2 - Surf Sport Cap Design	Figure 3 - SHSLSC Logo

19.2 Club Colours

The Club colours are Table 3.

Colour	Print	Screen	Web	Spot Print
Red	C: 6 M: 98 Y:100 K: 1	R: 225 G: 37 B: 27	HEX CODE #E1251B	PANTONE 485 C
Blue	C: 100 M: 62 Y: 7 K: 0	R: 0 G: 92 B: 185	HEX CODE #005CB9	PANTONE 300 C

Table 3 - Club Colours

20. ANNUAL REPORT

20.1 Presentation And Adoption

- 20.1.1 An Annual Report shall be prepared by the Director Finance and Administration for adoption by members at the Annual General Meeting.
- 20.1.2 The Annual Report shall be endorsed by the Board prior to presentation at the Annual General Meeting.

20.2 Contents

- 20.2.1 The Annual Report should contain the following information:
- a. the Objects of the Club
 - b. the Officers of the Club
 - c. a summary of attendance at meetings of the Board
 - d. reports by each member of the Board
 - e. the Financial Statements of the Club for that year and the preceding year
 - f. a report by the Honorary Auditor on the Financial Statements
 - g. 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
 - h. a list of members of the Club in various membership categories
 - i. the number of members in each category of membership for that year and the preceding year
 - j. a record of the patrol hours logged by each member for that year and the preceding year
 - k. a summary of patrol statistics in terms of rescues, preventative actions and first aid cases for that year and the preceding year
 - l. a summary of surf lifesaving awards gained by members during that year and the preceding year
 - m. winners of Club, SLSWA and SLSA events and awards
 - n. winners of medals at State and National Championships

- o. members selected in State teams

20.3 Circulation

- 20.3.1 The Annual Report shall be posted on the website of the Club a minimum of seven days prior to the Annual General Meeting.

21. MEMBER ADMINISTRATION

21.1 Setting Membership Subscriptions

- 21.1.1 The rates of annual membership subscription shall be determined by the Board in June of each year.
- 21.1.2 Active membership shall always be the lowest cost subscription.

21.2 New and Transferring Members

- 21.2.1 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.

21.3 Transfer of Membership

- 21.3.1 Any member who applies for transfer of membership or Competition Rights to any other SLSA affiliated club must do so in writing. All applications will be approved/endorsed by the Club.

22. HOUSE MANAGEMENT

22.1 Bar Roster

- 22.1.1 The Bar Manager shall liaise with the Director of Finance and Administration in the preparation and management of a Bar Roster.
- 22.1.2 Members rostered to bar duty shall hold a qualification recognised by the Department of Racing, Gaming & Liquor in the Responsible Service of Alcohol (RSA).
- 22.1.3 Members on bar duty:
 - a. shall be appropriately dressed and wear closed footwear at all times
 - b. are to comply with RSA requirements when on Duty.
 - c. are expected to perform set-up and pack-up as required.
- 22.1.4 The minimum number of qualified members rostered on bar duty shall be one RSA qualified member or as determined by the Bar Manager or Director of Finance.

22.2 Bar Hours of Operation

- 22.2.1 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 of Finance and Administration, the Bar Manager, and the RSA qualified members rostered on bar duty.
- 22.2.2 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 of Finance and Administration.

22.3 Functions

- 22.3.1 The Club's functions areas will not be available to host functions for persons under 25 years of age where the bar is selling alcoholic beverages.
- 22.3.2 The Club's functions areas are available for use by members to host family functions such as weddings, birthday parties or special occasions.
- 22.3.3 The Club's functions areas may also be available for use by members to host other functions at the approval of the Director of Finance and Administration.
- 22.3.4 The Club's functions areas (minus the bar facility) may be available to host functions or

events for persons under 25 years of age if approved by the Director of Finance and Administration.

- 22.3.5 Regulations of the Department of Racing Gaming & Liquor permit the social hall and bar facility to host non-member functions on 12 occasions each year as scheduled by the Director of Finance and Administration.
- 22.3.6 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 of Finance and Administration.
- 22.3.7 The cost of the security officer shall be the responsibility of the member conducting the function, to be paid in advance.
- 22.3.8 The security officer shall be engaged as a minimum from 2100 hours until 30 minutes after the scheduled closure of the function.
- 22.3.9 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 Functions Coordinator to obtain an extended liquor license.
- 22.3.10 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.
- 22.3.11 A Register of Function Bookings shall be maintained by the Functions Coordinator. 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.

22.4 Complimentary Food & Beverages

- 22.4.1 Complimentary food and beverages must have the prior approval of any two Directors.
- 22.4.2 The Functions Coordinator 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.

22.5 Responsible Service of Alcohol

- 22.5.1 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.
- 22.5.2 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.
- 22.5.3 Those members on Bar Duty in the absence of the Approved Manager must strictly adhere to RSA practices.
- 22.5.4 The consumption of liquor whilst working Bar Duty is not allowed.
- 22.5.5 The sale of unopened liquor is not allowed.
- 22.5.6 The sale of liquor to minors is not allowed.
- 22.5.7 The sale of liquor to intoxicated persons is not allowed.
- 22.5.8 A member who has obtained their RSA for the purpose of working on the Club Bar, may request reimbursement of the RSA cost after performing 4 rostered shifts on the Bar.

22.6 Stock Levels and Pricing of Alcoholic Beverages

- 22.6.1 Ordering of beverages for bar stock is the responsibility of the Bar Manager.
- 22.6.2 The setting of the price of liquor and other beverages shall be carried out jointly by the Director of Finance and The Functions Coordinator.
- 22.6.3 Regular stock-taking of all liquor and other beverages is the responsibility.

22.7 Function Club Membership

- 22.7.1 Where the bar is required for a function, one discounted membership per each six function attendees is available at a fee determined by the Director Finance.
- 22.7.2 This discounted membership shall be known as a Function Club Membership.
- 22.7.3 Function Club Membership is valid only for that function and shall expire at the conclusion of the Function.
- 22.7.4 Function Club Membership is not subject to SLSA Member insurance.
- 22.7.5 Function Club Membership does not entitle the holder to any amenities, activities, or access outside of those that are part of the Function.