

South West Rocks
Surf Life Saving Club Inc

Regulations



Version 3

18 June 2024

CONTENTS

1. General Administration	4
a) Preamble	4
b) These Regulations:	4
c) Sub-Committees	4
d) Conduct of Meetings	5
e) Annual Club Compliance Review	7
f) Vision and Values	7
g) Club Colours	8
h) Club Uniform	8
i) Club Blazer	8
j) Merchandise	9
k) Club Debit Card	9
l) Fuel Card	9
m) Fundraising	9
n) Premise and Property	10
o) Social Media	10
p) Code of Conduct	10
q) Member Protection	10
2. Members and Membership	11
a) Membership Year	11
b) Membership Renewal and Discontinuance	11
c) Social Membership	11
d) Member Recognition	11
b) Awards of Excellence (AOE)	14
c) Members as Paid Staff – Board & Committee Positions	15
d) Club Patrons	15
3. Lifesaving Activities	16

a)	<i>Standard Operating Procedure</i>	16
b)	<i>Lifesaving Agreements</i>	16
c)	<i>Gear & Equipment</i>	16
d)	<i>Patrol Captain Annual Proficiency</i>	16
e)	<i>Call Out Teams and Emergency Response</i>	16
4.	<i>Surf Sports</i>	17
a)	<i>SLSA Regulation 5.04</i>	17
b)	<i>Touring Teams</i>	17
c)	<i>Competition Fees Policy</i>	18
d)	<i>Competition Prize Money Policy</i>	18
e)	<i>IRB events</i>	18
f)	<i>Appointment of SEMC to SLSNSW carnivals</i>	18
g)	<i>Competition Board Usage Policy</i>	19
h)	<i>Competition Ski Usage Policy</i>	19
5.	<i>Sub Committees</i>	20
6.	<i>Rules</i>	23
6.1.	<i>Gym Rules</i>	23
6.2.	<i>Courtesy Bus Rules</i>	24
6.3.	<i>Vehicle Rules</i>	24
6.4.	<i>Boat Rules</i>	25

1. General Administration

a) Preamble

- i) The South West Rocks Surf Life Saving Club (the Club) Constitution is the authority under and through which the business of the Club is governed and managed.
- ii) The Club also makes policies from time to time. Such policies formalise the Clubs position on specific issues and/or details the required procedures considered important to effect competent and prudent management and operations. Any policies in the addendum form part of these regulations.
- iii) The Board also passes resolutions from time to time. Resolutions are a procedural means of formalising and recording a decision, rule, policy, or position on a specific issue.
- iv) Standing Committees, Panels and Working Groups also provide recommendations to the Board to act on. These recommendations are non-binding but provide a procedural means of formalising and recording advice to the Board on a specific issue.
- v) The Board will ensure all changes to the Regulations and any approved or amended Polices are advised within 14 days or their ratification.

b) These Regulations:

- i) Are made under Rule 25 of the Clubs Constitution
- ii) Sometimes referred to as by-laws, are the framework within which surf lifesaving is regulated and conducted and are made for the dominant purpose of ensuring a safe and fair system or framework within which surf lifesaving may be regulated and conducted. These Regulations are not made for any anti-competitive purpose and in particular not for the purpose of deterring or preventing a person from participating or competing in any competition or activity conducted or organised by the Club, including membership of the Club.
- iii) Should be read in conjunction with the SLSA and SLSNSW regulations. To avoid duplication, these regulations have been written:
 - (1) where there is no corresponding SLSA regulation
 - (2) where the regulations differ, and the Clubs regulation is to take precedence.
- iv) In the event of any inconsistencies with other relevant documents Rule 25.1 of the Clubs Constitution will apply.
- v) Contain various directions and requirements of the Club which are binding on the Club and Members of the Club, but are not of a nature, which justifies inclusion in the Constitution.
- vi) Are written such that it should be recognised that the Club believes in/and operates under strict equity guidelines. Any reference to a person as he in this document should be read as unisex.

c) Sub-Committees

- i) There are various sub-committees described in the Constitution as Standing Committees. Their Charter, make-up and tenure of positions are described in these Regulations.
- ii) Additionally, the Board may convene additional sub-committees, working groups or other such groups from time to time.
- iii) Where such a sub-committee, working group or other such group as appointed by the Board is convened, a Terms of Reference shall be approved by the Board to guide that group's make-up, tenure and activities.

d) Conduct of Meetings

- i) General
 - (1) The following Rules shall apply to the conduct of all meetings of the Club.
 - (2) The word 'member' shall mean any Member of the Club.

- ii) General Conduct
 - (1) Formal meetings are to be treated as such, with correct protocols and limited distractions.
 - (2) Invited members are to be punctual to meetings.
 - (3) Any external parties are to be approved by the Board prior to attending and are bound by these Regulations.
 - (4) All Board members are to stay informed of all issues including reading Agendas, Minutes and items raised prior to the meeting.
 - (5) Board members are to support decisions made through the correct process, regardless of their personal view. Criticising Board decisions is criticising yourself.
 - (6) Display a united voice in public with disagreements left in meetings.
 - (7) Eliminate side discussions during meetings.

- iii) Chair's Authority
 - (1) In the case of any remark considered by the Chair to be offensive or inputting improper motives, the Chair may call upon a speaker to withdraw such comments and apologise.
 - (2) The Chair may call a member to order. If such a member persists in being disorderly, The Chair may call upon such member to withdraw from the meeting.
 - (3) It shall not be permissible to dispute the Chair's rulings, or move a motion of dissent from their ruling, on matters of procedure and points or order.
 - (4) The Chair shall have the right to excuse non-voting members from the meeting on matters of confidentiality.

- iv) Rules of Debate
 - (1) If two or more members seek to speak at the one time the Chair shall decide who is entitled to priority.
 - (2) The meeting may decide that a particular person shall or shall not be heard, providing that a motion of this nature shall not be debated.
 - (3) No member shall interrupt another while speaking except to raise a point of order.
 - (4) No speaker shall digress from the subject under discussion.
 - (5) No member shall use offensive or unbecoming words.
 - (6) During the debate a member may raise a point of order whereupon the member then speaking shall cease speaking until the point of order has been decided.
 - (7) It shall be competent for any member to move a motion of dissent from the Chair's ruling other than on matters of procedure and points of order. The mover of a motion of dissent shall concisely state their point. The seconder and Chair only may then speak on the motion.
 - (8) At any time during the debate, a member may "move that" the question be now "put" provided that the Chair is satisfied that reasonable time for debate of the original motion has been allowed. The motion shall be put without debate – it need not be seconded.
 - (9) This motion may be applied to an amendment, in which case, the amendment is immediately put to the vote. It shall not be competent for the

mover, seconder, or any other person who has spoken to the original motioner amendment to move “that the question be now put.”

- (10) If carried, the original motion shall be put to the vote without further debate except that the mover thereof shall have the right of reply; if lost, the debate may proceed.
 - (11) A member may move the adjournment of the debate to a subsequent meeting. If the motion for adjournment is lost, the mover thereof shall not be allowed to speak again on the question under debate.
 - (12) If carried, the mover shall have the right of resuming the debate at the ensuing meeting and the mover of the original motion shall have the right to reply.
- v) Motions and Amendments
- (1) Any member proposing a motion or an amendment shall state its nature before addressing the meeting.
 - (2) The mover of the motion shall not occupy more than ten minutes nor any other speaker more than five minutes, provided that the meeting may, by resolution, without debate, grant an extension of time to any speaker.
 - (3) No member may speak more than once to a motion except with the chairman’s permission, in explanation or reply, or to ask a question, provided that they may speak again on any amendment to the motion.
 - (4) The mover of a motion’s right of reply shall be exercisable at the end of the debate.
 - (5) The mover of an original motion must get the consent of his seconder, and the approval of the meeting, before making any alterations to the wording of his motion.
 - (6) Any member (other than provided for above) may move an amendment to a motion, provided it is not a direct negative of the motion proposed to be amended.
 - (7) The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment.
 - (8) A particular member may move or second one amendment only to each motion but may speak on amendments moved by others.
 - (9) An amendment having been moved, it shall not be competent to move any further amendment, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at the one time.
 - (10) If there is an indication of more than one amendment to be brought forward, the mover of the original motion may elect to reply at the end of the debate on the first amendment.
 - (11) The mover of an amendment has no right of reply.
 - (12) A member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of the debate.
 - (13) Amendments shall be put to the meeting before the motion is put and shall be committed to the meeting in the order in which they are received.
 - (14) When an amendment is carried, the motion as amended becomes the motion before the meeting.
 - (15) Motions and amendments can be withdrawn only when a majority of those present at the meeting consent. A motion for withdrawal is open to debate, which, however, must be confined to the matter of withdrawal.
 - (16) If, after a motion has been determined it is considered in the general interest that the matter should be reopened for discussion before the termination of the same meeting, the meeting may, by unanimous vote, order its recommittal.

- vi) **Voting**
Voting shall be by the voices, or, at the discretion of the Chairperson, or at the request of any member, by show of hands or by secret ballot.
- vii) **Special Resolutions**
Where a Special Resolution is to be proposed, an Explanatory Memorandum shall be issued as part of the Notice of Meeting. To enable that Memorandum to be prepared, the format for the submission of a Special Resolution the notice must take is:
- (1) The original Clause in the Club Constitution to be amended or deleted and the proposed changes, or in the case of a new clause, the wording of that clause.
 - (2) Reference to all other clauses in the Constitution which are impacted upon by the proposed amendment and what impact that shall be. Where required, the Special Resolution must then identify the required amendments to those subsequent clauses and further impacts to the Constitution.
 - (3) These notes must include:
 - (a) Name of the Proposer and seconder
 - (b) The overarching rationale for the proposed amendment
 - (c) An analysis of the benefits, draw backs and risks associated with ratifying the amendment AND retaining status quo.
 - (d) Any financial implications associated with the amendment.
 - (e) Evidence of consultation by the Proposer with other members
 - (4) The Explanatory Memorandum shall include:
 - (a) The documentation received from the proposer presented as it was received.
 - (b) Where the Special Resolution is put forward for consideration by the Board, it shall include the items as noted above (save for e).

e) Annual Club Compliance Review

- (1) Annually in August each year, SLSNSW commences a compliance audit of the club. The compliance audit will include but is not limited to the following aspects with due dates set advised:
 - (a) Insurance Renewal Declarations lodged with the SLSNSW Insurance Broker
 - (b) Gear & Equipment inspection completed, and equipment requirements met.
 - (c) Annual Report & Financial Report lodged and deemed compliant with ACNC and Associations Act requirements.
 - (d) Organisational Details, Office Bearers and Call Out team details updated and lodged in Surfguard.
 - (e) Lodgement of the Annual Club/Branch affiliation form
 - (f) Completion of grant compliancy requirements
 - (g) Other requirements as determined from time to time and advised as part of the annual compliancy advice to Clubs/Branches by SLSNSW.

f) Vision and Values

Vision: Zero preventable deaths in Australian waters.

Mission: We save lives, create great Australians, and build better communities.

Vision:

- Trust
- Honesty
- Respect
- Welcoming
- Inclusive
- Community Focused

g) Club Colours

The Club colours shall be navy blue and white.

The Competition Cap is navy blue and white quarters. Navy blue quarter is on the left at the front.

Members shall not wear any other colours on official uniforms, costumes, badges etc without the approval of the Board.

Any changes to the club competition uniform must go to the Board for formal consideration and approval.

h) Club Uniform

No additional wording or graphics shall be included unless approved by the Board. The Style Guide is to be referred to for specific colouring.

All other official wearing apparel in colours, designs and screen printed or embroidered logos shall be approved by the Board.

All such official uniforms, etc, shall be worn by bona fide members of the Club. Members suspended or expelled shall forfeit the right to wear any Club uniforms or insignia whatsoever.

Persons who have been made Honorary Members and who have rendered outstanding service over an extended period may be presented with a Club Blazer, at the discretion of the Board, such actions to be endorsed by the Club at a Special or Annual General Meeting.

i) Club Blazer

The Club Blazer shall be manufactured from a dark navy material and shall incorporate the Club logo in designs approved by the Board.

The Club Blazer is to be presented to Life Members only.

All existing blazers shall be allowed subject to Board approval.

A Club "Honour Blazer" of a special design approved by the Board, if not otherwise acknowledged, may be presented at the discretion of the Board to a member who

has;

- i) gained a Meritorious Award of the SLSA;
- ii) won any SLSA National Championship Title; or
- iii) rendered outstanding service to the Club, or on the Board or Committee.

j) Merchandise

Merchandise that is to be sold through the Bistro to the general public with the Club logo requires the approval of the Board.

k) Club Debit Card

A Purchase Card (Debit Card) is available for use for low value purchases where it is not possible / preferable to purchase via an invoice. This card is only to be used for Surf Club purchases. A receipt must be provided to the Bistro for every purchase made. Where a receipt is unable to be produced a declaration must be provided (see Appendix F.)

l) Fuel Card

A fuel card is available for the purchase of fuel for Club vehicles. This card is only to be used for Surf Club vehicles (including IRB/ATV jerry cans) unless prior approval from the Board has been sought. A receipt must be provided to the Bistro for every purchase made. Where a receipt is unable to be produced a declaration must be provided (see Appendix F.)

m) Fundraising

- (1) Fundraising may be conducted by various groups within the Club community.
- (2) Individuals are not permitted to fundraise within the Club community but may take suggestions to the Board.
- (3) Any requests for advertising or sponsorship must be made in writing to the Board for approval.
- (4) Any fundraising must have the Boards approval in advance.
- (5) In giving its approval, the Board will consider:
 - (a) The nature and date of the proposed event/activity
 - (b) The purpose for which the funds are to be used and the expected benefit for the Club/Section.
 - (c) Financial impact on Club Members
 - (d) The number of other fundraising events and the timing
 - (e) Equity across all Sections of the Club
 - (f) The Commitment and capacity of the organising group to conduct the fundraiser effectively.
 - (g) Does the fundraising event clash with any contractual arrangements with current sponsors.
- (6) All approved fundraising activities are to be documented in the Boards Minutes
- (7) Use of Funds
 - (a) Funds may be used in a way that is consistent with the organiser's purpose and communications to the Members.

- (b) When seeking approval any minor or major fundraising activities should clearly state the purpose for which funds will be used. The purpose should be advertised to the Club community.

n) Premise and Property

- i) The security of the Clubhouse shall be vested in the Board.
- ii) The President (or a Director nominated by the President) shall have custody of all keys and will be responsible to the Board for the proper allocation of them to selected Office Bearers, at each Annual General Meeting and throughout the season.
- iii) A register of all keys issued shall be kept and be under the President's control and the keys shall be returned at the Annual General Meeting.
- iv) The Clubhouse is for the use of the Club members and/or others at the direction of the Board.
- v) The Club's consent must be obtained for the hiring of the building or its precincts.
- vi) No unseemly conduct likely to interfere with the comfort of Club members will be permitted.
- vii) No member shall remove from the Club or use any of the Club's property for any purpose other than that for which it is intended without the sanction of the Board.
- viii) All property wilfully damaged or destroyed shall be paid for or replaced by those found to be responsible.
- ix) The Board shall at all times ensure that Club property is adequately insured.
- x) The Club and its Officers shall not be responsible for any loss or theft of, or damage to, any Member's private property lodged or left on the Club premises.

o) Social Media

The Club and its members endorse and comply with SLSA Policy 6.20 Use of Social Media.

The following is to be endorsed by the Board of Directors: -.

- Administrators of social media accounts;
- any new pages, groups, and accounts.

p) Code of Conduct

The Club and its members must abide by the SLSA Code of Conduct.

q) Member Protection

The Club adopts the processes of SLSA including the Member Protection Policy and Complaints Resolution. All SLSA Policies can be located here [Policies - Surf Life Saving NSW](#)

2. Members and Membership

a) Membership Year

- (1) Individual Membership of the Club shall be valid until 31 October of each year regardless of when the member was granted or renewed their membership with their Club.
- (2) New Members joining after 30 June and prior to 31 October in any year will remain a member until 31 October the following year.
- (3) Where the Clubs membership years does not align with SLSNSW, SLSNSW's membership takes precedence with respect to insurance coverage.
- (4) The Club will archive in Surfguard all current members who have not renewed by 31 October of each year.
- (5) Individual Members who are granted Life Membership are still required to renew their membership annually and thereby confirm their acceptance of all terms and conditions of membership for that membership year.

b) Membership Renewal and Discontinuance

- (1) Suspended, excluded, or expelled Member(s) shall hold no membership rights.
- (2) Member(s) that have had their membership cancelled or suspended shall not be allowed to compete in intra or inter Club or in any other SLSNSW or SLSA competition, while under suspension or expulsion.
- (3) A member suspended through the season shall lose all rights to any trophies won during the season.
- (4) The Board shall immediately provide the relevant State Centre with 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.
- (5) The register of past members and community members that have been passed by previous Boards to not be permitted membership is to be endorsed at the commencement of each season by the new committee after the Annual General Meeting.

c) Social Membership

Social Membership will be offered separately as a loyalty program in the Bistro, managed by the Club Manager. Terms and conditions of this membership are attached at Appendix G.

d) Member Recognition

The Life Membership and Governship Committee shall be responsible for the consideration of and recommendation or rejection of nominations to the Board for Life Membership, Life Governor, Distinguished Service and Outstanding Service Awards. The Board will then determine the outcome of the recommendation prior to the Awards of Excellence. All Awards for Life Membership, Distinguished Service, Outstanding Service and Life Governor will be presented at the next AOE.

Life Membership

Life membership is an honour bestowed on individual club members whose exceptional, loyal, and eminent and conspicuous voluntary service and contribution have provided a measurable benefit to the Club over an extended period. It should be recognised as the highest recognition awarded to a member in acknowledgement of exceptional service and contribution; it should retain its prestige and not be granted easily.

The Board shall consider the merits of members who have rendered special, distinguished and/or exceptional service. Under certain circumstances a member could qualify if the Committee considers he or she rendered service over a shorter period. The following general criteria applies:

Over a period of twelve (12) continuous years of service to the Club, of which five (5) years must be as an elected officer of the Club or as a member of a recognised and endorsed Club Sub Committee or Associated Management Group.

Other Criteria

To assist with the nomination, some or all of the following criteria should be considered.

For any relevant criteria, the nominee should have demonstrated an exceptional contribution beyond the ordinary for an extended period, which has a measurable benefit to the Club and membership.

- a) Minimum of 12 years club membership and have held a surf bronze medallion for at least 5 years.
- b) Minimum of 10 years in specific roles that contribute to the benefit of the Club. These roles may include, but not be restricted to – service on committees, fundraising activities, participation in patrol, training, coaching, competition, or any activities that promote and benefit the Club and/or the general movement of Surf Life Saving.
- c) Will have made an individual contribution that can be classified as unique and attributed to that person as opposed to being a member of a wider group of members.
- d) Regular participation in the running of the Club and fulfilling its objectives.
- e) The nominee shall have abided by the Code of Conduct of SLSA. In addition, the nominee must have exhibited professional, ethical, and positive conduct during their Membership of the Club.

Key questions to be applied at this level include.

- What distinguishes this service and contribution from that of others?
- What makes this person's contribution unique amongst the general club membership?
- Has the person contributed to several areas and /or promoted several objectives of the Club, not just one?
- What contribution(s) are directly attributable to this person (apart from others)?
- How has this contribution advanced the Club?
- Has the distinguished service spanned at least 12 years?

Distinguished Service Award

Distinguished Server is an honour bestowed on individual club members whose exceptional, loyal, and distinguished and conspicuous voluntary service and contribution have provided a measurable benefit to the Club over an extended period. Distinguished service brings something new to the club that did not exist before.

To be given to members and or supporters who have rendered outstanding and distinguished service. Such distinguished service shall be over a period of at least twelve (12) years with a suitable record attached to the nomination.

Other Criteria

To assist with the nomination, some or all of the following criteria should be considered. For any relevant criteria, the nominee should have demonstrated an exceptional contribution beyond the ordinary for an extended period, which has a measurable benefit to the Club and membership.

- a) Will have changed the club in a meaningful and beneficial way which includes activities that grow and improve the club across its range of objectives.
- b) Will have held a portfolio as a committee or subcommittee member for a number of years.
- c) Will have maintained a sustained level of conspicuous service at a level that brings distinction to that service.
- d) Will have given distinguished service to the Club over a period spanning at least 12 years, excepting extraordinary circumstances.
- e) Will have made an individual contribution that can be classified as unique, and which can be attributed to that person as opposed to being a member of a wider group of members.

Key questions to be applied at this level include.

- What distinguishes this service and contribution from that of others? What have they introduced to the club that did not exist before.
- What makes this person's contribution unique amongst the general club membership?
- Has the person contributed to several areas and /or promoted several objectives of the Club, not just one?
- What contribution(s) are directly attributable to this person (apart from others)?
- How has this contribution advanced the Club?
- Has the distinguished service spanned at least 12 years?

Outstanding Service Award

Outstanding Service is an honour bestowed on individual club members whose exceptional, loyal, and outstanding and conspicuous voluntary service and contribution have provided a measurable benefit to the Club over an extended period.

To be given to members and/or supporters who have rendered outstanding service or noteworthy assistance in any form to the Club. Such outstanding service shall be over a period of at least ten (10) years with a suitable record attached to the nomination.

Other Criteria

To assist with the nomination, some or all of the following criteria should be considered. For any relevant criteria, the nominee should have demonstrated an exceptional contribution beyond the ordinary for an extended period, which has a measurable benefit to the Club and membership.

- a) Will have maintained a sustained level of conspicuous service at an outstanding level well beyond the ordinary member contribution.
- b) Will have given outstanding service to over a period spanning at least 10 years, excepting extraordinary circumstances.
- c) Will have made an individual contribution that can be classified as unique, and which can be attributed to that person as opposed to being a member of a wider group of members.

Key questions to be applied at this level include.

- What defines this service and contribution as outstanding at a level well beyond the ordinary member contribution.
- What makes this person's contribution unique amongst the general club membership?
- Has the person contributed to several areas and /or promoted several objectives of the Club, not just one?
- What contribution(s) are directly attributable to this person (apart from others)?
- How has this contribution advanced the Club?
- Has the distinguished service spanned at least 10 years?

LIFE GOVERNOR

An Individual Member or Members of the Club may be appointed or removed by the Board to/from the position of Life Governor. More than one Life Governor may be appointed.

A Life Governor shall:

- a) At all times maintain membership of the Club and be subject to the Rules and Regulations of the Club, as amended from time to time.
- b) If requested by the President or Board, attend, and participate in meetings of the Board, however, shall have no voting rights at such meetings.
- c) Undertake tasks or represent the Club assigned by the President or Board.
- d) Receive reimbursements and/or expenses as agreed to by the President for any of the above tasks.

b) Awards of Excellence (AOE)

- (1) There shall be annual recognition of members by way of the AOE.
- (2) Award nominees shall be assessed by respective Assessment Panels who shall consist of a Chair (the respective Standing Committee Chair) plus four (4) members, one being a reserve panellist.
- (3) Expressions of Interest for Assessment Panels shall be called for from the membership.
- (4) Panel members shall be recommended by the respective Standing Committee Chair and approved by the Board.
- (5) Panel members shall be appointed for a two (2) year term for a maximum of two (2) terms. Each term will commence on 1 May of an uneven year and conclude on 30 April of the next uneven year.
- (6) Where an Assessment Panel Member has a conflict of interest, they shall be required to relinquish their Assessment Panel position and be replaced by the reserve panellist.

- (7) Where required an expression of interest will be sought from the membership for a new reserve panellist as per the process described above. Previous expressions of interest may be utilised by the Standing Committee Chair to source a replacement Panellist. Any additional panel members appointed after the original four members will continue until the end of the panel's set tenure (i.e. even odd year)
- (8) Winners of the relevant categories which are considered for the MNCSLS Awards of Excellence shall be nominated for those awards.
- (9) The categories to be recognised in the AOE shall be:
 - (i) Turtle Award
 - (ii) The G & B Crossingham Award for Most Consistent Patrol Member
 - (iii) The Colin and Pam Ball Memorial Award for Achievers and Encouragement Award
 - (iv) The Ben Clarke Memorial Award for Rookie of the Year
 - (v) The Roger Whitmore Memorial Award for Volunteer of the Year Award for Outstanding Service
 - (vi) The John Hogno Memorial Award for Services to Life Saving
 - (vii) The Terry Trevillian Memorial Award for Outstanding Male of the Year
 - (viii) The Gordon 'Coogan' Lawrence Memorial Award for Competitor of the Year
 - (ix) The W 'Tom' Saul Memorial Award for Outstanding Female of the Year
 - (x) The Kevin Ruscoe Memorial Award for Club Person of the Year
 - (xi) The Life Governors' Award for Administrator of the Year
 - (xii) The Garry Gillies Memorial Award for Cadet of the Year
 - (xiii) President Award
 - (xiv) Director of Lifesaving Award
 - (xv) Director of Administration Award
 - (xvi) Patrol of the Year
 - (xvii) Life Member / Life Governor / Distinguished Service / Outstanding Service
- (10) The following awards are to be nominated and voted on by the Board for an annual presentation for the Junior Club:
 - (i) Junior Lifesaver of the Year (Under 14s)
 - (ii) Kerry Fisher Memorial Award for Effort and Attitude
 - (iii) Junior Competitor of the Year Award.
- (11) Meritorious Awards that are available as determined by SLS Australia are to be endorsed by the Board and presented at the AOE.

c) Members as Paid Staff – Board & Committee Positions

Unless otherwise approved by the Board, paid staff in either a full time, or permanent part time role will be ineligible for a Board position (but can hold a position on a sub-committee.)

d) Club Patrons

Club Patrons may be nominated from the Club's benefactors and may include prominent community figures or long-standing Club members who have made significant contributions to the management of the Club.

They shall be welcomed at all Club meetings and functions and have full use of Club facilities as determined by the Board from time to time.

The retiring Board at its last meeting shall recommend nominations for the position of Club Patron for the Annual General Meeting.

An unspecified number of Club Patrons shall be nominated from persons inside or outside the Club membership.

Club Patrons may attend and speak at Board and General Meetings but without the right to vote.

3. Lifesaving Activities

a) *Standard Operating Procedure*

All lifesaving activities shall be undertaken as per the Lifesaving Standard Operating Procedures (Lifesaving SOPs) issued from time to time by SLSNSW.

b) *Lifesaving Agreements*

- (1) The Club must have a current and approved Lifesaving Agreement (LSA) in place with SLSNSW at all times.
- (2) The LSA prescribes the key requirements and obligations of the club with respect to our lifesaving requirements.

c) *Gear & Equipment*

Annually and prior to the start of each season, the club shall have inspected its Lifesaving gear & equipment. The process and requirements of this inspection are described in the Lifesaving SOP.

d) *Patrol Captain Annual Proficiency*

- (1) All Patrol Captains are required to complete the supplementary learning module (developed by NSW) as a mandatory proficiency requirement annually.
- (2) Patrol Captains cannot undertake the role of Patrol Captain without having completing this annual proficiency requirement.

e) *Call Out Teams and Emergency Response*

*To be updated

4. Surf Sports

a) *SLSA Regulation 5.04*

- (1) SLSA regulation 5.04 is varied for SLSNSW members. In order to compete in Branch, State or Australian Championship events, SLSNSW members are required to have met the following minimum Patrol hours calculated between 1 January and 31 December annually:
 - (a) Active and U/15 - 25 hours
 - (b) Reserve Active - 12 hours.
- (2) Upon request by the member, a club may give special consideration for full or partial exemption from patrol obligations to members who fall into any of the following categories:
 - (a) Club Executive Committee Member
 - (b) Accredited Club Coaches (non-paid)
 - (c) Club training officers and assessors.
 - (d) Voluntary rostered, substitute, voluntary patrol hours
 - (e) Support Operations personnel (as per the on-duty hours logged against the member),
 - (f) Water Safety at club and intra club activities and special events (as per hours undertaken by the member and evidenced by official event documentation)
- (3) Exemption for any of the above roles is based on the role performing the minimum number of hours as specified within Section 3 (of SLSA Policy 5.04 Eligibility to Compete in SLSA Competition). That is for:
 - (a) Active and U/15 – Total 25 hours being a minimum 15 patrol hours and a minimum 10 service hours (derived from undertaking the roles/activities described in 5 b ii above)
 - (b) Reserve Active – Total 12 hours being a minimum 5 patrol hours and a minimum 7 service hours (derived from undertaking the roles/activities described in 5 d ii above)
 - (c) The Director of Lifesaving in consultation with the Director of Surf Sports Committee shall consider any exemption requests following recommendation from the Board.

b) *Touring Teams*

This by-law only applies when the club has sufficient funds to support the applications submitted by members.

- (1) The member or team must clearly abide by the requirements as outlined in this policy to be considered for accommodation subsidy.
- (2) This by-law only applies to Country Championships, State Titles, Australian Titles, World Titles and a person or team selected to represent New South Wales in interstate surf lifesaving events.
- (3) To be considered for touring subsidy the athlete or team must have attended 75% of the scheduled training program approved by the Board.
- (4) The athlete and team members must have completed their required patrol hours. Athletes who have applied for patrol exemptions will not be eligible for any touring subsidy.
- (5) All applications for touring are to be submitted to the Board by October of the competition year.

- (6) This application will be considered by the Board. This Board is to examine the patrol hours and attendance at training to ensure the athlete has met the requirements for consideration.
- (7) The athlete, team or coach should identify to the Board the location and cost of any touring. No bookings should be made without the endorsement of the Board.
- (8) Any competitive member over the age of 24 must be on the raffle roster and attend at least 50% of their rostered raffles in order for nominations to be approved.
- (9) If 50% of raffles are not attended by the end of the membership season an invoice will be raised for the amount of nominations paid and will remain as a debt to the club until paid.
- (10) The Board may also consider a further subsidy if the athlete or team medals at their State event, again, subject to club finances.
- (11) There will be no set amount for subsidy. Upon obtaining an application for a touring subsidy, the Board of Directors is to either approve or not approve the application. The application is then to be forwarded to the Director of Finance who will liaise with the Board to identify the subsidy to be granted.

c) Competition Fees Policy

- (1) The Club will pay the competition fees for all competitions.
- (2) Competitors are required to pay a deposit equal to the amount of the entry prior to being entered.
- (3) After entering the competition, the deposit will be returned to the competitor.
- (4) In the event that the club pays for any entry and the competitor does not compete the competitor shall be invoiced for the entry amount.

d) Competition Prize Money Policy

- (1) The Club will collect all prize money from the competition in any event that any club equipment is used.
- (2) The Club will collect 50% of all prize money from events in which private equipment is used.
- (3) The Club will collect 50% of all prize money from events where no equipment is used.

e) IRB events

- (1) All events shall be conducted outside of the official Patrol Season.
- (2) The only permitted IRB events conducted in NSW shall be those conducted by SLSNSW or SLSA.

f) Appointment of SEMC to SLSNSW carnivals

- (1) The appointment of the role of SEMC for any Club conducted surf sports event falls under the auspices of the Director of Lifesaving (DOL) who will in close consultation with the Director of Surf Sports determine an appointment.
- (2) An individual may be appointed for a term as determined by the DOL.
- (3) The SEMC role is reportable to the DOL with respect to endorsement of the Safety Operations Manual, safety operations at the event, review and follow-up, individual performance in the role.
- (4) Any deputy SEMC roles are also appointed via the same process. The DOL may seek advice from the appointed SEMC as part of the appointment process.

- (5) All SEMC's will have completed and remained current with the SLSNSW SEMC qualification where one exists or required training sessions.
- (6) Where the DOL wishes to apply for any SEMC role, they will step aside from the selection process and be replaced by the President (or delegate). Should the DOL be successful in being appointed, they will report through to the President (or Delegate) as per the reporting line above.

g) Competition Board Usage Policy

The Competition Board Usage Policy has been established to give directions on the usage of club competition boards within the club. Club Craft are not provided to members for play or recreation outside of the below purposes.

- Club Junior (Nipper) boards are only to be used:
 - By age-appropriate Junior Club members participating in recognised junior training activities under the supervision of appropriately qualified coaches. (Minimum of one adult present).
 - During recognised Junior Surf Life Saving competitions.
- All Competition Boards have been categorised as Racing or Training Boards.
- All training boards have their noses painted red.
- Training Boards may be used for training purposes by any appropriately qualified, active & proficient club member at South West Rocks.
- Training Boards should not be used away from South West Rocks beaches without the permission of the Board, Ski Captain, or Director of Surf Sports.
- Any member of the Board may grant the use of training boards by appropriately qualified, active & proficient members of other clubs on a one-off basis.
- Racing boards are only to be used for competition or for training sessions under the supervision of a qualified club coach.
- Racing boards can only be used for private training after seeking permission from the club Board and Ski Captain or Competition Director.
- No boards are to be removed from the club premises without the permission of the club Board and Ski Captain or Director of Surf Sports.
- The Competition Committee may grant exclusive use of a competition board if a member shows a continued dedication to training and competition. Requests should be directed to the Board and Ski Captain.

h) Competition Ski Usage Policy

The Competition Ski Usage Policy has been established to give directions on the usage of club competition Skis within the club. This policy is applicable to both single and double skis owned by the club. Club Craft are not provided to members for play or recreation outside of the below purposes.

- All Competition Skis have been categorised as Racing or Training Skis.
- All training skis have their noses painted red.
- Club Skis are only to be used.
 - By active, proficient Bronze holding members for the purpose of training, fitness, skills development and Surf Life Saving competitions;
 - By 14 year old SRC members for the purpose of skills development (not training) under the supervision of the Board and Ski Coach or Coaching/Competition Captain as per SLSA policies.
- Prior to using a training ski club members should seek the advice of a club ski coach, the club Board & Ski Captain or Competition Director to ensure proper use of the ski.
- Training skis should not be used away from South West Rocks without the permission of the club Board & Ski Captain or Competition Director.

- Any member of the Board may grant the use of training skis by active members of other clubs on a one-off basis.
- Racing skis are only to be used for competition or for training sessions under the supervision of a club coach.
- Racing skis can only be used for private training after seeking permission of the club Board & Ski Captain or Competition Director.
- No skis are to be removed from the club premises without the permission of the club Board & Ski Captain or Competition Director.
- The Competition Committee may grant exclusive use of a competition ski if a member shows a continued dedication to training and competition. Requests should be directed to the Board & Ski Captain.

5. Sub Committees

All sub committees are to keep minutes that are to be provided to the Director of Administration within 7 days of a meeting for distribution to the Board for endorsement at the next meeting.

Management Committee

Composition:

- Appointed Board
- Patrol Officer
- Education Officer
- IRB Captain
- Board & Ski Captain
- Boat Captain
- Junior Activities Superintendent
- Publicity Officer
- Social Activities Coordinator
- First Aid Officer
- Youth Officer
- Member Protection Officer
- Gym Coordinator

Convenor – President

Duties – Overall management of the lifesaving arm of the Club.

Lifesaving Committee

Composition:

- Director of Lifesaving
- Patrol Officer
- Education Officer
- IRB Captain
- First Aid Officer

Convenor – Director of Lifesaving

Duties - The coordination of patrols, member training, proficiencies, community training and general lifesaving issues.

Competition Committee

Composition:

- Director of Surf Sports
- Board & Ski Captain
- Boat Captain

- IRB Captain

Convenor – Director of Surf Sports

Duties - The coordination of training, competition, selection, coaching and other competition issues.

Junior Activities Committee

Composition

- Director of Junior Activities
- Junior Activities Superintendent
- Age Managers
- Water Safety Coordinator

Convenor – Director of Junior Activities

Duties - The coordination activities for junior members Sunday Activities, General Training, Social and Competition.

Administrative Committee

Composition

- Director of Administration
- Director of Finance
- Registrar
- Member Protection Officer
- President

Convenor – Director of Administration

Duties - The coordination of administrative issues including Registration, Members records, financial operation and control.

Marketing and Social Committee

Composition:

- Director of Marketing
- Publicity Officer
- Club Manager/Licensee
- Social Activities Coordinator

Convenor – Director of Marketing

Duties - The coordination of publicity, bar activities, social activities, uniform and sponsorship.

Bar and Bistro Committee

Composition:

- Board position delegated to this committee.
- Club Manager/Licensee
- and two other club members who have gained their Responsible Service of Alcohol Certificate. (The Board shall appoint the two additional members after calling for nominations.)

Convenor – Club Manager

Duties – The operation and marketing of the bar activities, ensuring both a profitable and legal activity.

Life Membership and Governorship Committee

Composition:

- President
- two Existing Life Members/Governors nominated by the Board.
- two other members. The Board shall appoint the two additional members after calling for nominations. (In the event of a member of the committee being nominated as unable to participate the Director of Lifesaving shall take the place of that member).

Convenor – President (Director of Lifesaving in the event the President has been nominated)
Duties - The acceptance of nominations for Life Members/Life Governors and other awards.
The recommendation or rejection of such nominations is in line with the Life Membership and Governorship Policy.

House Committee

Composition:

- President
- Director of Marketing
- Director of Administration
- Three other club members. The Board shall appoint the three additional members after calling for nominations.

Convenor – President

Duties - The maintenance, cleaning and operation of the clubhouse. Any issues of major nature should be passed back to the Board for action.

Judicial Committee

Composition – Board with the club Legal Adviser if required.

Convenor – President

Duties - Determine Judicial matters in line with the club policy.

Constitution & Regulations Committee

Composition:

- Director of Administration.
- Two members are appointed by the Board as required.

Convenor – Director of Administration.

Duties - To review and amend the Constitution and club Regulations as directed by the Board.

6. Rules

6.1. Gym Rules

The gymnasium is a combined project between the South West Rocks Surf Life Saving Club and the South West Rocks RSL Sub-Branch.

The gymnasium is not a facility for the general public and the following rules must be adhered to:

- Only current active financial members of SWRSLSC can enter the gym – DO NOT invite any non-club members into the clubhouse to use the facilities. Non-members are not covered by insurance. This will be monitored and policed. Offenders will have their access to the gym denied.
- All gym members must have undergone an induction from the Gym Coordinator.
- All gym members must sign the attendance book on entry.
- Scheduled classes take preference over all other use.

EQUIPMENT

- All equipment is to be returned to its allocated storage space after use.
- All equipment is to be cleaned and sanitised after use with the products provided.
- Members are required to place a towel on benches when using the equipment.
- Members who notice any broken or damaged equipment should notify the Gym Coordinator immediately.

SAFETY

- All members will comply with any requirements displayed at entry, including any check in requirements.
- The gym is a SAND, GLASS, FOOD, SMOKING, CHILDREN, PET free area.
- No member is to be under the influence of alcohol or drugs whilst using the gym.
- Members must wear the correct gym apparel which includes -t-shirt/singlet, covered footwear, and shorts/tights. Members are not allowed to enter the gym in their swimmers or thongs. Any jewellery that may be possible to injure a user, including rings and necklaces, is not permitted. Small earrings and items that cannot inhibit or injure a user are permitted.
- Members who obtain an injury in the gym must notify the Gym Coordinator immediately.
- If you are on your own, or the last person in the gym, switch off all lights and fans, close the windows and lock the door.
- If you are participating in a group class, you must inform the instructor of any health conditions which may limit your ability to participate in some activities.

6.2. Courtesy Bus Rules

- This is a free service conducted by volunteers and staff. We extend the right to refuse any bookings and make no guarantee of the availability of the SWR SLSC Courtesy Bus. Service is subject to availability and provided on a first call basis.
- The Courtesy Bus availability may vary. See the Boulders Bar & Bistro staff for current times. Pick up will be available from 3pm to 7pm approximately on the hour. Drop off is available from 6pm to 9pm, approximately on the hour.
- Courtesy Bus reservations are compulsory and are to be made by ringing the Boulders Bar & Bistro on 6566 6590 or by approaching the Bar Staff at the Club.
- Pick up/drop off is limited to South West Rocks, Arakoon and within the Jerseyville Bridges boundary.
- Offensive language, objectionable behaviour, intoxicated behaviour, smoking, and the consumption of food or beverages is not permitted on the Courtesy Bus and will result in immediate expulsion from the bus. SWR SLSC reserves the right to deny any person access to the bus.
- The maximum passenger capacity is 12 passengers.
- Passengers are to remain seated with seatbelts fastened when the bus is operational.
- Children must be accompanied by an adult at all times.
- **No child seats** - children under the age of 7 requiring fitted child restraints are unable to be accommodated.
- Drivers – all drivers of the Courtesy Bus are to be members or staff, who have met the RMS Passenger Transport requirements and have been endorsed as an authorised driver by the SWRSLSC Board.
- Donations – there is a donation tin at the front of the bus, donations are gratefully accepted for the upkeep of the bus.
- For use of any vehicle for carnivals or surf club related events a vehicle request form must be completed at least 14 days prior to the event requesting permission from the Board (see form in Appendices.)
- Availability of bus outside of the above – any such enquiries need to be made via administration@swrslsc.com.au

6.3. Vehicle Rules

In this section, 'vehicle' includes the Club 4x4 Utility and ATV.

All Vehicle drivers must be at least 17 years of age and:

- Hold a current and proficient driver's license (provisional or open)
- Be a financial Surf Life Saving member

All Vehicle drivers must be inducted into the operation of the specific ATV by a nominated club/service officer.

For use of any vehicle for carnivals or surf club related events a vehicle request form must be completed at least 14 days prior to the event requesting permission from the Board (see form in Appendices.)

6.4. Boat Rules

In this section, 'boat' includes Inflatable Rescue Boat (IRB) and Surf Boat.

The boats and boat gear shall, whenever practicable, be stored in the Clubhouse gear shed and kept under lock and key.

A member authorised by the Director of Lifesaving, Director of Surf Sports, Surf Boat Captain (for oared boats) or IRB Captain (for IRBs) to use a boat shall be responsible for the safe return of the boat and its gear.

The Surf Boat Captain shall report in writing to the Director of Surf Sports any loss or damage to the boats or boat gear (surf boat).

The IRB Captain shall report in writing to the Director of Lifesaving any loss or damage to the boats or boat gear (IRB).

Members must use both Surf Boats and IRBs as intended. All members must be proficient with relevant awards according to SLSA Rules.

No more than the boat's crew shall be allowed in any boat unless rescue duties or other special circumstances require otherwise.

When boats are being taken away for competition or training purposes the Director of Lifesaving, Director of Surf Sports, Surf Boat Captain (for oared boats) or IRB Captain (for IRBs) are to provide authorisation and provide advice to the Board.

APPENDIX A: Position Descriptions

APPENDIX B: SWRSLSC Style Guide [SWR SLSC Styleguide Dec2018.pdf](#)

APPENDIX C: Management Structure

APPENDIX D: Gym Membership Form

APPENDIX E: Vehicle Booking Form

APPENDIX F: Lost invoice declaration

APPENDIX G: Social Membership Terms & Conditions [SWRSLSC-Loyalty-Program-TCs.pdf](#)