

PART B

By-Laws of Coogee Surf Life Saving Club Incorporated

Incorporation Number: Y 03074-03



TABLE OF CONTENTS

B1.	PURPOSE OF BY-LAWS; DEFINITIONS AND INTERPRETATION OF BY-LAWS	1
	B1.1 Purpose of By-Laws.....	1
	B1.2 Definitions.....	1
	B1.3 Terms defined in the Constitution and Policies and Procedures.....	2
	B1.4 Interpretation.....	2
B2.	AMENDMENT OF BY-LAWS	3
B3.	MEMBER GENERAL CODE OF CONDUCT	3
	B3.1 General Code of Conduct.....	3
B4.	LIFESAVING	5
	B4.1 General Operations.....	5
	B4.2 Use of Club Equipment.....	5
	B4.3 Substitutes.....	5
	B4.4 Participation in Surf Sports Competition.....	6
	B4.5 Patrol Captains.....	7
	B4.6 Patrol Service and 100% Attendance.....	7
	B4.7 Special Patrol Roster.....	8
	B4.8 Hourly Specials.....	8
	B4.9 Patrol Roster Allocation.....	9
	B4.10 Patrol Obligations, Sport and Skills Maintenance.....	9
	B4.11 IRB Use.....	9
	B4.12 Patrols at Other Clubs and Services.....	10
	B4.13 Minimum Requirements for Patrollers.....	10
	B4.14 Minimum Hours for Patrollers.....	11
	B4.15 Substitution Process for Patrollers.....	11
	B4.16 No-Shows.....	12
	B4.17 Leave - Seasonal.....	12
	B4.18 Leave - Single Patrol.....	12
	B4.19 Patrol Roster.....	13
	B4.20 Patrolling Types - Specials.....	13
	B4.21 Patrolling Types - Active Reserve.....	14
	B4.22 Skills Maintenance.....	14
B5.	SURF SPORTS	15
	B5.1 Competition Committee.....	15
	B5.2 Competition Selection Subcommittee.....	15
	B5.3 Competitive Rights, Obligations and Qualifications.....	15
	B5.4 Interclub Competition.....	16
	B5.5 Carnival Entries.....	16
	B5.6 Trophies, Prizes and Eligibility.....	16
	B5.7 Codes of Conduct.....	16
	B5.8 Travel Subsidy Selection Criteria.....	17
	B5.9 Coaches and Officials.....	17
	B5.10 Safety Assessments.....	17
	B5.11 Intra-Club Competition.....	17
	B5.12 Club Championship.....	17
	B5.13 Other Club Events.....	18
	B5.14 Access to Club Competition Equipment.....	19
B6.	PENGUINS	20
	B6.1 General.....	20
	B6.2 Penguins Subcommittee.....	20
	B6.3 Annual Subscriptions.....	20
	B6.4 Finances and Accounts.....	20
	B6.5 Penguin Club Rules.....	20
B7.	MINNOWS	21

B7.1	General	21
B7.2	Objects.....	21
B7.3	Eligibility.....	21
B7.4	Annual Subscriptions.....	21
B7.5	Discipline	21
B7.6	Finances and Accounts	21
B7.7	Minnows Committee	21
B7.8	Sub-Committee Members.....	22
B7.9	Badge of the Minnows	23
B7.10	Colours	23
B7.11	Club Retains Ultimate Authority.....	23
B8.	RECOGNITION.....	24
B8.1	General	24
B8.2	Nominations.....	24
B8.3	Annual Recognition Awards	24
B8.4	Club Patrol Service Awards.....	26
B8.5	Special Recognition Awards.....	26
B8.6	SLS Recognition and [Affiliated Subsidiary Club Recognition Awards].....	27
B8.7	Calculation of Membership Service and Patrol Service	28
B8.8	Membership Sub-Categories.....	28
B9.	POSITION DESCRIPTIONS.....	30
B9.1	President.....	30
B9.2	Vice President.....	32
B9.3	Honorary Secretary	33
B9.4	Honorary Treasurer	36
B9.5	Club Captain	38
B9.6	Governors (of which there shall be two)	40
B9.7	Director of Minnows.....	42
B9.8	Director of Competition	44
B9.9	Director of Fundraising and Sponsorship	46
B9.10	Director of Social Events	48
B9.11	Director of Youth Services.....	49
B9.12	Director of Publicity, Marketing and Communications.....	51
B9.13	Compliance and Public Officer	53
B9.14	Assistant Secretary.....	54
B9.15	Assistant Treasurer.....	54
B9.16	Bar Manager and Licensee	54
B9.17	Honorary Solicitor	54
B9.18	Honorary Auditor	54
B9.19	Gymnasium Manager	54
B9.20	Work Health and Safety (WH&S) Officer.....	55
B9.21	Member Protection Information Officer.....	55
B9.22	Grievance and Disciplinary Coordinator	55
B9.23	Wylie's Baths Trust Delegate	55
B9.24	IT Coordinator.....	55
B9.25	Recognition and Honours Coordinator	56
B9.26	Child Protection Officer.....	56
B9.27	Club Historian	56
B9.28	Building and Facilities Coordinator	56
B9.29	Club Captain	57
B9.30	Club Vice Captain.....	57
B9.31	Assistant Secretary.....	57
B9.32	Junior Club Captain	57
B9.33	Chief Instructor	57
B9.34	Advanced Awards Coordinator.....	58
B9.35	Registrar	58
B9.36	Chief Gear Steward	59
B9.37	Assistant Gear Steward.....	59
B9.38	IRB Captain	59
B9.39	IRB Vice-Captain	59
B9.40	Radio Officer.....	59

B9.41	Patrol Supervisor	60
B9.42	Proficiency Supervisor	60
B9.43	IRB Education Coordinator	60
B9.44	First Aid Officer	61
B9.45	Minnows Water Safety	61
B9.46	Minnows Education Coordinator	61
B9.47	Director of Competition	62
B9.48	Assistant Competition Director	62
B9.49	Boat Captain	62
B9.50	Swimming Captain	62
B9.51	Surf Board Riding Captain	63
B9.52	Beach Captain	63
B9.53	Board & Ski Captain	63
B9.54	R&R Captain	63
B9.55	March Past Captain	64
B9.56	Life Saving Sports Captain	64
B9.57	Masters Captain	64
B9.58	Minnows Competition Advisor	65
B9.59	Boat Vice Captain	66
B9.60	Touring and Carnival Team Manager	66
B9.61	Coaching Coordinator	66
B9.62	Surf Sports Official Coordinator	66
B9.63	IRB Vice Captain	66
B9.64	Water Area Vice Captain	67
B9.65	Director of Minnows	68
B9.66	Deputy Director of Minnows	68
B9.67	Minnows Secretary	68
B9.68	Minnows Branch Delegate	68
B9.69	Minnows Treasurer	68
B9.70	Minnows Registrar	68
B9.71	Minnows Education Officer	68
B9.72	Minnows Competition Officer	68
B9.73	Minnows Assistant Secretary	68
B9.74	Minnows Assistant Treasurer	68
B9.75	Minnows Beach Competition Advisor	68
B9.76	Minnows Water Competition Advisor	69
B9.77	Minnows Water Safety Supervisor	69
B9.78	Minnows Apparel Supervisor	69
B9.79	Minnows Assistant Apparel Supervisor	69
B9.80	Minnows Sponsorship Advisor	69
B9.81	Minnows Social Media Coordinator	69
B9.82	Other Officers	69
B10.	SUBCOMMITTEE OPERATIONS	70
	B10.1 General	70
B11.	COMPLAINTS, JUDICAL and DISCIPLINARY PROCESSES AND PROCEDURES	70
B12.	CONDUCT ON PREMISES	70
	B12.1 General	70
	B12.2 Intoxicating Liquors	71
B13.	OTHER	72

By-Laws

of

Coogee Surf Life Saving Club Inc.

B1. PURPOSE OF BY-LAWS; DEFINITIONS AND INTERPRETATION OF BY-LAWS

B1.1 Purpose of By-Laws

The By-Laws are always subject to the Constitution of the Club and are to be read in light of it. The purpose of these By-Laws is to provide binding regulations on Members in relation to the various areas of the Club as identified within this Part B. These By-Laws are too followed by all Members and all times.

B1.2 Definitions

Unless the contrary intention appears:

Active Reserve has the meaning given to it under **Rule B4.21**.

By-Laws means these By-Laws of the Club as amended from time to time.

Club Equipment means all equipment owned and/or operated by the Club for the purposes of lifesaving, competition or education.

Code means the SLSA Codes of Conduct.

Constitution means the Constitution of the Club as amended from time to time.

Coogee Touring Team means a selected group of members chosen to compete and represent the Club at specific competition events, generally but not limited to championship carnivals such as the Australian Life Saving Titles (Aussies) or World Titles.

Hourly Specials Status has the meaning given to it under **Rule B4.8**.

ILS means International Life Saving Federation

IRB means inflatable rescue boat.

Patrol Area means the area designated for the execution of patrol duties, including but not limited to, the immediate patrol installation (frame and tent) located between the patrol flags and any outpost specified by the Patrol Captain from time to time.

Patrol Service Agreement (or Lifesaving Service Agreement) means the contractual responsibilities of the Club negotiated and endorsed by the respective Club, Branch and SLSNSW prior to the commencement of services, developed to allow an individual surf life saving club to plan and implement the most appropriate service required for their relevant area to which a lifesaving service operates.

Policies and Procedures means the Policies and Procedures of the Club as amended from time to time.

Rostered Patrol means the designated Patrol group a member is assigned, and the relevant dates and times for which that patrol is expected for duty.

SLSA Codes of Conduct means the Codes of Conduct of Surf Life Saving Australia Limited as amended from time to time.

SLSA Member Protection Policy means the Member Protection Policy of Surf Life Saving Australia Limited made under clause 39 of the SLSA Constitution as amended from time to time.

SLSS means Surf Life Saving Sydney.

Specials has the meaning given to it under **Rule B4.20**.

Special Status has the meaning given to it under **Rule B4.7**.

Standard Operating Procedures means a set of instructions compiled by the Club or other affiliated body to guide patrolling members through routine operations during their duties.

Support Operations Services means any patrol support activity provided through Branch (such as Jetski, Offshore Rescue Boat or Duty Officer) or other rescue or emergency service (such as Lifesaver Rescue helicopter) performed in a voluntary capacity.

B1.3 Terms defined in the Constitution and Policies and Procedures

A term (other than a term defined in **Rule B1.1**) that is defined in the Constitution and/or in the Policies and Procedures has the same meaning in these By-Laws.

B1.4 Interpretation

Headings are for convenience only and do not affect interpretation. Unless the context indicates a contrary intention, in these By-Laws:

- (a) a word importing the singular includes the plural (and vice versa);
- (b) a word indicating a gender includes every other gender;
- (c) if a word or phrase is given a defined meaning, any other part of speech or grammatical form of that word or phrase has a corresponding meaning;
- (d) the word "includes" in any form is not a word of limitation;
- (e) a reference to something being "written" or "in writing" includes that thing being represented or reproduced in any mode in a visible form;
- (f) a notice or document required by these By-Laws to be signed may be authenticated by any other manner permitted by the Corporations Act or any other law;
- (g) a reference to a rule, regulation, schedule or annexure is to a rule, regulation, schedule or annexure of, or made under, the Constitution;
- (h) references to persons include natural persons, corporations, and bodies politic, and any legal personal representative, successors and permitted assigns of that person; and
- (i) a reference to a statute includes its delegated legislation and a reference to a statute or delegated legislation or a provision of either includes consolidations, amendments, re-enactments and replacements.

B2. AMENDMENT OF BY-LAWS

In accordance with the Constitution, these By-Laws may only be amended by the Management Committee by simple majority and in the absolute discretion of the Management Committee. Any Standing Committee or Subcommittee of the Club may make a recommendation to the Management Committee that it consider an amendment to the By-Laws on written notice to the Management Committee.

B3. MEMBER GENERAL CODE OF CONDUCT

B3.1 General Code of Conduct

Subject always to the Constitution, all Members and all people involved in any way with the Club will:

- (a) respect the rights, dignity and worth of others — treat others as you would like to be treated yourself;
- (b) be ethical, considerate, fair, courteous and honest in all dealings with other people and organisations;
- (c) be professional in, and accept responsibility for your actions;
- (d) be aware of and follow — at all times — SLSA' standards, rules, policies and procedures and promote those standards, rules, policies and procedures to others;
- (e) operate within the rules and spirit of the sport, including the national and international guidelines that govern SLSA;
- (f) understand that possible consequences of breaching the Code or the Member Protection Policy;
- (g) report any breaches of the Code and/or the Member Protection Policy to the appropriate persons in positions of authority;
- (h) refrain from any form of abuse, harassment, discrimination and victimisation towards others;
- (i) raise concerns regarding decisions of persons in positions of authority through the appropriate channels and in a timely manner;
- (j) provide a safe environment for the conduct of activities in accordance with any relevant SLSA policy;
- (k) show concern, empathy and caution towards others that may be sick or injured;
- (l) be a positive role model to all;
- (m) respect and protect confidential information obtained through SLSA activities or services; whether individuals and/or organisational information;
- (n) maintain the required standard of accreditation and/or licensing of professional competencies, as applicable to the role(s);

- (o) ensure that any physical contact with others is appropriate to the situation and necessary for the person's skill development;
- (p) refrain from intimate relations with persons over whom you have a position of authority;
- (q) agree to abide by the Code;
- (r) maintain a duty of care towards others; and
- (s) be impartial and accept the responsibility of all actions taken.

B4. LIFESAVING

B4.1 General Operations

- (a) Patrol hours and season shall be deemed to be the requirements of SLSNSW, or their delegate based upon the Patrol Service Agreement and Standard Operating Procedures.
- (b) The first patrol on duty shall place all necessary gear on the beach. The last patrol shall return all gear to the Club house or storage place.
- (c) Members of the patrol shall act under the direction of their Patrol Captain either in the actual work of life saving or any other duty the Patrol Captain shall deem fit.
- (d) In the absence of the Patrol Captain, the Patrol Vice-Captain shall have like authority.
- (e) No Member shall offer money or any other incentive to another Member in lieu of patrol time served other than making up a patrol for the substitute.
- (f) Members of the patrol must not leave the Patrol Area without consent of the Patrol Captain.
- (g) Any Member wishing to take part in scheduled training whilst on patrol may only do so with the permission of the Patrol Captain.
- (h) Members arriving up to 10 minutes late may have a penalty imposed by the Patrol Captain, at their discretion.
- (i) Where there are enough patrolling members to allow it, the Patrol Captain shall place an outpost at both Wylies Baths and the Ross Jones memorial pool.
- (j) Members desirous of transferring from one patrol to another may do so only with the consent of the Club Captain.

B4.2 Use of Club Equipment

- (a) During patrol hours, club lifesaving equipment may only be used with the permission of the Club Captain, Club Vice Captain or Patrol Captain.
- (b) During patrol hours, club lifesaving equipment may not leave the Coogee Bay area except under special circumstances.
- (c) During non-patrol hours, club lifesaving equipment may only be used with the permission of the Club Captain or any Member of the Lifesaving Committee.
- (d) Any damage to club lifesaving equipment must be immediately reported to the Club Captain and/or Club Gear Steward.

B4.3 Substitutes

- (a) Members unable to attend a Rostered Patrol must notify the Patrol Captain in writing 5 days prior to a Rostered Patrol and must endeavor to provide a substitute.
- (b) If a Member has been able to obtain a substitute for a Rostered Patrol, the Member is not required to make up the patrol.

- (c) Patrolling hours carried out by a substitute on behalf of a Member do not count toward the Member's patrolling hours or 100% patrol attendance.
- (d) Patrolling hours carried out by a substitute on behalf of a Member count toward the substitute Member's patrolling hours.
- (e) If a Member has been unable to locate a substitute for a Rostered Patrol as required:
 - (A) after attempting to locate a substitute on their own;
 - (B) after attempting to locate a substitute with the assistance of their Patrol Captain; and
 - (C) if the Member has notified the Patrol Captain 5 days prior to patrol,

the Patrol Captain must mark the Member down as "Excused" in the patrol log unless Rule B4.3(f) is being applied. The Member, on being excused, must make up the patrol within 30 days.

On the Patrol Captain marking the Member down as "Excused", the Patrol Captain is confirming that the Member has attempted to find a substitute in good faith and is recommending to the Club Captain that the Member be excused from that patrol.

- (f) If a Member has been unable to locate a substitute for a Rostered Patrol as required:
 - (A) after attempting to locate a substitute on their own;
 - (B) after attempting to locate a substitute with the assistance of their Patrol Captain; and
 - (C) if the Member has notified the Patrol Captain 5 days prior to patrol,

the Patrol Captain can mark the Member down as "Leave" in the patrol log. A Member can only be marked as "Leave" in the patrol log with prior written consent from the Club Captain and Registrar. The Member, on being marked as "Leave", is not required to make up the patrol within 30 days.

Any application to the Club Captain and Registrar for a Member to be granted "Leave" in relation to a Rostered Patrol:

- (D) must be made by the Member and supported by the Patrol Captain;
 - (E) will be considered against the circumstances that make it difficult for the Member to carry out a make up patrol within 30 days; and
 - (F) must be made in writing to the Club Captain and Registrar 5 days prior to the patrol as a minimum.
- (g) If a Member has:
 - (A) not attended their Rostered Patrol;
 - (B) not been granted leave from the Club Captain and Registrar;
 - (C) failed to obtain a substitute;
 - (D) failed to notify their Patrol Captain of their absence and attempts to obtain a substitute,
 the Patrol Captain must mark the Member down as "No-Show" in the patrol log.

The Member, on being marked as a “No-Show”, must:
(E) make up the patrol; and
(F) carry out one (1) additional penalty patrol,
within 30 days of the original patrol missed.

- (h) Failure to perform make up and penalty patrols as per the regulations will lead to disciplinary action by the Lifesaving Committee.
- (i) Any member who has:
 - (A) not attended their Rostered Patrol;
 - (B) not been granted leave from the Club Captain and Registrar;
 - (C) failed to obtain a substitute;
 - (D) failed to notify their Patrol Captain of their absence and attempts to obtain a substitute,on any three (3) occasions in any one season, shall have their membership automatically cancelled. This penalty is incurred irrespective of any patrols made up in the required time.
- (j) A Patrol Captain, Vice-Captain, IRB Driver, IRB Crew or ARC holder wishing to obtain a substitute must provide a substitute to the satisfaction of the Club Captain and Patrol Captain if that substitute is not similarly qualified.
- (k) The Patrol Captain shall sign off each patrol. The Club Captain shall be responsible for checking the adequacy and punctuality of all patrols.

B4.4 Participation in Surf Sports Competition

- (a) Any Member rostered for duty who competes at an association sanctioned event instead of performing the Patrol without a substitute fulfilling that patrol will be automatically cited to appear before the next Lifesaving Committee meeting. At this meeting the offender must explain why they were absent from that patrol. The Lifesaving Committee will then determine the penalty to be applied ranging from a penalty and make up Patrol, up to a one-month suspension.
- (b) Junior Members are exempt from the requirements of this By-Law.
- (c) Members selected to represent the Club in representative touring teams or state, district, branch or other association representatives are exempt from this By-Law.
- (d) All members must meet the minimum patrol hour requirements for entry into the Championships carnivals, as detailed in Rule B5.3(c).

B4.5 Patrol Captains

- (a) The Patrol Captain shall:
 - (A) be responsible to the Club Captain;
 - (B) detail the position of each man in the event of rescues;
 - (C) be held responsible for the efficiency of their patrol and shall hand the Registrar the names of those present and of those absent. Shall notify the Club Captain of any irregularities such as lateness, leaving early, not being in uniform and for not being ready for instant duty when called upon;
 - (D) before ceasing duty, correctly complete and check the patrol

log and arrange for a copy of the log to reach the Registrar;

(E) in the event of a patrol having completed tour of duty and failing to be relieved, the Patrol Captain shall leave enough patrolpersons on duty to carry out any rescue work until the Patrol Captain reports to the Club Captain or responsible official; and

(F) hold the appropriate SLS Awards such as Silver Medallion Beach Management (SMBM) or Silver Medallion Patrol Captain (SMPC) Award.

(b) The Patrol Vice Captain shall act as Patrol Captain in the Patrol Captain's absence.

B4.6 Patrol Service and 100% Attendance

(a) Patrol efficiency awards shall only be granted to Members who have 100% attendance on patrols (front line patrols and Minnows Sunday Water Safety) as defined by:

(A) attendance to all their rostered patrols;

(B) arrangement of a substitute for a patrol that they couldn't attend;

(C) attendance to the required special patrols as defined;

(D) attendance to the required hourly specials patrols as defined;

(E) receiving permission to perform patrols at another club or service and has attained similar service to that above.

(b) Exemptions to Rule B4.6(a) include:

(A) Member selected in the Club Australian team (Coogee Touring Team) and subsequently given leave for a patrol on that weekend;

(B) Members chosen to represent Australia in any sport and granted leave from patrols which fall during that teams training or competition;

(C) Members given leave from patrols which fall due during the training or competition of any association selected Branch or State team;

(D) Members given leave from patrol due to illness or other acceptable duty elsewhere; and

(E) Members given leave and make-up patrols have been performed.

(c) No Member can be granted 100% Patrol attendance where a penalty patrol has to be performed for whatever reason.

(d) A season of patrol service shall be acknowledged for the purpose of recognition and membership categories where a Member has either:

(A) performed the minimum requirement of patrols, consisting of rostered, specials, voluntary, makeup and penalty patrols;

(B) performed patrols to the standard where no loss of

membership continuity has occurred;

- (C) attended a limited season but has performed extra duties to the equivalent to a full season of patrol hours / service with approval.

B4.7 Special Patrol Roster

- (a) In special circumstances Members may be granted Specials Status where, due to special circumstances, they are unable to complete a season of patrols on a rostered patrol.
- (b) Specials Status shall not be automatic and shall be granted annually upon application.
- (c) Specials Status can only be granted after an application in writing to the Lifesaving Committee giving full details of the request. Approved Specials Status members must perform a minimum of three (3) hours consecutively and must complete a total number of 30 hours per season.
- (d) All Specials Status Members shall perform at least 3 hours on patrol before 31 December and the remainder of the hours before the end of the season.

B4.9 Patrol Roster Allocation

- (a) The Club's patrol roster for the next season shall be drawn up by the Registrar and Captain and Vice Captain prior to the August Lifesaving Committee Meeting and shall be approved by the Lifesaving Committee.
- (b) When completing the roster, the Captain and Vice-Captain shall have regard to relevant gazetted public holidays and shall submit the roster to the Secretary for checking prior to submission to the Lifesaving Committee.
- (c) The Club Captain and Registrar shall, before the September Life Saving Meeting, draw up a list of Members allocated into patrols for the season. All Members shall be notified of the patrol listing in the next club newsletter and any application for transfers, Reserve Active or Special patrols dealt with by the incoming Lifesaving Committee.

B4.10 Patrol Obligations, Sport and Skills Maintenance

- (a) In order to comply with the Act and Regulations regarding patrols, competitions and proficiencies the Registrar shall keep accurate records of all Members patrol histories. In particular, care shall be taken to ensure that personal patrol hours are readily ascertainable.
- (b) The Registrar shall also note the relevant proficiency number against the Member's name.
- (c) The Registrar shall promulgate on the notice board such patrol lists detailing each Members personal patrol hours and any substitute requirements.

B4.11 IRB Use

- (a) The care and manning of the IRB is vested in the Club Captain, Club Vice-Captain and IRB Captain.
- (b) No IRB shall be used without the permission of one of the above officers,

except in cases of emergency. A report of such emergency to be made without delay to the Club Captain.

- (c) No person other than a qualified IRB Club Member is to be allowed to use the IRB.
- (d) The IRB's are to be used for no other purpose than those incidental to Life Saving or the practice thereof without the permission of the officers mentioned in **Rule B4.11(a)**.
- (e) Any person in charge of an IRB must report immediately to an Executive Officer of the Club any damage done to IRB or gear.
- (f) No IRB shall be left outside the Boat House overnight, and the person last in charge of an IRB and Gear shall be responsible for their safe return and placing in the Boat House.
- (g) Members authorised to use an IRB may call upon an Active Member of the Club to assist in its launching or housing. Any such Member refusing to so assist shall be reported to the Captain, Vice-Captain or IRB Captain.
- (h) An IRB must not leave the Coogee Bay area, except under special circumstances. In the event of the IRB Captain, desiring the IRB removed for training and/or competition purposes, then the IRB Captains permission must be first obtained and a guarantee that the boat will be back in the shed ready for operational use.
- (i) The IRB shall be in attendance at the buoys on all occasions when surf events are being held by the Club, including all Minnow events.
- (j) Participation in IRB sport is encouraged; however, this participation will be at the discretion of the Lifesaving Committee based on resource availability for patrols.

B4.12 Patrols at Other Clubs and Services

- (a) Patrolling Members (Active/Reserve Active) may, with approval from the Lifesaving Committee each season, perform patrols at another Club(s) and/or Support Operations Services, with continuity of service at the Club upon the following process being followed:
 - (A) The Member applies in writing to the Lifesaving Committee for patrol exemption at Coogee and indicates what club and/or service the Member is to patrol at and the reason.
 - (B) The Lifesaving Committee shall consider the application, and unless there is a patrol shortfall at Coogee, approve the application.
 - (C) The Member should perform the equivalent hours via rostered patrols at the other club/service as would a 'special' patrolling member at Coogee as a minimum, and adhere to the patrol obligation of that club/service.
 - (D) Any shortfall in hours between the other club/service shall be made up at Coogee as a special patrol over the course of a season to ensure the total hours performed are equivalent to special patrol hours at Coogee.
 - (E) Applications can be accepted during the course of a season.

- (b) Applications are for the purpose of supporting an approved 'struggling' club or Support Operations service (such as ORB, Surfcom, Duty Officer etc.) or where a Member is a member of more than one club for the purposes of competition (i.e. a competitive member). It is not intended that a person can apply, where a person is performing paid or non-patrolling duties at another entity (e.g. education, officer, water safety etc.)
- (c) At the conclusion of the season, the Member may submit information from the other club/service of conformity to their patrol rules, and be eligible for continuity of service and/or 100% patrol service at the Club as long as the minimum hours performed at the end of the season are equal to, or greater than, the number of special hours required at the Club in total for all clubs/services for the season.
- (d) This process is designed for the purpose of a Member patrolling at another club/service for a season or part thereof and does not replace a patrol performed by a member elsewhere for altruistic purposes without prior approval of the Lifesaving Committee.

B4.13 Minimum Requirements for Patrollers

At a minimum, all patrolling Members must:

- (a) have paid their annual Club membership fees before attending any patrol(s) or by 30 September (whichever occurs first);
- (b) complete a skills maintenance session for their relevant awards; and
- (c) sign the SLSNSW Member Protection Declaration.

B4.14 Minimum Hours for Patrollers

The minimum patrolling hours for each membership category are as follows:

- (a) **Active Cadet:** Any Member that holds a Surf Rescue Certificate (SRC) and fulfils the other requirements of the Constitution:
 - (A) must attend a minimum of three (3) consecutive hours of their rostered patrol (encouraged to attend the entire patrol); and
 - (B) is not required to provide a substitute if they cannot attend a rostered patrol, but must inform their Patrol Captain (strongly encouraged to find a substitute).
- (b) **Active Junior or Senior:** Any Member that holds a Bronze Medallion and fulfils the other requirements of the Constitution must:
 - (A) attend all Rostered Patrols; or
 - (B) provide a substitute if they cannot attend a rostered patrol.
- (c) **Specials:** Any Active Member that is approved to conduct Special patrols must:
 - (A) complete a minimum of 30 hours per season; and
 - (B) attend a minimum of three (3) consecutive hours at a time.
- (d) **Reserve Active:** Any member who is approved as a Reserve Active Member does not have to fulfil any patrol hour requirements, unless called upon by the Lifesaving Committee to do so. Less than three (3)

consecutive hours of patrol at a time will not be recorded in Surfguard. To maintain eligibility for Long Service, members must remain proficient while Reserve Active.

- (e) **Other:** Life Members, Long Service Members, Probationary Members, Honorary Members, General Members, Minnows and Associates are not required to complete any lifesaving duties.

B4.17 Leave - Seasonal

- (a) Leave may be granted from patrolling duties for an entire season if a Member experiences extended circumstances that will prevent them from executing their patrolling duties.
- (b) An application must be made to the Lifesaving Committee through the Registrar, outlining the particular circumstances.
- (c) Leave will not disrupt the continuous nature of senior active membership, nor will it suspend membership privileges for that period.
- (d) Leave will not break continuity of service, but it will not count as a service year (for the Reserve Active and Long Service calculations).
- (e) Extraordinary circumstances must be presented for leave to be granted for more than one season in a row.
- (f) Leave for part of a season may be granted by the Lifesaving Committee in exceptional circumstances.

B4.18 Leave - Single Patrol

- (a) Leave for a single patrol will only be granted in extraordinary circumstances and in accordance with Rule B4.3 above.
- (b) It can only be granted at the discretion of the Club Captain and Registrar.

B4.19 Patrol Roster

A link to the patrol roster can be found on the Club website, where you can select your patrol to highlight your particular patrol dates.

B4.20 Patrolling Types - Specials

- (a) The Club maintains a Special patrol that allows Members to attend any patrol throughout the season. An Active Member may be transferred from their Rostered Patrol to the Special patrol if, due to special circumstances, they are unable to complete a season of Rostered Patrols.
- (b) Members must apply for Specials, each season, to the Lifesaving Committee. Applications should be completed in writing or as specified and advertised by the Lifesaving Committee from time to time, and forwarded to the Registrar, (registrar@coogeeslsc.com.au). Applications should contain detailed information about the special circumstances faced by the Member and how such circumstances prevent them from attending a Rostered Patrol. Applications will not be considered following the last meeting of the LifeSaving Committee each year.
- (c) Members will be notified of the Lifesaving Committee's decision following the next Management Committee meeting.

- (d) The following are examples of circumstances that will contribute positively or negatively to an application, either in conjunction or separately. This list is to give guidance to Members only. It is not binding or exhaustive.
- (A) Positive:
- (1) Impact of a new/young family
 - (2) Unpredictable work circumstances, often arising on the weekend/public
 - (3) Holidays
 - (4) Current fulltime service in the ADF
 - (5) Proficiency in higher awards (e.g. ART, Spinal, First Aid)
 - (6) Dedication to the Club in whatever pursuit
- (B) Negative:
- (1) Did not complete patrol requirements in previous season
 - (2) Less than 3 seasons of rostered patrol attendance
 - (3) Travel commitments for a month or less
 - (4) Predictable circumstances that affect 1-3 patrols per season
 - (5) Infrequent or one-off events
 - (6) Any circumstances where seeking a substitute would be appropriate
- (e) Where a Member with Specials Status has completed their patrol obligations in a previous season, the Lifesaving Committee may agree to provide an automatic renewal of the Member's Specials Status without the need for the Member reapplying.

B4.21 Patrolling Types - Active Reserve

A Member is eligible to apply to the Lifesaving Committee (through the Registrar) to be considered for Active Reserve Membership status if they have achieved the requirements outlined in **B8.8(a)**.

B4.22 Skills Maintenance

- (a) All Active Members are required to maintain the skills gained in all the awards they hold. There is a formal process for retaining and assessing those skills gained through the Surf Rescue Certificate (SRC), Bronze Medallion (BM) and many higher awards. For more information on the specific requirements for each award, please see the SLSNSW Education document.
- (b) Active Members are required to complete a skills maintenance session each calendar year. That means such sessions must be completed by 31 December each year. There are three (3) types of skills maintenance sessions.

- (c) Active Members must complete either of the following sessions:
- (A) **On Patrol:** Members may be selected by the Lifesaving Committee to be authorised as a Skills Maintenance Delegates and be able to run an SRC or BM skills maintenance session on patrol for Members. The decision to run a session must be taken in consultation with the Patrol Captain and will only be permitted if conditions permit. Delegates must registrar their intention to run a session with SLSS on a working day before their patrol. No higher awards will be able to be assessed on patrol.
 - (B) **Club-wide:** A number of club-wide sessions will be conducted between the start of season and 31 December. All sessions are held at Coogee. Participants should meet at the Club house (or boatshed for IRBs) unless otherwise advertised. Dates and times for these sessions will be published in True Blue Weekly and on the Club website.
- (d) In addition to the session completed as required by subparagraph (c) above, all Active Members must also complete the following session:
- (A) **Online Learning Module(s):** Undertake the appropriate online module of the skills maintenance located in the eLearning portal of the Members Area.

B5. SURF SPORTS

B5.1 Competition Committee

- (a) Subject to the Constitution, the Competition Committee shall comprise the Director of Competition, the elected and appointed Competition Committee Members, and other officers as determined by the Management Committee.
- (b) It shall be responsible for:
 - (A) promoting involvement in surf sports activities;
 - (B) conducting training and coaching programs for Members;
 - (C) dealing with matters referred to it from the Board or Council;
and
 - (D) making recommendations related to surf sports to the Management Committee.

B5.2 Competition Selection Subcommittee

- (a) The Competition Committee may appoint a Competition Selection Subcommittee pursuant to the terms of the Constitution to assist it in its tasks as to the selection of team Members.
- (b) The duties of the Competition Selection Subcommittee will be performed by at least three or more of the following Members; the Director of Competition, the Assistant Competition Director, the relevant surf sports discipline Captain and the relevant surf sports discipline Coach.
- (c) The Subcommittee shall be responsible for selecting individuals and/or teams for surf sports competitions.
- (d) SLSNSW Selection policy shall be used as a guide.
- (e) The performance of the competitor, participation in club activities and commitment to fundraising activities will also be considered.
- (f) The Committee's selections shall be subject to the endorsement of the Competition Committee.

B5.3 Competitive Rights, Obligations and Qualifications

- (a) Members and competitors acknowledge and agree that competing in lifesaving events, contests, carnivals and competitions attracts certain rights and obligations, and requires certain qualifications.
- (b) To be eligible to compete in any SLSA competition or to receive endorsement to enter ILS or ILS member competition, the Member must meet the criteria set out in the Surf Sports Manual of SLSA or relevant circulars.
- (c) The competition minimum patrol hours for the preceding calendar year (i.e. 1st January through to 31st December) required by all members for entry into Championship carnivals follows the SLSA "Policy 5.04 - Eligibility to Compete", as available from the Members Portal, or relevant circulars amending this policy from time to time.

B5.4 Interclub Competition

- (a) The Competition Committee will develop a program of carnivals that the Club will be competing in for the season. This will be submitted for approval by the Management Committee.
- (b) The Director of Competition will notify all Members of the carnival program for the season at the commencement of each season.
- (c) The Competition Committee shall maintain a record of all carnival results and report to the Management Committee any Member who fails to compete after being entered.
- (d) The program of carnivals will be published and made available to Members using methods or resources as agreed by the Competition Committee from time to time. These may include the Club weekly newsletter and any software application such as TeamApp.

B5.5 Carnival Entries

- (a) The Club may pay the entry fees of SLSNSW sanctioned carnivals for those competitors who compete.
- (b) Each Area Captain is responsible for the entry of the Members to carnivals before the closing date. No competitor will be entered for an SLSNSW interclub carnival until they request entry by the Club through the Director of Competition, the Assistant Competition Director or Area Captain.
- (c) A competitor who fails to compete at a SLSNSW interclub carnival after being entered is responsible to the Club for the cost of the entry fee. Any late entry fees are to be met by the competitor.

B5.6 Trophies, Prizes and Eligibility

In relation to trophies, prizes whether cash or kind and the eligibility of Individual Member/s representing a section of the Association to compete for or accept such trophies or prizes the following shall apply:

- (a) The Club shall reserve the authority to determine, from time to time, conditions relative to the acceptability of trophies or prizes, reimbursement of accommodation, travel and other expenses, and eligibility to compete for trophies or prizes.
- (b) Wagering or gambling on any competition conducted by the Club, State, Branch or Association is strictly not permitted.

B5.7 Codes of Conduct

- (a) A minimum standard of behaviour is to be maintained by all Members of the team reflecting the SLSA Code of Conduct. The Code of Conduct applies to leadership, team manager, coaches, officials, administrators, parents/careers and supporters, as well as the competitors themselves.
- (b) All travelling Members are required to be compliant of SLSNSW Child safe practices.

B5.8 Travel Subsidy Selection Criteria

As a member of a Coogee Touring Team, each competing member may be eligible for Club subsidies. The subsidy amount and the procedure for allocating these subsidies will be determined by the Management Committee.

B5.9 Coaches and Officials

All coaches and officials shall be accredited and abide by the relevant SLSNSW policy.

B5.10 Safety Assessments

All training and competitions will be compliant with the current SLSNSW policy for risk assessment and conduct of training and events.

B5.11 Intra-Club Competition

- (a) Cadet, Junior, Active, Active Reserve, Long Service and Life Members are the only classes of membership eligible for entry in Club competitions.
- (b) Competitors must have satisfactorily completed a proficiency requirement as determined by the Lifesaving Committee and completed the relevant patrol requirements of their membership category.

B5.12 Club Championship

- (a) The Club Championships shall be conducted annually over 3 rounds on dates recommended by the Competition Committee and endorsed by the Management Committee. This allows for participation, improvement and a range of conditions to be experienced.
- (b) The Club shall conduct Female and Male championship events for the age categories as per the Association Competition Manual (Open, Under 15, Under 17, Under 19, and combined Masters categories) or as agreed by the Competition Committee at the start of each season based on the number of competitors where age categories may be combined. A minimum of three (3) competitors are required for each category.
- (c) The following Club Championship and Trophy Events will be conducted:
 - (A) Surf Race (Club Championship)
 - (B) Beach Sprint (Trophy Event)
 - (C) Beach Flags (Trophy Event)
 - (D) Single Ski (per SLSA eligibility) (Trophy Event)
 - (E) Board (Trophy Event)
 - (F) Iron man (Trophy Event)
 - (G) 1km or 2km Run (Trophy Event)
- (d) The list of events to be conducted at the Championships may be altered by the Management Committee from a recommendation of the Competition Committee.

- (e) Points shall be allocated 8 for first, 5 for second, 3 for third and 1 for a start. The highest aggregated points shall determine the winner and the placing in that event.
- (f) Open Champions (Male and Female), U19 Champions (Male and Female), U17 Champions (Male and Female), U15 Champions (Male and Female) and Masters Champions (Male and Female) events shall be conducted over the Surf Race events (A). In the event of a pointscore draw for the Champion after all event rounds, the equal contestants shall contest a swim off. If that fails to break the deadlock, a draw shall be awarded.
- (g) In the event of a pointscore draw in events (B) to (G) after all event rounds, a countback shall be conducted, with the highest number of first places, followed by highest number of second places, followed by highest number of third places determining the winner. If that fails to break the deadlock, a draw shall be awarded.
- (h) The distances set for all Club Championship events shall be as per the Association Competition Manual and the conditions applicable to the Association Championship events shall apply.
- (i) Where events are run simultaneously (eg Surf Race mass start) an individual competitor will compete in their appropriate age group for the purposes of the pointscore.

B5.13 Other Club Events

- (a) The Club may conduct a weekly handicap point score event. This can include surf race, beach events and board/ski. Events and the format will be determined by the Competition Committee.
- (b) Points shall be allocated as follows: 10 for 1st through to 2 for 9th place with all other starters awarded 1 point for each place after 9th.
- (c) The conduct of club events shall be the responsibility of the Competition Committee and the nominated representatives.
- (d) The Club may conduct on an annual basis the following events:
 - (A) **Anonymous Donors Trophy:** A biathlon race consisting of a road run race to Clovelly via Beach street and Clovelly Road returning via Gordons Bay, followed by an 800m swim of an “L Shaped” course starting and finishing in line with the southern ramp of the promenade on Coogee Beach. Age divisions and modifications to the event (including handicaps from time to time) may be determined by the Competition Committee. Awards will be given to winners.
 - (B) **Presidents Cup:** This event consists of six-person teams competing across three events - beach relay, handicap surf race and handicap two-person brace relay. All Team points will be awarded as per the Club championship events and the team achieving the highest aggregate points is declared the winner.
 - (C) **Rose Shield:** This event consists of six-person teams competing in a “Cameron Relay” where the organisers nominate what leg each individual does. All team members run in a beach relay. All Team points will be awarded as per

the Club championship events and the team achieving the highest aggregate points is declared the winner.

- (e) The Competition Committee may vary the format and composition of the annual events.

B5.14 Access to Club Competition Equipment

- (a) All Club Equipment may be made available for use by Members for use in competition and training. Access to Club Equipment is at the discretion of the Director of Competition or relevant Area Captain and takes into account:
 - (A) the previous performance, training and competition experience of the Members seeking access to a ski and/or board;
 - (B) the number of Members requesting access to a ski or board; and
 - (C) the number of skis and boards presently available to the Club.
- (b) In the case of a dispute regarding equipment the matter may be determined by the Competition Committee and will show preference towards those Members who are established competitors.
- (c) No Club Equipment is to be used in non-SLSNSW events without the approval of the area captain.
- (d) The use of equipment in SLSNSW events is to take precedence over non-SLSNSW events.
- (e) Any damage to Club Equipment must be reported to the relevant area captain and the craft tagged out. The Club will be responsible for repairs and maintenance of the equipment.
- (f) Club Equipment must be stored appropriately at all times.
- (g) Failure to comply with the rules listed above may render a member ineligible to use Club Equipment, as determined by the Competition Committee and relevant Area Captain.

B6. PENGUINS

B6.1 General

The Penguins are the Winter Swimming division of the Club and the Club President shall automatically assume the role of President of the Penguins.

B6.2 Penguins Subcommittee

The Penguins shall be elected annually a committee which shall be ratified by the Management Committee (**Penguins Committee**).

B6.3 Annual Subscriptions

Annual Subscriptions shall be set by the Penguins Committee and shall take effect after approval by the Management Committee. If the subscription is GST taxable, the subscription shall include the GST component payable.

B6.4 Finances and Accounts

- (a) The finances of the Penguins ultimately rests with the Club. The Club in its discretion may allow the Penguins to hold their own bank account. The Penguins shall collect and count all monies collected and issue a receipt for same and present this money to the Treasurer or Assistant Treasurer for banking. All monies collected by the Penguins shall be processed through the Clubs receipt book and/or cash book.
- (b) All purchases made the Penguins shall be ordered via the Club ordering process and an order form should be issues for any purchases. The Penguins shall present to the Club all invoices/receipts for purchases and then the Club shall draw all cheques for the minnows from the appropriate bank account.
- (c) The Treasurer shall collect and issue receipts for monies collected and present this money to the Club for receipt and banking. The Treasurer will also be responsible for keeping the books of account of the Penguins.

B6.5 Penguin Club Rules

The Coogee Penguins Club Rules can be found here <http://www.penguinswsc.com/results> and will be updated from time to time.

B7. MINNOWS

B7.1 General

The Coogee Minnows are a Standing Committee of the Club These By-Laws are to be used as a guide to the proper running and organisation of the Coogee Minnows J.S.L.S.C. Any rule of the Club shall over-ride any precedent or minute made by the committee of the Minnows.

B7.2 Objects

The objects of the Coogee Minnows shall be:

- (a) to teach children in the methods of surf awareness and beach safety;
- (b) to organise competitions and games to promote the objects of the Club;
and
- (c) to prepare children to enter the Club as Active Members.

B7.3 Eligibility

A child is qualified as a Junior Activities (Minnows) Member if they are between the ages of five and thirteen inclusive at the first of October and has paid the required subscription by November thirtieth.

B7.4 Annual Subscriptions

Subscriptions shall be set by the Minnows Committee and shall take effect after approval by the Management Committee. If the subscription is GST taxable, the subscription shall include the GST component payable.

B7.5 Discipline

The disciplining of Junior Activities Members or their parents shall be made by the Minnows committee and will take effect after endorsement by the Management Committee.

B7.6 Finances and Accounts

- (a) The finances of the Minnows ultimately rests with the Club. The Club in its discretion may allow the Minnows to hold their own bank account. The Minnows shall collect and count all monies collected and issue a receipt for same and present this money to the Treasurer or assistant for banking. All monies collected by the Minnows shall be processed through the Clubs receipt book and / or cash book.
- (b) All purchases made by the minnows shall be ordered via the Club ordering process and an order form should be issued for any purchases. The minnows shall present to the Club all invoices / receipts for purchases and then the Club shall draw all cheques for the minnows from the appropriate bank account.

B7.7 Minnows Committee

- (a) The Minnows Committee shall have in its discretion the power to accept new members, decide upon relevant Minnows matters, to arrange finances and to co-opt assistants.
- (b) The Sub-Committee Members of the Minnows Committee shall be the President, Minnows Captain, Minnows Vice-Captain, Minnows Secretary, Minnows Registrar, handicapper, Water Safety Delegate and Surf Club

Delegate. The President of the Surf Club is automatically President of the Minnows.

- (c) The Minnows Committee shall meet at least once a month between September and April. Six (6) shall constitute a Quorum.
- (d) The Agenda and Rules of debate shall be the same as the Club's.
 - (A) The Annual General Meeting (AGM) of the Minnows shall be held at a time set by the Committee after the end of the season, but no later than 30th April. Eligibility to vote at this meeting is by parents of a financial member of the Minnows from the preceding year, as laid down previously. If the case arises that parents have more than one child member they shall be eligible to one vote only each.
 - (B) A quorum of ten (10) is required to commence an AGM.
 - (C) The Agenda and business of the AGM shall be the same as the Club.
 - (D) An AGM by voting by way of a simple majority may allow other interested adults to stand for any position excepting Captain or Vice Captain.
 - (E) The election of Sub-Committee Members shall proceed by accepting nominations from the floor as long as the nominee is present to accept the nomination. A person who is nominated and is not present may advise of their willingness to stand in writing to be tendered at the AGM.
 - (F) If a ballot has to take place it shall be secret and the winner awarded on a simple majority.
 - (G) If any position is left vacant the Minnows Committee may fill that position at its subsequent committee meetings.

B7.8 Sub-Committee Members

- (a) The Sub-Committee Members of the Minnows Committee shall be responsible to the Club for the conduct of the Minnows. The Minnows Committee in its discretion may co-opt additional adults to assist Sub-Committee Members in the performance of their tasks. The committee may also give additional responsibilities to its Sub-Committee Members as required.
- (b) The responsibilities of each Sub-Committee Member includes:
 - (A) **Deputy President – Minnows:** shall chair meeting and co-ordinate all activities regarding the Minnows. They will be responsible for the day to day matters of the Club.
 - (B) **Vice Captain:** shall assist the Captain in the performance of his duties.
 - (C) **Secretary:** shall be responsible for the custody of all relevant books and documents. They shall convene and take minutes at all meetings, and send notices regarding meetings. They shall prepare the annual report on the activities of the club for presentation.

- (D) **Registrar:** shall keep and maintain the list of Minnows members and ensure that they are financial at the required time. They shall also assist the Secretary in the performance of their duties.
- (E) **Handicapper:** shall be responsible for the recording of placings and point scores and also for handicapping competitors according to ability and placings in the relevant races.
- (F) **Water Safety Coordinator:** shall organise and ensure that there is sufficient qualified water safety whilst the Minnows are in and around the water. They will also arrange for proficiency testing of water safety personnel.
- (G) **Treasurer:** shall collect and issue receipts for monies collected and present this money to the Club for receipt and banking. This person will also be responsible for keeping the books of Account of the Minnows.
- (H) **Gear Steward:** shall be responsible for the care and maintenance of all Minnows gear.
- (I) **Branch Delegate:** shall represent the Minnows at Junior Branch meeting and vote in accordance to the wishes of the Minnows and the Club.
- (J) **Minnows Delegate:** To be added in a future revision

B7.9 Badge of the Minnows

The Badge of the Minnows shall be

B7.10 Colours

The colours and cap of the Minnows will be the same as the Club's.

B7.11 Club Retains Ultimate Authority

The Club retains the right to override any action or decision taken by the Minnows Committee or individual Sub-Committee Member. These By-Laws can only be changed by the Management Committee.

B8. RECOGNITION

B8.1 General

- (a) The Club may in its absolute discretion confer awards upon Members subject to these By-Laws in respect of:
 - (A) Annual Recognition Awards;
 - (B) Club Patrol Service Awards;
 - (C) Special Recognition Awards;
 - (D) SLS Recognition Awards; and
 - (E) [Affiliated Subsidiary Club Recognition Awards].
- (b) Nominations for the above awards will be facilitated through the Honours Committee under the direction and approval of Management Committee and where relevant (and subject to (c) below) will be determined at the April meeting of the Management Committee in the season in which the award is to be bestowed.
- (c) Annual Recognition Awards, Club Patrol Service Awards and other annual awards will be determined by a simple vote of the Management Committee.
- (d) SLS Recognition Award nominations and those bestowed by [subsidiary clubs] will be approved and/or endorsed by the Management Committee by simple majority.
- (e) Life Membership and "1907" Foundation Medallion nominations endorsed to proceed to an Annual General Meeting will be by way of a 75% majority of the Management Committee.

B8.2 Nominations

Nomination for any award is:

- (a) to be in writing and to be submitted by a proposer;
- (b) directed to the Secretary or Delegate;
- (c) must be submitted at least 7 days prior to the relevant Management Committee meeting; and
- (d) for the purposes of service identification, a season will generally be from July through to June of the current season.

B8.3 Annual Recognition Awards

The Management Committee may in its absolute discretion, and subject to any recommendation from any standing or special purpose committee, each year and at the end of each surf lifesaving season honour certain Members with an annual award. Those awards, the requirements for consideration and the nomination process are subject to the descriptions below and can only be changed by an ordinary resolution at an Annual General Meeting of the Club. The Annual Recognition Awards include the following:

- (a) **Honour Blazer:** is an award that may be awarded each year to an Active, Reserve Active or Long Service Member who, in the opinion of

the majority of the Management Committee, has rendered outstanding service to the Club in that particular year. No Member can win the Blazer twice. The Blazer will have embroidered, in addition to the Official Badge, a five-pointed gold star and the date of the season for which it was awarded and the name recorded on the Efficiency Tablet. The Management Committee in its discretion may decide not to award the Honour Blazer if it is determined that no Member has met the criteria.

- (b) **Associate Award:** is an award may be given each year to an Associate Member who, in the opinion of the Management Committee, has rendered outstanding service to the Club in that particular year. No Member can win this award twice.
- (c) **Most Improved Cadet:** is an award is given to the Cadet who shows improvement during the season or from last Season to this one.
- (d) **Most Outstanding Cadet:** is an award that may be bestowed by the Committee to a Cadet Member who has been outstanding in all facets of club life over the course of that particular season.
- (e) **Cadet Patrol Services Award:** is an award may be bestowed by the Committee to recognise a Cadet Member who displays excellent skill and dedication with specific reference to lifesaving duties.
- (f) **Most Improved Junior:** is and award is bestowed to the Junior Member who shows improvement during the course of the Season or from last Season to this Season. This award is in memory of Rod 'Hungry' Miller, Life Member, past President, competitor and active Member for over 40 years.
- (g) **Most Outstanding Junior:** is an award bestowed to the Junior Member who has been outstanding in all facets of Club life over the course of the Season. This award is in memory of Col and Jack Scott, Life Members, competitors and active life savers for over 110 years combined and continued service to the Club.
- (h) **Junior Patrol Services Award:** may be awarded by the Management Committee to recognize a Junior Member who displays excellent skill and dedication with specific reference to lifesaving duties.
- (i) **Patrol Person of the Year:** this award is to recognise the achievements of the Club's patrolling lifesavers. It is awarded annually to the Club Member who has completed 100% Patrol Efficiency, demonstrated a proficiency in Lifesaving skills via a series of tests and shown a commitment to the Club.

This award was first contested in 1976 and is run annually and is bestowed to the person who is the Club's most knowledgeable and prestigious lifesaver. The Member with the highest accumulated score will be declared the winner and have their name etched into history on the Patrol Person of the Year honour board.

The contest format includes the following:

- (A) Multiple choice and Q&A (on history of the Club, culture of the Club, competition & lifesaving);
- (B) Rescue scenario interview with the panel; and
- (C) Run/swim/run (200m/200m/200m).

To participate in contesting this award you must have completed a minimum of 1 full season, be a Bronze Medallion holder and you must have achieved 100% Patrol Attendance the relevant season.

- (j) **Patrol of the Year:** this award is contested annually and is the highest team Lifesaving award presented to the Coogee Patrol to recognise their outstanding contribution throughout the lifesaving season. Part of the evaluation criteria requires all patrols to compete in the patrol competition. Each Patrol must field a team which is made up of the Patrol Captain, 3 x Senior Members and 3 x Junior Members.

The Patrol Competition format includes the following:

- (A) all Members (including Patrol Captains) will complete a standard Run/Swim/Run;
- (B) patrols will then be split in two groups: Swimmer, tube rescuer & board rescuer; and
- (C) two person CPR & multiple choice questions.
- (k) **Singer Neo Rookie of the Year:** is an award dedicated to the memory of two youthful Club Members who lost their life in the Bali bombings. It is award to an active lifesaver, a person who in their first season shows passion, dedication and service in some or all aspects of the Club and surf lifesaving. The award will be decided by nomination from the membership.

B8.4 Club Patrol Service Awards

The Club Patrol Service Awards include the following awards:

- (a) **5 Year 100% Patrol attendance:** This award is bestowed to Active, Members who have completed 5 years 100% patrol attendance as either rostered or specials patrols at Coogee or an approved support operations group as evidenced by annual reports and documented patrolling history. The Club Registrar will document and submit the list of recipients for approval by the Lifesaving Committee after the end of the patrolling season.
- (b) **10, 15, 20, 25-year 100% Attendance:** This award is presented to Active, Members who have completed 10 years 100% Patrol attendance as either rostered or specials patrols in the front line at Coogee or an approved support operations group as evidenced and documented by the Registrar and presented to the Lifesaving Committee for approval.
- (c) Other SLS patrol service awards will be approved to ensure they conform to relevant SLSA guidelines and policies.

B8.5 Special Recognition Awards

- (a) The Club may also honour certain Members from time to time with Special Recognition Awards. Special Recognition Awards will be approved by the Members at a General Meeting of the Club. These awards comprise of:
- (A) **"1907" Foundation Medallion:** This award may be given each year to a Member or Members who, in the opinion of the majority of the Management Committee, has performed sustained and distinguished service to the Club over more than one season. A member who has been awarded the

"1907" Foundation Medallion will receive a medallion bearing the marks "1907:CSLSC" and a Club Blazer that will have in addition to the Official Badge, the year "1907" emblazoned along the bottom. Nominations for the "1907" Foundation Medallion must be approved by the Management Committee and determined by **simple** majority at an Annual General Meeting of the Club.

(B) **Life Membership:** Subject to the Constitution, the Management Committee at an Annual General Meeting may vote to award Life Membership to a member for conspicuous and sustained voluntary service to the Club and to Surf Life Saving generally in some or all of its areas. If a member is awarded with Life Membership in accordance with the Policies and Procedures of the Club, the Member will also be awarded the life members pin and club blazer if the recipient requires one. Nominations for Life Membership must be approved by the Management Committee and determined by a **75 percent** majority at an Annual General Meeting of the Club.

(b) All nominations for the "1907" Foundation Medallion and for Life Membership will:

- (A) be presented to the Secretary in writing signed by a proposer and seconder 7 days prior to the Management Committee meeting that it will be considered;
- (B) nominate the recognition being sought for a Member and detailing the distinguished, sustained and conspicuous service as appropriate in relation to the award;
- (C) nominations for Life Membership must detail the distinguished nature of the service both to the Club and to surf lifesaving as well as the sustained nature of the service to be considered;
- (D) the Management Committee will determine the worthiness of the nomination for these recognition awards by a 75% majority and by secret ballot. Once approved, these awards will be included into the business of the next Annual General Meeting; and
- (E) in the event that a nomination for Life Membership is rejected, the management committee at its discretion will consider the nomination for a "1907" Foundation Medallion in its place.

B8.6 SLS Recognition and Affiliated Subsidiary Club Recognition Awards

- (a) The Management Committee will approve and/or endorse all other recognition awards prior to their submission or being bestowed, relating to all levels of the organisation including:
 - (A) SLS Membership service awards such as 25 year, 50 year or other service;
 - (B) SLS Patrol service awards;
 - (C) SLS Officials, Coached, Trainer or Assessor service awards;

- (D) SLS Volunteer, Coach, Lifesaver, Administrator or any other SLS recognition award;
 - (E) Hall of Fame nomination;
 - (F) Australian Honour where appropriate; and
 - (G) Any life membership of an affiliated or subsidiary club.
- (b) This recognition will be approved or endorsed by a simple majority of the management committee.

B8.7 Calculation of Membership Service and Patrol Service

- (a) Continuity of Membership for the purpose of membership service calculation may include patrol service at the Club or at any other affiliated surf lifesaving club. Those who have had Membership cancelled, been expelled or have resigned from the Club will lose continuity of service for the purposes of service calculation. Membership service calculations may take into account any periods of approved leave from membership as approved by the Management Committee. A Member can leave for five (5) years and rejoin in the same category they last served.
- (b) Patrol service calculation shall be calculated:
- (A) Relating to specific Membership categories and is based upon any Management Committee approved patrolling, front line, or lifesaving service activity. It does not relate to any incidental education, event water safety, administrative or other non-patrolling activity. Patrol Service should take into account any periods of approved leave as approved by the Management Committee.
 - (B) For the purposes of patrol service years calculation, it shall mean the member shall have completed all required patrol service activities and hours as a bronze medallion holder, general member performing water safety for Minnows or award member on patrol with the hours as determined annually by the lifesaving committee.
 - (C) Patrol service calculations do not include those seasons where a member was a SRC award holder.

B8.8 Membership Sub-Categories

As outlined in the Constitution, membership is now split broadly into five (5) categories, being Junior, Active, Community, Associate and Honorary/Service, including Life. These primary categories include the following sub-membership:

- (a) **Active Reserve Membership:** This Membership is granted, upon written application by the member, to those members who fulfil a total of:
- (A) eight years of 100% active patrolling service as per Rule B4.6; or
 - (B) cumulative patrol hours equivalent to 100% active patrol service over at least 8 seasons.
- An active reserve member must remain proficient in their base award and fulfil the annual patrol requirements as required in Rule 4.14(d).
- (b) **Active (18 years and over):** This is a member who is over the age of 18 years old, holds a proficient Bronze Medallion and who performs all required lifesaving activities such as skills maintenance, patrols and other activities as determined by the committee.

- (c) **Active (15 to 18 years):** This is a member who holds a proficient Bronze Medallion and is aged between 15 and 17 years of age. Once an Active (15 to 18 years) member attains the age of 18, they shall be moved to the Active (18 years and over) category automatically.
- (d) **Active Cadet (13 to 15):** This is a proficient SRC holder who is aged between 13 and 15 and is performing patrol duties as determined by the committee. Once a member in the Cadet category reaches the age of 15, they shall attain the Bronze Medallion as soon as practicable.
- (e) **Award Member:** This is a member who holds a proficient SLS award such as First Aid, Advanced Resuscitation, Spinal Management, Beach Management or any other approved Lifesaving award and performs patrolling duties. Award member applications must be approved by the management committee prior to being placed in this category.
- (f) **Past Active Member:** This is a person who has previously completed at least three years of patrolling service but is no longer a proficient lifesaver. Entry into this category must be approved by the management committee prior to placement in this category.
- (g) **Junior Activity Member (5-13):** This is a member who is aged between 5 years on 13 years old at midnight 30th September of that season. A junior Activity member must join the Coogee Minnows JSLSC and undertake all skills evaluation and surf education activities as determined by SLS. Membership applications for Junior Activities shall be approved by the Coogee Minnows committee.
- (h) **Community Member:** This is a category available to people who want to become a member but who do not want to commit to any club activities. The management committee must approve any person applying for this membership category. Community members are not permitted to use the facilities, vote at general meetings or are covered by any insurances.
- (i) **Probationary Member:** This is a person who has applied for a membership in any category and has not as yet been approved by the management committee as well as fulfilled any requirement of their potential membership category. Probationary members who are not as yet approved by the management committee cannot use the facilities or participate in any activities until approved (or rejected).
- (j) **Long Service Membership:** This is granted, upon written application by the member, to a patrolling member who has attained a minimum of:
- (A) ten seasons of 100% active patrol service as per Rule B4.6;
 - (B) cumulative patrol hours equivalent to 100% active patrol service over at least 10 seasons;
 - (C) eight seasons of 100% active patrol service and either:
 - 4 years reserve active service of 50% hours as per Rule B4.6, or
 - 2 years reserve active service attaining 100% active patrol service; or
 - (D) the equivalent Long Service Membership status at another SLSA affiliated club.

B9. POSITION DESCRIPTIONS

All Position Descriptions detailed here-under should be read in conjunction with the Constitution of Coogee Surf Life Saving Club Incorporated (Part A) for context references.

Management Committee

As per **Rule A18** of the Constitution, the Management Committee shall comprise the following Elected Officer positions, each one of whom will hold one vote at any Management Committee meeting.

B9.1 President

ROLE TYPE [Rule A13]:	Elected Officer	
COMMITTEE MEMBERSHIP:	(Standing Committee) Management Committee (Chair) Executive Committee (Chair)	(Sub Committee) Foundation Sub Committee (Chair, which can be delegated)
NECESSARY PREREQUISITES [Rule A24]:	Nil	
PREFERRED PRE-REQUISITES:	<ul style="list-style-type: none"> ▪ Any candidate has served previously as Vice President ▪ Any candidate has previous experience serving on the Executive Committee ▪ Any candidate has experience on serving on the Management Committee in any Elected Officer role ▪ Any candidate shall have experience serving on any other Committee or Sub Committee in an Elected Officer or Appointed Advisor role ▪ Any candidate shall have a length of service in Club of at least ten (10) years ▪ Any candidate shall have a good knowledge of the overall operations of the Club 	
JOB DESCRIPTION:	<ul style="list-style-type: none"> ▪ The President shall administer and have overall responsibility for all affairs of the Club and shall be the chair of all meetings appertaining to the administration and wellbeing of the Club. ▪ The President shall act as the face of the Club to the broader community ▪ The President shall look after the interests of all members, including all Elected Officers, Appointed Advisors, Employed Staff ▪ The President shall look after the Elected Officer and Approved Advisor committee ▪ The President shall have overall responsibility to coordinate the operations of the Club ▪ The President shall represent the Club in District, Branch, State and National matters ▪ The President shall have responsibility to facilitate discussion and connect all areas of the Club 	

	<ul style="list-style-type: none"> ▪ The President shall attend, at their discretion, any Committee or Sub Committee of the Club ▪ The President will chair Management Committee ▪ The President will chair Executive Committee ▪ The President will chair Foundation Sub Committee ▪ The President will choose the Members of the Foundation Sub Committee, in consultation with the Treasurer ▪ The President will work with the Chair of each Sub Committee to decide the composition of each Sub Committee ▪ The President will act as President of the Coogee Penguins Winter Swimming Club, but is not bound to attend Committee Meetings of said group. ▪ The President will ensure compliance with the Club Constitution ▪ The President will act as caretaker for the Purpose, Values and Objects of the Club ▪ The President will work with the Compliance and Public Officer in relation to the legislative requirements of Club ▪ A13.4 (g): The President is entitled to act as Manager Once Removed for the purposes of this rule ▪ A26.2: The President is entitled to convene a Special General Meeting of the Club in accordance with Policies Procedures of the Club ▪ A28.2: Subject to A23.2 (a) The President will chair the AGM ▪ And, will act generally as an executive officer of the Club
REPORTS TO:	<ul style="list-style-type: none"> ▪ Management Committee
ADDITIONAL INFORMATION:	<ul style="list-style-type: none"> ▪ No set or specific length of term but any candidate should consider a commitment of three years ▪ During term of the President office should draft and implement a succession plan
KEY RESPONSIBILITIES & ACCOUNTABILITIES:	<ul style="list-style-type: none"> ▪ Has overall responsibilities for all areas of the club ▪ Is accountable to the whole membership ▪ Responsible for financial well-being of the Club, in consultation with Treasurer and the Finance and Compliance Committee ▪ Is the main outward looking face of the club in a community setting
KEY DELIVERABLES:	<ul style="list-style-type: none"> • Provide a written report to the monthly Management Meetings. • Provide a detailed report of the Clubs activities for the season to be included in the Annual Report. • Provide a comprehensive written report of activities to SLS Sydney for the Branch Annual Report.

B9.2 Vice President

ROLE TYPE [Rule A13]:	Elected Officer	
COMMITTEE MEMBERSHIP:	(Standing Committee) Management Committee Executive Committee	(Sub Committee) Member Services Sub-Committee (Chair)
NECESSARY PREREQUISITES [Rule A24]:	Nil	
PREFERRED PRE-REQUISITES:	<ul style="list-style-type: none"> ▪ Any candidate to the role has served previously on the Management Committee as an Elected Officer ▪ Any candidate to the role has served previously on the Executive Committee ▪ Any candidate to the role has been a Member of the Club for a minimum period of five years 	
JOB DESCRIPTION:	<ul style="list-style-type: none"> ▪ The Vice President shall assist the President in all of the President’s duties, subject to delegation, and in the President’s, absence shall have like duties, powers and authority of the President ▪ This position is, generally, without specific portfolio, except the Vice President will act as Chair of the Membership Services Sub Committee ▪ The Vice President will liaise with the President and the Management Committee in relation to determining the composition of the Membership Services Sub Committee ▪ A13.4 Employed Staff (g): The Vice President is a Manager Once Removed for the purposes of Rule A13.4 ▪ And the Vice President, will act generally as an Executive Officer of the Club 	
REPORTS TO:	<ul style="list-style-type: none"> ▪ Management Committee ▪ The President 	
ADDITIONAL INFORMATION:	<ul style="list-style-type: none"> ▪ No set term of office but should consider a period of three years ▪ Should aspire to the President’s role, but again, not essential 	
KEY RESPONSIBILITIES & ACCOUNTABILITIES:	<ul style="list-style-type: none"> ▪ Operates with the specific delegated authority of the President, as direct from time to time and until such delegation is withdrawn by President ▪ The Vice President will make themselves available to act as delegate to the President for the purpose of attending Meetings, both internal Committees/Sub-Committees and external Meetings, as when and where required. ▪ Responsible for the coordination of all member services operations 	
KEY DELIVERABLES:	<ul style="list-style-type: none"> • Delivery of Member Services Sub-Committee Meeting Minutes to the monthly Management Committee Meetings. • Provide a written report to the monthly Management Meetings. 	

B9.3 Honorary Secretary

ROLE TYPE [Rule A13]:	Elected Officer	
COMMITTEE MEMBERSHIP:	(Standing Committee) Management Committee Executive Committee	(Sub Committee) Ex-Officio on all Committees
NECESSARY PREREQUISITES [Rule A24]:	Nil	
PREFERRED PRE-REQUISITES:	<ul style="list-style-type: none"> ▪ Any candidate to the role has previously served on the Management Committee as an Elected Officer ▪ Any candidate to the role has been a Member of the Club for at least five (5) years ▪ Any candidate to the role has general administrative skills and familiarity with ‘back of house’ operations ▪ Any candidate to the role has some experience in relation to the running of meetings and the taking of minutes ▪ Any candidate to the role has familiarity with communications and some financial skills 	
JOB DESCRIPTION:	<ul style="list-style-type: none"> ▪ The Secretary, in conduct of the office, shall, amongst other things carry out the following duties: <ul style="list-style-type: none"> ○ keep carefully all correspondence and books, vouchers, and other papers belonging to the Club or relating to the business of the Club; ○ convene all necessary meetings of: <ul style="list-style-type: none"> ▪ the Management Committee ▪ the Executive Committee ▪ all Sub Committees; ▪ all Annual General Meetings; ▪ all other special General and Committee Meetings. <p>and attend to the preparation and prescribed time of all requisite notices for these meetings</p> ▪ The Secretary shall attend or arrange by delegation for attendance at all meetings, as far as possible, of the Club and take minutes of the proceedings of that meeting ▪ The Secretary shall keep correct lists of different office-bearers, standing Committees and Sub Committees; and a register of all Members, as well as copies of all rules and By-Laws; such as documents to be available to Members of the Club ▪ The Secretary shall act generally as an Executive Officer of the Club ▪ The Secretary shall prepare and submit to the Club for its approval, a report of activities of the Club, at the end of each season and after approval to cause this report to be printed, together with the balance sheet and financial statement of the Club, and circularise to all Members ▪ The Secretary shall be an ex-officio Member of all Sub Committee’s ▪ Rule A9.5 (a): The Secretary is to coordinate applications for 	

	<p>Membership</p> <ul style="list-style-type: none"> ▪ Rule A9.6 (a): The Secretary is responsible for the process for renewal of Membership ▪ Rule A10.1 (a): The Secretary to keep and maintain a Register of Members ▪ Rule A10.2: The Secretary is responsible for noting changes to Member details in the Register ▪ Rule A10.4: The Secretary has sole responsibility in respect of use of and changes to Register ▪ Rule A11.1: The Secretary to receive any Notice of Resignation of any Member ▪ Rule 11.3: The Secretary is to liaise with any relevant Member in relation to ongoing Membership issues ▪ Rule 12 (c) (A): complaints under this rule to be made care of Secretary ▪ Rule A13.4: The Secretary has direct supervision and management of Employed Staff. The secretary in consultation with the Treasurer shall review remuneration and any contracts of employment. ▪ Rule A14.1: re any AGM, Secretary to call for nominations, provide details of relevant roles, approve form of any nomination and provide any AGM information to Members ▪ Rule A14.3: The Secretary responsible for calling for nominations, responsible for providing details of role description and responsible receiving such nominations ▪ Rule A14.4: The Secretary is responsible for the administration of certain ballot procedures under this role ▪ Rule A15.2: The Secretary may receive representations from members under this rule ▪ Rule A18.1 (b): The Secretary shall have the power to prescribe the form in relation to Membership, and to take application for Membership ▪ Rule A18.2 (d): The Secretary to coordinate reports to be submitted to the Management Committee ▪ Rule A19.2: The Secretary is to take the minutes of the Executive Committee ▪ Rule 25.3: The Secretary to issue certain Notices to Members ▪ Rule 26.1 (c): The Secretary to issue notice of AGM ▪ Rule A30.2 (b): The Secretary responsible in respect of management and use of funds of the Club ▪ The Secretary is to receive and disseminate all correspondence inwards and outwards on behalf of the Management Committee.
REPORTS TO:	<ul style="list-style-type: none"> ▪ Management Committee ▪ Executive Committee
ADDITIONAL INFORMATION:	<ul style="list-style-type: none"> ▪ Should have experience across several areas of the Club ▪ Should work closely with the President in relation to the day-to-day operations of the Club ▪ Should work closely with the Employed Staff of the Club on a twice weekly basis ▪ Should liaise with the Club Governors on regular basis in relation to the general affairs of the Club

	<ul style="list-style-type: none"> ▪ Should work closely, as and when required with the Compliance & Public Officer
KEY RESPONSIBILITIES & ACCOUNTABILITIES:	<ul style="list-style-type: none"> • To service and maintain accurate records of the Club. • Direct supervision and management of Employed Staff. • To prepare a succession plan to ensure that all Administrative related positions are filled annually.
KEY DELIVERABLES:	<ul style="list-style-type: none"> • Delivery of previous Management Committee Meeting Minutes to the monthly Management Committee Meetings. • Delivery of previous Executive Committee Meeting Minutes to the monthly Management Committee Meetings. • Provide a written report to the monthly Management Meetings. • Provide a detailed report of the Clubs activities for the season to be included in the Annual Report. • Present the Annual Report to the members at the Annual General Meeting.

B9.4 Honorary Treasurer

ROLE TYPE [Rule A13]:	Elected Officer	
COMMITTEE MEMBERSHIP:	(Standing Committee) Management Committee Executive Committee	(Sub Committee) Finance & Compliance Sub Committee
NECESSARY PREREQUISITES [Rule A24]:	<ul style="list-style-type: none"> ▪ Any candidate to the role shall have a background involving finance and financial accounting software (MYOB Accounting). ▪ Any candidate to the role shall have experience in ledger and Profit & Loss matters ▪ Any candidate to the role shall have a background in Finance/Financial record keeping ▪ Any candidate to the role shall be 'Financially literate' 	
PREFERRED PRE-REQUISITES:	<ul style="list-style-type: none"> ▪ Any candidate to the role shall have an ability to work closely with Club Auditor ▪ Any candidate to the role shall have knowledge of the overall operations of the Club ▪ Any candidate to the role shall have a length of service in the Club of at least five (5) years 	
JOB DESCRIPTION:	<ul style="list-style-type: none"> ▪ The Treasurer shall keep such books and papers relating to finances of the Club as the Management Committee may from time to time direct ▪ The Treasurer shall keep correct accounts and books showing the financial affairs of the Club ▪ The Treasurer shall, at each meeting of the Management Committee, present a statement of the Club's financial position for the past month with a comparison against budget and a year-to-date balance sheet ▪ The Treasurer shall pay without delay of the credit of the Club's account in such a bank or banks as the Management Committee may from time to time determine, all moneys received, and promptly issue receipts for all money received ▪ The Treasurer shall draw all cheques and approve all electronic funds transfer payments on behalf of the Club ▪ The Treasurer shall prepare the annual balance sheet and financial statement of the Club, and submit it to the Management Committee for its approval and subsequently to have same examined and certified as correct by the Club's Auditor and then to present same to the Annual General Meeting ▪ The Treasurer shall chair the Finance & Compliance Sub Committee ▪ The Treasurer shall produce to the Auditor at all times the Club Books of Account, bank books, and vouchers, and generally assist the Auditor in the audit of the accounts ▪ The Treasurer shall immediately report to the Management Committee any Member whose subscriptions or other dues are in arrears ▪ The Treasurer shall prepare the annual budget in February for presentation to the March Management Committee meeting ▪ The Treasurer shall prepare annually an inventory of all Club 	

	<p>furniture, fixtures, trophies and chattels generally</p> <ul style="list-style-type: none"> ▪ The Treasurer shall carry out such other duties as the Management Committee may from time to time direct ▪ The Treasurer shall Chair the Finance & Compliance Sub Committee ▪ The Treasurer will allow delegation of duties to the Assistant Treasurer when are where required. ▪ Rule A9.1 Treasurer shall be significantly involved in advising the Management Committee in any calculation of the Annual Subscription and any fee and levy ▪ Rule A13.4 (d) The Treasurer shall consult with the Secretary in matters concerning Employed Staff ▪ Rule A23.1 the Treasurer shall work with the Management Committee to determine the composition of the finance and compliance sub committee ▪ Rule A30 the Treasurer will take reasonability to ensure compliance with rules relating to source of Funds, management and use of funds of the Club: and the keeping of financial records ▪ Rule A31 the Treasurer shall take responsibility for the Rules of the Club in relation to the accounts of the Club ▪ The Treasurer will liaise closely with the Functions Manager with respect to the Functions Operations of the Club. ▪ The Treasurer will liaise with all Directors of the Club with respect to the formulation and agreement to Annual Budgets and proposed expenditures. ▪ And, will act generally as an Executive Officer of the Club
REPORTS TO:	<ul style="list-style-type: none"> ▪ Management Committee ▪ Executive Committee
ADDITIONAL INFORMATION:	<ul style="list-style-type: none"> ▪ The Treasurer will liaise with the President and the Executive generally in relation to the day-to-day financial operations of the Club ▪ The Treasurer will work closely, as and when necessary, with the Compliance & Public Officer in relation to regulatory matters
KEY RESPONSIBILITIES & ACCOUNTABILITIES:	<ul style="list-style-type: none"> • Ensure the ongoing viability of the Club, and maintain fiscal responsibility across all areas of the Club operations. • To prepare a succession plan to ensure that all Financial related positions are filled annually.
KEY DELIVERABLES:	<ul style="list-style-type: none"> • Delivery of Finance Sub-Committee Meeting Minutes to the monthly Management Committee Meetings. • Provide a written report to the monthly Management Meetings. • Prepare a written Profit & Loss statement for the appropriate areas of the Club Operations to the monthly Management Meetings. • Provide a detailed report of activities for the Annual Report. • Present the Annual Income and Expenditure Report to the members at the Annual General Meeting.

B9.5 Club Captain

ROLE TYPE [Rule A13]:	Elected Officer	
COMMITTEE MEMBERSHIP:	(Standing Committee) Management Committee Executive Committee Life Saving Committee	(Sub Committee) Member Services Sub-Committee Honours Sub-Committee
NECESSARY PREREQUISITES [Rule A24]:	<ul style="list-style-type: none"> ▪ Bronze Medallion ▪ Silver Medallion Beach Management 	
PREFERRED PRE-REQUISITES:	<ul style="list-style-type: none"> ▪ Any relevant SLSC special awards ▪ Any candidate that has served previously in the role of Club Vice Captain. ▪ Any candidate to the role has experience in patrol leadership, preferably in the role of Patrol Captain or Vice-Captain. ▪ Any candidate to the role has experience sitting on the Life Saving Committee as an Elected Officer ▪ Any candidate to the role has experience in Education development and training ▪ Any candidate to the role has experience in liaising with District, Branch, Special Operations and Randwick City Life Guards ▪ Any candidate to the role shall have at least five (5) years of service in the Club 	
JOB DESCRIPTION:	<ul style="list-style-type: none"> ▪ The Club Captain shall be responsible for the general conduct and discipline of Members during lifesaving activities including Competition and Education ▪ The Club Captain shall, subject to approval of the Management Committee, have power to refuse the use of any Club property to any Member as they shall see fit ▪ The Club Captain shall act as Chair of the Life Saving Committee and arrange for the minutes of the Life Saving Committee to be taken ▪ The Club Captain shall prior to the commencement of each season, with the assistance of the Registrar, compile a roster of Members, patrol captains and vice captains and their patrol duties in the ensuing season and submit the same to the Lifesaving Committee and Management Committee for approval ▪ The Club Captain shall be responsible for Active Members proficiency tests and the notation of the same in the appropriate association log or records. ▪ The Club Captain shall carry out such other duties as the Management Committee shall from time to time direct ▪ The Club Captain will allow delegation of duties to the Club Vice Captain when and where required. ▪ The Club Captain shall regularly liaise with District, Branch, Special Operations and Randwick City Life Guards. ▪ The Club Captain will make themselves available to attend District Meetings as delegate to the President when and where 	

	<p>required.</p> <ul style="list-style-type: none"> ▪ The Club Captain shall be ex-officio on promotions and sponsorship, recruitment and competition committees ▪ Rule A8.3 (d) The Club Captain shall be responsible for any application by any Member seeking leave from the Club ▪ The Club Captain shall be responsible for any application by any Member seeking Special Patrols from the Club. ▪ The Club Captain shall be responsible for administrating and ensuring compliance with Rule B4 of Part B of the Constitution. ▪ The Club Captain shall maintain an oversight of the overall management and planning of Education activities.
REPORTS TO:	<ul style="list-style-type: none"> ▪ Management Committee ▪ Executive Committee
ADDITIONAL INFORMATION:	<ul style="list-style-type: none"> ▪ The Club Captain shall will take overall responsibility for arranging, facilitating and coordinating all water safety operations in relation to all relevant Club events ▪ The Club Captain shall will have ultimate responsibility and, within the Club, final sign-off in relation to any and all risk management plans ▪ The Club Captain will liaise closely with all Club Directors with respect to their portfolios and Lifesaving and Education matters.
KEY RESPONSIBILITIES & ACCOUNTABILITIES:	<ul style="list-style-type: none"> • Work closely with all levels of SLSA, including National, State and Branch, with respect to all lifesaving related policies. ▪ To prepare a succession plan to ensure that all Lifesaving related positions are filled annually.
KEY DELIVERABLES:	<ul style="list-style-type: none"> • Complete the Annual Life Saving Agreement (LSA) on behalf of the Club. • Delivery of Lifesaving Meeting Minutes to the monthly Management Committee Meetings. • Provide a written report to the monthly Management Meetings. • Prepare an Annual Lifesaving Budget with assistance of the Treasurer (including any expected income and expenditure) for review and approval on or before the October Management Committee of each season. • Provide a detailed report of activities for the Annual Report.

B9.6 Governors (of which there shall be two)

ROLE TYPE [Rule A13]:	Elected Officer	
COMMITTEE MEMBERSHIP:	(Standing Committee) Management Committee	(Sub Committee)
NECESSARY PREREQUISITES [Rule A24]:	<ul style="list-style-type: none"> ▪ Must be a Life Member 	
PREFERRED PRE-REQUISITES:	<ul style="list-style-type: none"> ▪ Experience with positions on the Management Committee ▪ Experience with positions on the Executive Committee ▪ Solid ties with Members and local community 	
JOB DESCRIPTION:	<ul style="list-style-type: none"> ▪ There shall be two Governors ▪ The Governors shall be responsible for ensuring that those Club conventions, values, objects and traditions valued by the Members are honoured and respected ▪ The Governors shall seek to provide a level of institutional memory of the Club Executive and Management Committee during deliberations ▪ The Governors shall be responsible for promoting the involvement of Life Members, fifty (50) year Members, and Long Service Members in the activities of the Club ▪ The Governors shall be responsible for the mentoring of current and emerging leaders within the Club ▪ The Governors shall assist the Club Historian in the archiving of Club documents and the chronicling of Club history. ▪ The Governors shall assist in maintaining the Club's relationships with longstanding community stakeholders, especially local, State and Federal representatives ▪ The Governors shall provide the Club, and especially the Management Committee and also Executive Committee with an institutional history ▪ The Governors shall work closely with the Club Historian to ensure that there is proper recording of significant events in the Club's affairs ▪ The Governors shall provide overall guidance counsel to the President and all members of the Executive Committee and the Management Committee ▪ The Governors shall provide guidance and counsel to the Honours Committee, and especially the Recognition and Honours Coordinator in the completing of nominations for Club, Government, SLS and other awards and honours. ▪ The Governors shall provide close assistance to the Management Committee in relation to all aspects of the Club's involvement in ANZAC Day activities ▪ The Governors shall provide a line of communication and information to 50 Year Members on matters occurring within the Club, and ensures that there is one annual function for such members 	
REPORTS TO:	<ul style="list-style-type: none"> ▪ Management Committee 	
ADDITIONAL	<ul style="list-style-type: none"> ▪ Generally, holds this position without limitation as to term 	

INFORMATION:	
KEY RESPONSIBILITIES & ACCOUNTABILITIES:	<ul style="list-style-type: none"> ▪ The Governors shall be responsible for ensuring that those Club conventions, values, objects and traditions valued by the Members are honoured and respected
KEY DELIVERABLES:	<ul style="list-style-type: none"> • Nil

B9.7 Director of Minnows

ROLE TYPE [Rule A13]:	Elected Officer	
COMMITTEE MEMBERSHIP:	(Standing Committee) Management Committee Minnows Committee	(Sub Committee)
NECESSARY PREREQUISITES [Rule A24]:	<ul style="list-style-type: none"> ▪ Any candidate to the position shall hold an Age Managers award 	
PREFERRED PRE-REQUISITES:	<ul style="list-style-type: none"> ▪ Preferably has served as Deputy Director of Minnows ▪ Experience on the Minnows Committee either as Elected Officer or Appointed Advisor ▪ Experience with Minnows activities generally (eg has acted as an Age Manager etc) ▪ Preferably has progressed through the Minnows Committee over time 	
JOB DESCRIPTION:	<ul style="list-style-type: none"> ▪ The Director of Minnows will have overall responsibility for the Club's Nippers program in all of its operations ▪ The Director of Minnows will act as Chair of the Club's Minnows Committee ▪ The Director of Minnows will be responsible for ensuring compliance by the Minnows area and Minnows Committee with all of the provisions of By-Law B7 of Part B of the Constitution ▪ The Director of Minnows shall be responsible for the overall coordination of the operation of all junior activities for the Club including surf education, competition, development and administration relating to junior activity Members ▪ The Director of Minnows shall be responsible for ensuring that the minutes of each meeting of Minnows Committee meeting will be reported back to the next immediate meeting of the Management Committee for consideration, review and approval ▪ The Director of Minnows shall be responsible for co-opting and appointing any Advisors or Members as are required from time to time to assist in the running Minnows Committee, as per Rule A22.2 	
REPORTS TO:	<ul style="list-style-type: none"> ▪ Management Committee ▪ Executive Committee ▪ Minnows Committee 	
ADDITIONAL INFORMATION:	<ul style="list-style-type: none"> ▪ The Director of Minnows will liaise with all relevant areas of the Club to support and promote the nippers' program ▪ The Director of Minnows will liaise with District, Branch and State in relation to all junior/nipper issues ▪ The Director of Minnows will work closely with the Sponsorship Committee in relation to Nippers sponsorship and fundraising issues to ensure consistency across the Club ▪ The Director of Minnows will work closely with the Club Captain in relation to all aspects of water safety during the running of any Minnows event 	

	<ul style="list-style-type: none"> ▪ The Director of Minnows will work closely with the Director of Competition in relation to all aspects of Minnows competition
KEY RESPONSIBILITIES & ACCOUNTABILITIES:	<ul style="list-style-type: none"> ▪ Work closely with all levels of SLSA, including National, State and Branch, with respect to all Junior Activity related policies. ▪ To prepare a succession plan to ensure that all Minnows related positions are filled annually. ▪ Be responsible for the safe and efficient operation of the Club's Minnows program
KEY DELIVERABLES:	<ul style="list-style-type: none"> • Delivery of Minnows Meeting Minutes to the monthly Management Committee Meetings. • Provide a written report to the monthly Management Meetings. • Provide a detailed report of activities for the Annual Report. • Provide a comprehensive written report of activities to SLS Sydney for the Branch Annual Report.

B9.8 Director of Competition

ROLE TYPE [Rule A13]:	Elected Officer	
COMMITTEE MEMBERSHIP:	(Standing Committee) Management Committee Competition Committee	(Sub Committee)
NECESSARY PREREQUISITES [Rule A24]:	<ul style="list-style-type: none"> ▪ Sound knowledge of Surf Lifesaving Competition, Carnivals and related procedures and policies. 	
PREFERRED PRE-REQUISITES:	<ul style="list-style-type: none"> ▪ Any candidate to the position has previously served as Assistant Competition Director ▪ Any candidate to the position has previously served on Competition Committee as either an Executive Officer or an Appointed Advisor ▪ Any candidate to the position has some experience in competing in Surf Sports for a Surf Lifesaving Club. 	
JOB DESCRIPTION:	<ul style="list-style-type: none"> ▪ The Director of Competition will: <ul style="list-style-type: none"> ○ be responsible for the conduct of intra Club events especially the weekly point score competitions and shall keep a correct record of all point score and championship events which shall be regularly displayed on the notice board ○ be chairperson of the Competition Committee ○ be responsible to the Management Committee for the: <ul style="list-style-type: none"> ▪ organisation & conduct of competitors ▪ the entries of competitors to carnivals; and ▪ care of competition equipment ○ carry out such other duties as the Management Committee shall from time to time direct ▪ The Director of Competition will have overall responsibility for the management of all Surf Sports related activity in the Club including Surf Sports, competitors, officials and coaches ▪ The Director of Competition will have overall responsibility for the conduct of internal Club competition and Surf Sport events ▪ The Director of Competition will have overall responsibility for the care and maintenance of all equipment relating to Surf Sports ▪ The Director of Competition will have overall responsibility for ensuring that the minutes of each and every meeting of the Competition Committee meeting will be reported back to the next immediate meeting of the Management Committee for consideration, review and approval ▪ The Director of Competition will be responsible for ensuring that the Competition Committee comply with all the provisions of By-Law 5 of Part B of the Constitution. ▪ Liaise with other Directors as required with respect to sponsorships, youth activities, social events, expenditure approvals, publicity and communications. 	
REPORTS TO:	<ul style="list-style-type: none"> ▪ Management Committee ▪ Executive Committee 	

	<ul style="list-style-type: none"> ▪ Competition Committee
ADDITIONAL INFORMATION:	<ul style="list-style-type: none"> ▪ The Director of Competition will liaise with the Club Captain in relation to water safety at all competition events ▪ The Director of Competition will liaise with the Director of Minnows and the Director of Youth Services in relation to competition matters in these areas
KEY RESPONSIBILITIES & ACCOUNTABILITIES:	<ul style="list-style-type: none"> • Work closely with all levels of SLSA, including National, State and Branch, with respect to all competition related policies. ▪ To prepare a succession plan to ensure that all Competition related positions are filled annually.
KEY DELIVERABLES:	<ul style="list-style-type: none"> • Delivery of Competition Meeting Minutes to the monthly Management Committee Meetings. • Provide a written report to the monthly Management Meetings. • Prepare an Annual Competition Budget with assistance of the Treasurer (including any expected income and expenditure) for review and approval on or before the October Management Committee of each season. • Provide a detailed report of activities for the Annual Report.

B9.9 Director of Fundraising and Sponsorship

ROLE TYPE [Rule A13]:	Elected Officer	
COMMITTEE MEMBERSHIP:	(Standing Committee) Management Committee	(Sub Committee) Sponsorship Sub Committee Foundation Sub Committee
NECESSARY PREREQUISITES [Rule A24]:	<ul style="list-style-type: none"> ▪ Nil 	
PREFERRED PRE-REQUISITES:	<ul style="list-style-type: none"> ▪ Any candidate to the position has experience serving on Sponsorship Sub Committee and in supporting previous Director of Fundraising and Sponsorship ▪ Any candidate to the position has basic finance skills ▪ Any candidate has basic marketing and negotiation skills ▪ Any candidate to the position has basic social media communication skills 	
JOB DESCRIPTION:	<ul style="list-style-type: none"> ▪ The Director of Fundraising and Sponsorship shall be responsible for the development and implementation of the Club's annual sponsorship campaign ▪ The Director of Fundraising and Sponsorship shall be responsible for maintaining relationships with the Club's existing sponsors throughout the year ▪ The Director of Fundraising and Sponsorship shall be responsible for acting as Chair of the Club's Sponsorship Sub Committee ▪ The Director of Fundraising and Sponsorship shall be responsible for chairing the Sponsorship Sub Committee, who's role is to coordinate Sponsorships within the Club ▪ The Director of Fundraising and Sponsorship will liaise with all areas of the Club to understand and to work with them in relation to all sponsorship issues, with particular regard to the Minnows Committee, the Competition Committee and any other committee or sub-committee that has significant sponsorship opportunities and requirements ▪ Responsible for negotiation and preparation of Sponsorship Agreements when directed by the Management Committee. ▪ Liaise closely with the Treasurer with respect to the preparation of invoices to engaged sponsors. ▪ Liaise with the Executive with respect to any Sponsorship conflicts of interest or sponsor complaints. 	
REPORTS TO:	<ul style="list-style-type: none"> ▪ Management Committee ▪ Executive Committee 	
ADDITIONAL INFORMATION:	<ul style="list-style-type: none"> ▪ The Director of Fundraising and Sponsorship will liaise with Treasurer in relation to revenue and finance issues, including invoicing of Club sponsors and their timing. ▪ The Director of Fundraising and Sponsorship will work with the Licensee in relation to the Club special relationship with the Coogee Bay Hotel ▪ Communication with Sponsors as necessary to ensure long-standing relationships remain strong. 	

KEY RESPONSIBILITIES & ACCOUNTABILITIES:	<ul style="list-style-type: none"> ▪ Plan and organise the Annual Sponsors function. ▪ Maintaining existing sponsors and relationships ▪ Manage and renew sponsorship agreements ▪ Communications and negotiations with sponsors
KEY DELIVERABLES:	<ul style="list-style-type: none"> ▪ Provide a written report to the monthly Management Meetings. ▪ Preparation and delivery of new and renewed sponsorship agreements. ▪ Maintain a register of existing and previous Sponsors and their agreement terms. • Provide a detailed report of activities for the Annual Report.

B9.10 Director of Social Events

ROLE TYPE [Rule A13]:	Elected Officer	
COMMITTEE MEMBERSHIP:	(Standing Committee) Management Committee	(Sub Committee) Sponsorship Sub Committee Any Sub Committee established in relation to specific events of the Club
NECESSARY PREREQUISITES [Rule A24]:	<ul style="list-style-type: none"> ▪ Nil 	
PREFERRED PRE-REQUISITES:	<ul style="list-style-type: none"> ▪ Any candidate to the position should have a minimum length of service in the Club of at least three (3) seasons ▪ Any candidate to the position should have knowledge of all areas of the Club 	
JOB DESCRIPTION:	<ul style="list-style-type: none"> ▪ The Director of Social Events shall be responsible for the planning, preparation and conduct of all social events in the Club ▪ The Director of Social Events shall be responsible for ensuring that there are a suitable number of events over the course of any season to meet the expectations of Members and all relevant Committees and Sub Committees of the Club ▪ The Director of Social Events shall liaise with the Chair of, at least, the Sponsorship Committee, the Blueys Sub Committee and the Competition Committee in relation to events to be held over the course of any season ▪ The Director of Social Events shall be responsible for supervising and monitoring compliance with any budget set in relation to any social event held during the course of the season and will, in particular, work closely with the Treasurer of the Club in this regard ▪ Overall, the Director of Social Events shall be responsible for facilitating an atmosphere of camaraderie in the Club and work to bring all Members of the Club together to align with the Club's Values 	
REPORTS TO:	<ul style="list-style-type: none"> ▪ Management Committee ▪ Executive Committee 	
ADDITIONAL INFORMATION:	<ul style="list-style-type: none"> ▪ The Director of Social Events will work closely with the Functions Manager and the Bar Licensee in relation to all relevant events in respect of the use of the Ocean Room 	
KEY RESPONSIBILITIES & ACCOUNTABILITIES:	<ul style="list-style-type: none"> ▪ Nil 	
KEY DELIVERABLES:	<ul style="list-style-type: none"> • Provide a written report to the monthly Management Meetings. • Prepare an Annual Social Calendar as far as practicable, for review and approval on or before the October Management Committee of each season. • Provide a detailed report of activities for the Annual Report. 	

B9.11 Director of Youth Services

ROLE TYPE [Rule A13]:	Elected Officer	
COMMITTEE MEMBERSHIP:	(Standing Committee) Management Committee	(Sub Committee) Blueys Sub Committee
NECESSARY PREREQUISITES [Rule A24]:	<ul style="list-style-type: none"> ▪ Nil 	
PREFERRED PRE-REQUISITES:	<ul style="list-style-type: none"> ▪ Experience working with or on Youth projects outside of SLSA environment. ▪ Any candidate to the position has previous experience on Minnows Committee, either as an Elected Officer or an Appointed Advisor ▪ Any candidate to the position has experience in Minnows activities generally ▪ Any candidate to the position holds an Aged Managers Award 	
JOB DESCRIPTION:	<ul style="list-style-type: none"> ▪ The Director of Youth Services shall be responsible for promoting the involvement of youth in the activities of the Club ▪ The Director of Youth Services shall be responsible for acting as Chair of Bluey's Sub Committee ▪ The Director of Youth Services shall be responsible for the skill development of juniors and cadets in both lifesaving and competition within the Club ▪ The Director of Youth Services shall be responsible for the recruitment of juniors and cadets ▪ The Director of Youth Services shall be responsible for the development and conduct of programs to junior and cadet participation within the Club ▪ The Director of Youth Services shall be responsible for the development of relationships the Club has with local schools and other relevant organisations ▪ Recording key statistics with respect to recruitment and retention of 13 to 18-year-old members. ▪ The Director of Youth Services shall be responsible for the transition of Minnows to the senior Club 	
REPORTS TO:	<ul style="list-style-type: none"> ▪ Management Committee ▪ Executive Committee 	
ADDITIONAL INFORMATION:	<ul style="list-style-type: none"> ▪ The Director of Youth Services will liaise with the Director of Minnows in relation to youth affairs generally ▪ The Director of Youth Services will liaise with the Director of Competition in relation to youth competition generally ▪ The Director of Youth Services will liaise with Social Director as required for Youth specific activities. 	
KEY RESPONSIBILITIES & ACCOUNTABILITIES:	<ul style="list-style-type: none"> • Work closely with all levels of SLSA, including National, State and Branch, with respect to all youth-related and policies. • To prepare a succession plan to ensure that all Youth related positions are filled annually. ▪ Work closely and liaise with the Child Protection Officer as and when required. 	

KEY DELIVERABLES:	<ul style="list-style-type: none">• Provide a written report to the monthly Management Meetings.• Prepare an Annual Youth Budget with assistance of the Treasurer (including any expected income and expenditure) for review and approval on or before the October Management Committee of each season.• Provide a detailed report of activities for the Annual Report.
--------------------------	---

B9.12 Director of Publicity, Marketing and Communications

ROLE TYPE [Rule A13]:	Elected Officer	
COMMITTEE MEMBERSHIP:	(Standing Committee) Management Committee	(Sub Committee) Member Services
NECESSARY PREREQUISITES [Rule A24]:	<ul style="list-style-type: none"> ▪ Nil 	
PREFERRED PRE-REQUISITES:	<ul style="list-style-type: none"> ▪ Any candidate to the position will have experience in dealing with all aspects of the media and in particular, local community press ▪ Any candidate to the position will have experience in and familiarity with basic media skills including writing copy, writing press releases and writing press announcements ▪ Any candidate to the position will have experience in an ability to deliver on fundamental AV skills ▪ Any candidate to the position will have experience in marketing, graphic design, layout, multimedia presentation ▪ Any candidate to the position will have experience and capabilities in managing and building a policy in social media communications ▪ Any candidate to the position will have experience in and capabilities in Web design ▪ Any candidate to the position will have experience in brand protection, brand exploitation ▪ Any candidate to the position will have basic information in respect of intellectual property matters 	
JOB DESCRIPTION:	<ul style="list-style-type: none"> ▪ The Director of Publicity, Marketing and Communications will be responsible for the efficient dissemination of Publicity for the Club and co-ordinate the Club newsletter ▪ The Director of Publicity, Marketing and Communications will be responsible for reporting monthly in writing to the Management Committee ▪ The Director of Publicity, Marketing and Communications will take overall responsibility for Members of the Club comply with the requirements Rule A37 	
REPORTS TO:	<ul style="list-style-type: none"> ▪ Management Committee ▪ Executive Committee 	
ADDITIONAL INFORMATION:	<ul style="list-style-type: none"> ▪ The Director of Publicity, Marketing and Communications will work closely across all areas of the Club to provide assistance in relation to all external Club publicity and communications, including all forms of social media to promote Coogee SLSC. ▪ The Director of Publicity, Marketing and Communications will be responsible for issues in respect of brand protection and consistency across the lines of publicity marketing and communications. ▪ Work with Director of Sponsorship to promote all sponsors of the Club. ▪ Liaise with all Directors of the Club to assist in the promotion of all areas of the Club during the course of the season. 	

KEY RESPONSIBILITIES & ACCOUNTABILITIES:	<ul style="list-style-type: none"> ● Work closely with all levels of SLSA, including National, State and Branch, with respect to all communications and policies. ▪ Manage all forms of social media regularly with respect to negative or offensive content that may bring the Club into disrepute.
KEY DELIVERABLES:	<ul style="list-style-type: none"> ● Social Media Guidelines ● Branding Guidelines ● Provide a written report to the monthly Management Meetings.

B9.13 Compliance and Public Officer

ROLE TYPE [Rule A13]:	Elected Officer	
COMMITTEE MEMBERSHIP:	(Standing Committee) Management Committee	(Sub Committee) Rules Review Sub Committee
NECESSARY PREREQUISITES [Rule A24]:	<ul style="list-style-type: none"> ▪ Nil 	
PREFERRED PRE-REQUISITES:	<ul style="list-style-type: none"> ▪ Nil 	
JOB DESCRIPTION:	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure the Club is conducting its operations in compliances with all laws, regulations and SLSA policies; <input type="checkbox"/> Be responsible for developing a 'One Club' program designed to promote harmony within the Club and recognise the contributions of Club Members; <input type="checkbox"/> Be responsible for promoting the diversity of Members within the Club; and <input checked="" type="checkbox"/> Act as the Public Officer of the Club. 	
REPORTS TO:	<ul style="list-style-type: none"> ▪ Management Committee ▪ Executive Committee 	
ADDITIONAL INFORMATION:	<ul style="list-style-type: none"> ▪ Nil 	
KEY RESPONSIBILITIES & ACCOUNTABILITIES:	<ul style="list-style-type: none"> ▪ Nil 	
KEY DELIVERABLES:	<ul style="list-style-type: none"> • Any submissions required to meet the compliance laws, regulations and/or SLSA policies. 	

Advisors to the Management Committee

As per **Rule A18.2(c)** of the Constitution, the following Position Descriptions define the roles of each of the Advisors to the Management Committee.

B9.14 Assistant Secretary

The Assistant Secretary shall:

- (a) assist the Secretary in the discharge of his or her duties and in the absence of the Secretary shall have the like powers and authority;
- (b) keep the Members personal file, entering awards, office held, suspension etc;
- (c) take the minutes of the Lifesaving Committee; and
- (d) be responsible for the proper recording of memberships, both new and renewals and the membership listing.

B9.15 Assistant Treasurer

The Assistant Treasurer shall assist the Treasurer in the discharge of the Treasurer's duties, and in the absence of the Treasurer shall have like duties, powers and authority.

B9.16 Bar Manager and Licensee

The Bar Manager and Licensee shall:

- (a) be responsible for the operation, supply and staffing of the Club's bar regardless of the function; and
- (b) supply the Treasurer with a set of monthly performance statistics.

B9.17 Honorary Solicitor

To be added in a future revision

B9.18 Honorary Auditor

To be added in a future revision

B9.19 Gymnasium Manager

The Gymnasium Manager shall be responsible for the general conduct, maintenance and acquisition of the Club's gymnasium.

B9.20 Work Health and Safety (WH&S) Officer

The WH&S Officer shall:

- (a) develop and coordinate the Club's Work Health and Safety Management plan in accordance with legislative and SLS requirements;
- (b) monitor compliance with the plan and WH&S legislative and SLS requirements;
- (c) maintain a register of accidents and injuries;
- (d) identify emerging WH&S risks in the workplace; and
- (e) report findings to the Management Committee.

B9.21 Member Protection Information Officer

To be added in a future revision

B9.22 Grievance and Disciplinary Coordinator

The Grievance and Disciplinary Coordinator shall:

- (a) be a point of contact for those Members of the Club reporting a grievance or a complaint in relation to any contravention of the SLSA Member Protection Policy; and
- (b) provide impartial and confidential support to the person making a complaint.

B9.23 Wylie's Baths Trust Delegate

The Wylies Baths Trust Delegate shall:

- (a) occupy the position reserved for a representative of the Club on the Wylies Baths Trust; and
- (b) provide a monthly report to the Management Committee on the activities of the Wylies Baths Trust.

B9.24 IT Coordinator

The IT Coordinator shall:

- (a) maintain the Club's IT systems and networks to execute technical and administrative tasks;
- (b) maintain the Club's computers and networking systems working to their maximum capacity with greatest efficiency; and

- (c) be responsible for the development and proper functioning of the Club's website.

B9.25 Recognition and Honours Coordinator

To be added in a future revision

B9.26 Child Protection Officer

The Child Protection Officer shall:

- (a) act as the main contact with the Club for the protection of children;
- (b) ensure all persons working with children at the Club are fully aware of their responsibilities and are adequately trained and qualified for the role they are fulfilling;
- (c) be the first point of contact for coaches, helpers, parents and Members on any issue concerning the wellbeing of children in the Club;
- (d) ensure that the Management Committee is made aware of any legislative or SLS requirements relating to child protection; and
- (e) develop and coordinate plans to bring about the changes necessary to ensure the safety, stability and development of children and young people.

B9.27 Club Historian

To be added in a future revision

B9.28 Building and Facilities Coordinator

The Building and Facilities Coordinator shall:

- (a) be responsible for any building works, maintenance and renovation of the Club house;
- (b) be responsible for any building works, maintenance and renovation of any properties controlled or owned by the Club; and
- (c) act as Chair of the Club's Building Committee.

Lifesaving Committee

As per **Rule A20** of the Constitution, the Lifesaving Committee shall comprise the following positions, each one of whom shall be entitled to vote at any Lifesaving Committee meeting.

B9.29 Club Captain

As described in detail in Rule B9.5.

B9.30 Club Vice Captain

The Club Vice Captain shall:

- (a) act under instructions and direction of the Club Captain and during the Club Captain's absence shall have like duties, powers and authorities; and
- (b) carry out such other duties as the Management Committee may from time to time direct.

B9.31 Assistant Secretary

As described in detail in Rule B9.14.

B9.32 Junior Club Captain

The Junior Club Captain shall:

- (a) represent the Juniors and Cadet members of the Club;
- (b) provide a voice for the Junior and Cadet members at the Lifesaving Committee;
- (c) be a Junior (U/18) Member,
- (d) Sit on the Blueys Committee;
- (e) carry out such other instructions as the Management Committee shall from time to time direct;
- (f) be responsible to the Club Captain.

B9.33 Chief Instructor

The Chief Instructor shall:

- (a) arrange and be responsible for classes of instruction in the methods of life saving laid down in the various educational manuals of Surf Life Saving Australia.

- (b) report in writing regarding the education of Life Saving at the Club, at each meeting of the Lifesaving Committee.
- (c) carry out such other lifesaving instructions as the Management Committee shall from time to time direct.
- (d) Prepare appropriate Award application submissions to the various levels of Surf Life Saving
- (e) be responsible to the Club Captain.

The Assistant Chief Instructor shall be responsible to the Chief Instructor and shall act in their stead in their absence.

B9.34 Advanced Awards Coordinator

The Advanced Awards Coordinator shall:

- (a) arrange and be responsible for classes of instruction in the advanced methods of life saving laid down in the various educational manuals of Surf Life Saving Australia.
- (b) report in writing regarding the education of Life Saving at the Club, at each meeting of the Lifesaving Committee.
- (c) carry out such other lifesaving instructions as the Management Committee shall from time to time direct.

The Advanced Awards Coordinator shall be responsible to the Chief Instructor.

B9.35 Registrar

The Registrar shall:

- (a) prior to the commencement of each season, with the assistance of the Club Captain, compile a roster of Members, patrol captains and vice captains and their patrol duties in the ensuing season and submit the same to the Lifesaving Committee for approval;
- (b) Maintain the register of patrol hours for each patrolling member;
- (c) Roster new members (first awards or transfers inwards) to the Club into respective patrols;
- (d) Provide patrol default notices in a timely manner to patrolling members whom do not meet the Patrol By-Laws
- (e) Assist the Club Captain with review of:
 - (A) any application by any Member seeking leave from the Club
 - (B) any application by any Member seeking Special Patrols from the Club
 - (C) any application by any Member seeking Reserve Active or Long Service membership.

- (f) be responsible to the Club Captain.

B9.36 Chief Gear Steward

The Gear Steward shall:

- (a) be responsible for the custody, maintenance and handling of all Club lifesaving equipment and carnival gear;
- (b) carry out such other duties pertaining to gear and equipment as the committee shall from time to time direct;
- (c) report in writing regarding same at each meeting of the Lifesaving Committee.
- (d) ensure that all appropriate gear is available for Club events.

B9.37 Assistant Gear Steward

The Assistant Gear Steward shall act under instructions of the Gear Steward and shall act in their stead in their absence.

B9.38 IRB Captain

The IRB Captain shall:

- (a) be responsible for the care, maintenance, moving of the Club's IRB equipment, training of Members and operations as directed by the IRB Manual.
- (b) carry out other duties that Management Committee may direct from time to time.
- (c) be responsible to the Club Captain.

B9.39 IRB Vice-Captain

The IRB Vice Captain shall:

- (a) act as Deputy to the IRB Captain and shall act in their stead in their absence.
- (b) be responsible for the competitive section of the IRB's and shall represent the section at Competition Meetings and forums.

B9.40 Radio Officer

The Radio Officer shall:

- (a) be responsible for the care and maintenance of the Club's two-way radio equipment;
- (b) report on any defects or replacement of radio equipment to the Lifesaving Committee;
- (c) perform other duties the Management Committee shall direct from time to time; and
- (d) be the holder of a Radio Operators Certificate.

B9.41 Patrol Supervisor

The Patrol Supervisor shall:

- (a) be responsible to the Club Captain for the efficient operation of the Club's lifesaving patrols; and
- (b) be responsible for implementing the various standards as introduced by the Lifesaving Committee from time to time.
- (c) be responsible to the Club Captain.

B9.42 Proficiency Supervisor

The Proficiency Test Supervisor shall:

- (a) be responsible to the Club Captain for the conduct, supervision and recording of proficiency testing and also for Association awards updates; and
- (b) ensure that all Members perform the required tests and shall report the results of these tests to the Lifesaving Committee.
- (c) Provide patrol default notices in a timely manner to patrolling members whom do not meet the Patrol By-Laws with respect to minimum award proficiency.
- (d) be responsible to the Club Captain.

B9.43 IRB Education Coordinator

The IRB Education Coordinator shall:

- (a) arrange and be responsible for classes of instruction in the IRB methods of life saving laid down in the various educational manuals of Surf Life Saving Australia.
- (b) report in writing regarding the education of Life Saving at the Club, at each meeting of the Lifesaving Committee.
- (c) carry out such other lifesaving instructions as the Management Committee shall from time to time direct.

- (d) be responsible to the Chief Instructor.

B9.44 First Aid Officer

The First Aid Officer shall:

- (a) be responsible for the training and induction of all Members in first aid laid down in the various educational manuals of Surf Life Saving Australia; and
- (b) in conjunction with Randwick City Authorities, ensure the provision of adequate first aid room and equipment on the beach.

B9.45 Minnows Water Safety

The Minnows Water Safety shall:

- (a) arrange and be responsible for water safety of all Minnows activities and training as laid down in the various manuals of Surf Life Saving Australia.
- (b) report in writing to each meeting of the Lifesaving Committee.
- (c) carry out such other lifesaving instructions as the Management Committee shall from time to time direct.
- (d) be responsible to the Club Captain.

B9.46 Minnows Education Coordinator

The Minnows Education Coordinator shall arrange and be responsible for the co-ordination of classes of instruction for:

- (a) Junior Members;
- (b) Cadet Members; and
- (c) Nipper parents,

in the methods of life saving laid down in the manual of the Surf Life Saving Association of Australia handbook (encompassing both the bronze medallion and specialist awards).

The Minnows Education Coordinator shall be responsible to the Chief Instructor.

Competition Committee

As per **Rule A21** of the Constitution, the Competition Committee shall comprise the following Elected Officer positions, each one of whom shall be entitled to vote at any Competition Committee meeting.

B9.47 Director of Competition

As described in detail in Rule B9.8.

B9.48 Assistant Competition Director

The Assistant Competition Director shall:

- (a) assist the Director of Competition in the conduct of his or her duties;
- (b) shall be responsible for the conduct of and administration of Club events (usually held on Sunday mornings);
- (c) assist with carnival entries; and
- (d) shall take the Minutes of all Competition related Meetings.

B9.49 Boat Captain

The Boat Captain shall:

- (a) be responsible to the Director of Competition for the care, maintenance and moving of the Club's boats and equipment;
- (b) shall be responsible for training Members of the crews;
- (c) arrange for entries to be submitted to the Director of Competition for competitions; and
- (d) shall carry out such other duties relating to the boat area as the Management Committee shall direct from time to time;

The Boat Vice Captain shall act under instructions of the Boat Captain and shall act in their stead in their absence.

B9.50 Swimming Captain

The Swimming Captain shall:

- (a) be responsible to the Director of Competition for the organisation and general operation of the swimming section;
- (b) arrange for entries to be submitted to the Director of Competition for competitions; and

- (c) perform such other duties as the Management Committee shall from time to time direct.

B9.51 Surf Board Riding Captain

The Board Riding Captain shall:

- (a) be responsible for the control and discipline of competitive board riders whether in the Club house or competing for the Club elsewhere;
- (b) arrange for entries to be submitted to the Director of Competition for competitions; and
- (c) perform other duties as the Management Committee may direct from time to time.

B9.52 Beach Captain

The Beach Captain shall:

- (a) be responsible to the Director of Competition for the control and discipline of club beach teams at both inter and intra club events;
- (b) arrange for entries to be submitted to the Director of Competition for competitions; and
- (c) shall carry out other duties that the Management Committee may deem fit from time to time.

B9.53 Board & Ski Captain

The Board & Ski Captain shall:

- (a) be responsible to the Director of Competition for the control and discipline of the Board & Ski (craft) competitors members whether in the surf club or elsewhere.
- (b) be responsible for the care and maintenance of the board shed and shall only permit Members to use Boards & Skis in the area laid down by the Club Captain, Patrol Captain or Beach Inspector.
- (c) arrange for entries to be submitted to the Director of Competition for competitions; and
- (d) carry out other duties as the Management Committee shall from time to time direct.

B9.54 R&R Captain

The R&R Captain shall:

- (a) be responsible to the Director of Competition for the encouragement of Rescue & Resuscitation (R&R) within the Club and shall represent that section within the Club's competitive structure.
- (b) arrange for entries to be submitted to the Director of Competition for competitions; and
- (c) carry out other duties as the Management Committee shall from time to time direct.

B9.55 March Past Captain

The March Past Captain shall:

- (a) be responsible to the Director of Competition for the encouragement of and representation of March past within the Club.
- (b) arrange for entries to be submitted to the Director of Competition for competitions; and
- (c) carry out other duties as the Management Committee shall from time to time direct.

B9.56 Life Saving Sports Captain

The Life Saving Sports Captain shall:

- (a) be responsible to the Director of Competition for the control and discipline of club Life Saving teams at both inter and intra club events
- (b) arrange for entries to be submitted to the Director of Competition for competitions; and
- (c) and shall carry out other duties that the Management Committee may deem fit from time to time.

B9.57 Masters Captain

Masters Captain shall:

- (a) be responsible to the Director of Competition for the co-ordination of the Masters program.
- (b) be responsible for collating all Masters entries in consultation with the Area Captains,
- (c) arrange for entries to be submitted to the Director of Competition for competitions; and
- (d) carry out other duties as the Committee shall from time to time require.

B9.58 Minnows Competition Advisor

Minnows Competition Advisor shall:

- (a) be responsible to the Director of Competition for the co-ordination of the Minnows program.
- (b) assist the transition of Minnows competitors from the Minnows to the senior Club;
- (c) be responsible for collating all Minnows entries in consultation with the Area Captains.
- (d) carry out other duties as the Committee shall from time to time require.

Advisors to the Competition Committee

As per **Rule A21.2(b)** of the Constitution, the following Position Descriptions define the roles of each of the Advisors to the Competition Committee, noting they may attend the Competition Committee with voice as to matters concerning their portfolio but without vote, and noting their attendance does not go to quorum.

B9.59 Boat Vice Captain

The Boat Vice Captain shall:

- (a) act under instructions of the Boat Captain and in the Boat Captains absence shall act in his stead.

B9.60 Touring and Carnival Team Manager

The Touring & Carnival Team Manager shall

- (a) be responsible to the Club Captain for the management, conduct and discipline of all club competitors at inter club carnivals and championships.
- (b) with the assistance of the various sectional captains be responsible for the planning and implementation of competitive team fundraising.

B9.61 Coaching Coordinator

The Coaching Coordinator shall:

- (a) sit on the Competition Committee and be responsible for the development of coaching and coaches; and
- (b) coordinate the recruiting and education of coaches.

B9.62 Surf Sports Official Coordinator

The Coaching Coordinator shall:

- (a) be responsible for the development of Surf Sports Officials;
- (b) coordinate the recruiting and education of Surf Sports Officials
- (c) manage Surf Sports Officials appointments to carnival programs.

B9.63 IRB Vice Captain

As described in detail in Rule B9.39.

B9.64 Water Area Vice Captain

The Water Area Vice Captain shall act under instructions of the Board & Ski Captain and in the absence of the Board & Ski Captain, act in their stead.

The Water Area Vice Captain shall act under instructions of the Swimming Captain and in the absence of the Swimming Captain, act in their stead.

Minnows Committee

As per **Rule A22** of the Constitution, the Minnows Committee shall comprise the following Elected Officer and Advisor positions, each one of whom shall be entitled to vote at any Minnows Committee meeting.

Position Descriptions shall be made available from the Minnows Committee.

B9.65 Director of Minnows

B9.66 Deputy Director of Minnows

B9.67 Minnows Secretary

B9.68 Minnows Branch Delegate

B9.69 Minnows Treasurer

B9.70 Minnows Registrar

B9.71 Minnows Education Officer

B9.72 Minnows Competition Officer

Advisors to the Minnows Committee

B9.73 Minnows Assistant Secretary

B9.74 Minnows Assistant Treasurer

B9.75 Minnows Beach Competition Advisor

B9.76 Minnows Water Competition Advisor

B9.77 Minnows Water Safety Supervisor

B9.78 Minnows Apparel Supervisor

B9.79 Minnows Assistant Apparel Supervisor

B9.80 Minnows Sponsorship Advisor

B9.81 Minnows Social Media Coordinator

Other Club Officers

B9.82 Other Officers

Any other Club officer whose duties are not specifically designated shall perform such duties relating to their particular office as the Management Committee determines from time to time.

B10. SUBCOMMITTEE OPERATIONS

B10.1 General

The operation and the procedure for all Subcommittees of the Club will be as is required in **Rule A16** and **Rule A17** of the Constitution.

B11. COMPLAINTS, JUDICIAL and DISCIPLINARY PROCESSES AND PROCEDURES

The Club will be bound without exception by the matter set out at Rule A12 of the Constitution.

B12. CONDUCT ON PREMISES

B12.1 General

- (a) Any Member found:
 - (A) interfering with any locker other than the one allocated to him, if any;
 - (B) being on the Club premises without permission between the hours 9:00 pm and 5:00 am; defacing or otherwise damaging or removing, without authority, the property of the Club;
 - (C) admitting non-members to the Club house;
 - (D) using the telephone without the payment of the toll;
 - (E) bringing dogs into the Club house;
 - (F) behaving obscenely or using bad language;
 - (G) supplying information concerning the Club to newspapers without the authority of the Committee;
 - (H) using Club's ambulance supplies, other than for first aid requirements;
 - (I) gambling in or on or using the Club premises for the purpose of gambling or any illegal or unlawful game or purpose;
 - (J) interfering with any Member or his belongings;
 - (K) throwing missiles in or from the Clubhouse;
 - (L) generally acting detrimentally to the interests of the Club or its Members; or
 - (M) using of the shark alarm for any purpose other than for what it was meant;
 - (N) using prepaid Club facilities (such as the gym and/or gym equipment) without making the appropriate payment;

shall be liable to be dealt with under the Constitution which provides for removal from office, suspension, cancellation of membership or expulsion.

- (b) Designated change areas are out of bounds to Members of the opposite sex and Members found breaching this by law will have their membership dealt with.
- (c) Locker keys, gym keys and any facilities keys may be obtained only from the Secretary on payment of a deposit and hire fees; such key shall not be transferable and must be returned to the Secretary at the expiry of membership.
- (d) Members are not to bring persons into the Club without first obtaining permission from either the President, the Secretary, a Director, the Captain or Vice Captain.
- (e) The minimum dress requirements for the Ocean Room are shoes, shorts and shirt. Bare feet, patrol uniforms and costumes are non-permissible.
- (f) These By-Laws apply regardless of the type of use of the room and particularly includes squads for Instruction and Examination and Sunday morning "Penguin" registrations.
- (g) The Secretary shall immediately report any breach of the foregoing regulations to the Management Committee at its next meeting.

B12.2 Intoxicating Liquors

- (a) No intoxicating liquors shall be allowed on Club premises without the sanction of either the President or the Management Committee. Any Member violating this By-Law will be liable to immediate expulsion.
- (b) Any Member coming on to the Club premises under the influence of intoxicating liquors will be liable to expulsion.
- (c) Any patrol Member found taking intoxicating liquors on Club premises during patrol duties or an hour before commencement of said patrol will be liable to immediate expulsion.
- (d) Service of intoxicating liquor at any Club function shall be restricted to Members of the Club over the legal age of drinking.

B13. OTHER

- (a) All Probationary Members are required to perform the proficiency test before acceptance of nomination.
- (b) All Sunday surf events and Club Championships are to be managed in conjunction with the Council Lifeguards, and subject to beach conditions, usage and public availability. Typical time of commencement is subject to the Competition Committee and Council Lifeguard discretion, but should start no later than 10:00am.
- (c) No line resembling a surf line, or of the type used by surf clubs, is to be used for lashings either for boats, boards or skis or for general club use.
- (d) All transport arrangements to be made by the Club and consumption of liquor at such carnivals to be controlled by the Club.
- (e) Leave from patrol applications to be in the hands of Secretary or Registrar at least 14 days before patrol.
- (f) Two buoys only be used for Club Surf races except in the case of Championship events where the use of a full surf string is at the discretion of the Director of Competition.
- (g) The Diggers' Swimming Club and Randwick-Coogee A.S.C. to be granted Honorary membership only for the Sunday mornings on which they are competing with the Penguins.
- (h) Any Member whose membership has previously been cancelled and who applies for re- membership shall have his application posted on the notice board for a period of one month prior to his application being accepted at Lifesaving Committee meeting also he shall make a personal appearance at the Club Committee when his application finally does come up for consideration.
- (i) No purchase shall be made without the authorisation of one of President, Treasurer and/or Secretary.
- (j) Any function or undertaking for which the Club is required to provide finance conducted only upon authority and approval shall be of the Club Executive Committee.
- (k) Patrol Captains and Vice-Captains must be holders of Advanced Resuscitation Certificate or in the case of Vice-Captain be in the process of going for same.

END OF THIS DOCUMENT

Alteration and amendment history

14 June 2022: Approved by Management Committee as first revision post new Constitution (Part A)

12 December 2022: Approved by Management Committee as second revision post new Constitution (Part A)