

# **MORUYA SURF LIFE SAVING CLUB INCORPORATED**

## **By-Laws Updated and Approved 9 July 2024**

**BY-LAWS as per (Constitution RULE 26)**

### **INDEX**

**Preamble – Making/Changing By-Laws**

**A-1 Annual Report**

**A-2 Auditorium Hire**

**A-3 All-Terrain Vehicle Side by Side Vehicle (SSV)**

**A-4 BBQ Area**

**A-5 Club Membership**

**A-6 Membership Category**

**A-7 Caretaker**

**A-8 Carnival Entries**

**A-9 Club Awards**

**A-10 Club person of Year**

**A-11 Club Badges/Blazers - see Club Identification**

**A-12 Club Pointscore/Championships**

**A-13 Club Craft**

**B-1 Duties Directors and Officers**

**C-1 Expenditure**

**C-2 Financial Year**

**C-3 Gymnasium**

**C-4 Hall of Fame**

**C-5 Inventory**

**D-1 Junior Activities**

**E-1 Life Membership**

**F-1 Clubhouse Memorabilia**

**G-1 Prohibited Drugs**

**G-2 Patrols**

**G-3 Long Service**

**G-4 Proviso**

**G-5 Dave Pheeneey Scholarship**

**H-1 Signatories**

**H-2 Surfguard**

**H-3 Statements Regarding club**

**H-4 Visitors**

**H-5 Years of Service**

**H-6 Clubhouse Keys**

## **PREAMBLE**

### **MAKING REPEALING AND AMENDING BY-LAWS**

Any successful motion tabled at the Management Committee Meeting that has a future bearing on Club activities, intended to be a By-law and adopted, will become binding as a By-law and shall be given a By-law number as part of the motion adopted.

To make a By-Law or to repeal or amend a By-law, the change motion as well as the current By-law is to be tabled at a Management Committee Meeting, discussion allowed and amendment, if any, permitted.

At the subsequent meeting, no earlier than 4 weeks after first being tabled, further discussion is permitted and then the motion can be put.

At the second meeting to consider the tabled By-law, no amendment or change can be made to the tabled motion. If a change or amendment is to be made, it must be tabled for another month.

If the motion is successful, it becomes the By-law, replacing the old By-law that is appropriate, or as an additional By-law.

All new or amended By-laws shall be placed on the web site and any other Club noticeboard be they electronic or static within seven (7) days of being made and all members who have provided an electronic address shall be advised within the same period.

All new or amended By-laws exhibited on the web site and a Club Notice Board shall so remain for not less than 28 days.'

## **BY-LAWS**

### **A-1 Annual Report**

The Annual Report, to be presented to members at the Annual General Meeting, shall include as a minimum the following items, to ensure that the document is both a historical and statistical record:

- 1) List of Office Bearers, Standing Committees, sub-committees, panels, groups, etc.
- 2) Full list of club Life members appropriately noting deceased LM.
- 3) List of Management Committee meeting attendances, noting present and absent, apologies not to be counted.
- 4) List of Delegates attendances at Branch and other meetings.
- 5) A list of members as detailed in the Constitution and By-laws and recorded on Surfguard.
- 6) List of patrol members and patrol hours performed.
- 7) Junior Activity Annual Report.
- 8) List of Junior Activity members progressing to senior activity.
- 9) Audited Financial Statements of Moruya Surf Life Saving Club Incorporated.
- 10) Reports from President, Secretary, Treasurer, Club Captain, Chief Training Officer, Gear Steward, Boat Captain, IRB and ATV Captain, House Manager, and from any other officers directed by the Management Committee.
- 11) List of the awards gained by members.
- 12) Inter-club and Championship result up to National level.
- 13) Club Championships and Club events results including point scores.

The Annual Report shall be printed and distributed with the authority of the Management Committee.

The Annual Report shall be available to members either on the Club website, emailed individually or, where a member has not provided an electronic contact, provided with a hard copy, prior to the Annual General Meeting if requested.

Likewise, when the audited Financial Statements are to hand, it shall be served as provided above.

### **A-2 Auditorium Hire**

Auditorium to be hired out in accord with any fees and requirements for Hall hire as set out by the Management Committee from time to time.

### **A-3 All-Terrain Vehicle (SSV) Side by Side Vehicle**

- a) Only SLSA qualified members shall be allowed to drive the club ATV
- b) [SLSA Side-by-Side Vehicle \(SSV\) Operator Induction](#)
- c) Hold current NSW Driver license

#### **A-4 Barbecue Area**

The Management Committee may approve use of the area by individuals or organizations other than members subject to application:

The BBQ Area may be hired out in accord with any fees and rules for Barbeque Hire as set by the Management Committee from time to time or in special circumstances be made available free of charge.

#### **A-5 Club Membership**

- a. It is a requirement that proposed new members for all club categories have applied for membership and been approved as a Probationary Member and have paid the Club fees, prior to undertaking any award.
- b. Members undertaking training for a SLS award will undertake the club training program as set down by the club Chief Training Officer.
- c. These requirements will not preclude any potential new member from trying out or using club equipment while under the supervision of a club coach or trainer.
- d. Candidates who successfully completed their Bronze Medallion examination shall be expected to join and undertake beach patrol work as set out by the club management unless they have paid an additional fee to gain an award for other employment reasons.
- e. Members of the public training, specifically to gain a Surf Life Saving award for work purposes will pay an additional fee as set out by the Management Committee.

**A-6 Membership Categories** Competition categories will be as set out by SLS from time to time.

#### **A-7 Caretaker**

The club caretaker will be bound to the job description as detailed by the Club Management Committee from time to time. The job classification should be the subject of a yearly review at the discretion of the Management Committee.

#### **A-8 Carnival Entries and Attendance Costs**

- a. The Club shall pay all entry fees [other than late entry fees] for Australian, State, and Country Championship Carnivals, and Branch Carnivals and other Carnivals or events sanctioned by Surf Life Saving Australia, State or Branch bodies, where there are monetary rewards.
- b. Entry fees for all other carnivals or events shall be the responsibility of the competing teams and/or individuals.
- c. The Club may consider, on merit, any application by members for assistance with payment of these other entry fees.
- d. The club may require a team or individual to reimburse any entry fees, if it is proved that there was not a good and sufficient reason for failing to compete.
- e. Vehicle towing expenses, to or from each carnival or event, will be considered on merit on application by the owner of the vehicle.

- f. The Secretary/Assistant Secretary/Competition Captain, as determined by the Management Committee, shall be responsible for the lodgment of entries.
- g. The Sectional or Competition Captain shall be responsible for approving the entry of respective competitors, of any desire to compete and shall advise the responsible officer within adequate time, of the need to submit entries.

#### **A-9 Club Awards**

- a. Club awards will be as determined by the Management Committee
- b. Award winners may be as a result of winning by process in the case of competition or by a selection process as set down by the Management Committee from time to time

#### **A-10 Club Person of the Year**

An annual award to recognize effort and conduct establishing a benchmark above the ordinary, by a Club member.

#### **Guidelines:**

The following shall be taken into consideration but shall not be limited thereto:

- a) **Fellowship** To be well received by their fellow member, others in the Movement, and generally
- b) **Competitive spirit** Assisting others to learn and compete; to be prepared to pass on their experience readily to other club members.
- c) **Reliability** To be known as one who can be relied upon, when allocated a task or duty, either as a patrol member, club official or other club member.
- d) **Participation** A member who contributes to club activity.

#### **Club Person selection Sub-Committee Procedure**

- a) To be considered annually, by a sub-committee comprising the President, Club Captain and one other member elected by the Management Committee.
- b) Nominations may come from any area of the Club or be identified by the Management Committee.
- c) The sub-committee will consider each nomination against the criteria and any other additional information and select the winner by a simple vote.

#### **A-11 Club Badges/Blazers/Colors**

Club colors shall be as per the Constitution and any use of the club colors and or logo will be administered by the club Management Committee.

#### **A-12 Club Pointscore/Championships**

- a. The club may run internal club competitions for members as a way of determining individual club champions.
- b. At the discretion of the club management and/or competition committee Branch and other event results may be included in the overall determination the clubs award winners.

### **A-13 Club Craft**

Club craft can generally be defined as:

- Surf Ski
- Surf Rescue Board
- Surf Competition Board
- Nipper Boards
- Surf Boat
- IRB
- SSV

#### **Ski**

- a) The club will purchase and maintain a number of surf skis for members to use on a needs basis as determined by the Management Committee.
- b) Responsibility and management of the Clubs Skis will fall to the club Competition Captain and any club Ski Captain/Coach.

#### **Surf Rescue Boards**

- The club at its discretion holds enough rescue boards to undertake its patrol requirements as determined by the Management Committee
- Responsibility and management of the Clubs Rescue Boards will fall to the Club Captain and Gear Stewart.

#### **Surf Competition Boards**

- The club will purchase and maintain a number of competition boards for member use on a needs basis as determined by the Management Committee.
- c) Responsibility and management of the Clubs Competition Boards will fall to the club Competition Captain and any club Board Captain/Coach.

#### **Nipper Boards**

- d) The club will purchase and maintain a number of nipper boards for members to use on a needs basis as determined by the Management Committee.
- e) Responsibility and management of the Clubs Nipper Boards will fall to the Nipper Co-Ordinator and Gear Steward.

#### **Surf Boats**

- The club will purchase and maintain a number of surf boats for members to use on a needs basis as determined by the Management Committee.
- Responsibility and management of the Clubs Surf Boats will fall to the club Surf Boat Captain.

### **Equipment & Storage**

Skis, Boards & Boats and boat gear shall, whenever practicable, be stored in the Clubhouse boat shed or sheds and kept under lock and key.

#### **IRB**

- a) The club will purchase and maintain a number of IRB units plus Motors as determined necessary by the Management Committee.

- b) Responsibility and management of the Clubs IRB units will fall to the club IRB/JWV/SSV Captain.
- c) At least one fully equipped IRB must be available at all times during patrol hours and in accordance with the Club's Patrol Service Agreement.
- d) A second IRB on registered trailer should always be serviced and available for Call Out requests away from Main beach.

#### **RWC**

- a) The club may purchase and maintain a RWC unit as determined necessary by the Management Committee.
- b) Responsibility and management of the Clubs RWC units will fall to the club IRB/RWC/SSV Captain.

#### **SSV**

- a) The club will purchase and maintain an ATV unit as determined necessary by the Management Committee.
- b) Responsibility and management of the Clubs ATV units will fall to the club IRB/JWC/SSV Captain.

#### **General Note:**

- a) Members using club equipment are asked to do as if it were their own. If any items of equipment are marked as Competition Only, members are asked to seek appropriate approval before use.
- b) Boards and skis owned by members may be stored in the allocated racks of the craft shed if space is available with the permission of the Club Captain or Gear Steward, and the owner-member shall accept all responsibility for any damage or loss of the equipment stored in the Club.
- c) Members shall report to the Gear Steward any loss or damage to a Club board or ski.

## **B-1 DUTIES OF OFFICERS (Constitution Rule 20.2)**

### **CLUB MANAGEMENT STRUCTURE**

#### **A. Management Committee**

- a. Will be the decision-making committee that oversees all club business.
- b. Decisions of the Management Committee will be binding.
- c. Will hold monthly club meetings with the ability to vary as required
- d. Only Management Committee may vote at Management Committee meetings
- e. Leaders of Sub-Groups, Life Members and club members may attend and present to management meetings but not vote.
- f. The quorum for the management Committee is 5.

#### **B. Club Sub Groups (PODS)**

- a. Each group will operate under the group leader by holding meetings, discussions etc to manage the business of that group.
- b. All day-to-day activities of each group will be decided by that group and reported each month to the management Committee for endorsement if required.
- c. Sub Groups may make recommendations to the Management Committee on any matter requiring Management Committee decisions.
- d. All matters of purchase and expenditure must be channeled to the Management Committee for approval.
- e. Positioning of club roles can be transferable within the various Pods as best suits the requirement.
- f. Committee members may contribute to more than one Pod as necessary.

#### **Management Committee**

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Chief Training Officer
- f) Club Captain
- g) Facilities Manager

#### **Governance & Facilities**

- a) Facilities Manager
- b) Treasurer
- c) Archive & Historical Officer
- d) Caretaker
- e) WHSO
- f) Bar Manager



### **Lifesaving**

- a) Club Captain
- b) Patrol Captains
- c) First Aid Officer
- d) Gear Steward
- e) Powercraft Captain
- f) Call Out team leader
- g) Radio Officer

### **Sport & Development**

- a) Vice President
- b) Boat Captain
- c) Water/Beach/Craft Competition Captain
- d) Junior Activity Co-Ordinator
- e) Cadet/Junior Co-Ordinator
- f) Same Wave Co-Ordinator

### **Membership & Education**

- a) Chief Training Officer
- b) Registrar
- c) Trainers & Assessors
- d) Child Safe Co-Ordinator
- e) Member Protection
- f) Complaints Officer

### **Promotions**

- a. Social Team Leader
- b. Communication
- c. Marketing
- d. Events

### **President**

- a) Act as the Chairperson of the Club Management Committee with overall responsibility to the Club's administration
- b) Lead the committee in setting club agendas and work with the committee to prioritize its goals
- c) Liaises with all officers, sub-committees, Executive officers offering assistance, encouragement to undertake their roles and have voting powers on each subcommittee group
- d) Liaises between the Club and FSC Branch of Surf Life Saving Australia
- e) Ensures that all By-Laws and Constitution of the Club is upheld
- f) Represent the surf club appropriately at local, regional, state and national levels
- g) Has Ex-Officio role to attend all Club committee meetings and act as Chair as required.

- h) [Induction - Club President - Surf Life Saving NSW](#)

### **KNOWLEDGE AND SKILLS REQUIRED**

- a) Be a good communicator and have an ability to delegate
- b) Well informed of the organization's activities
- c) Ability to assist in setting and staying across the club's future directions and plans
- d) Demonstrate a high level of professionalism when representing the Club to members, other organizations and the general public
- e) Have a good working knowledge of the constitution, rules and duties of all office holders and sub-committees
- f) Be an empathetic and supportive leader for all club members.

### **Vice President**

- a) Supports the President as alternate leader and in all duties outlined in the President's Duty Statement
- b) Takes on the President's duties of administering meetings and overall club management in the absence of the President all as detailed in the President Duty Statement
- c) May take on special club projects in consultation with the President
- d) Lead Sport & Development Committee

### **Secretary**

- a) Is also the clubs Public Officer
- b) Monitors, distributes and responds to all correspondence where necessary
- c) Attends and records minutes of all Club Committee meetings
- d) Requires good working computer knowledge
- e) Co-ordinates meetings, including committee, management and AGM
- f) Identify and communicate to members, opportunities available at Club, Branch, State and National levels
- g) Communicate effectively at all levels of the club
- h) Well informed of the organization's activities
- i) Have responsibility to collate and organize the Annual Report
- j) Maintain effective and efficient administration keeping all records of meetings etc.
- k) Have a good working knowledge of the constitution, rules and duties of all office holders and subcommittees
- l) Have responsibility for all member competition entries.
- m) [Induction - Club Administrator - Surf Life Saving NSW](#)

### **Treasurer**

- a) To take control of the club's finance
- b) Keep concise records of all income and expenditure
- c) Maintain accurate financial club records
- d) Is a key member of the Management Committee

- e) Organize end of year financial reports for delivery to the club Auditor and have available for inclusion in the Annual Report
- f) Chair Finance Committee
- g) Sits on the Governance & Facilities Committee
- h) [Induction - Club Treasurer - Surf Life Saving NSW](#)

### **Chief Training Officer (CTO)**

- a) Analyse skill mix throughout club and develop training solutions where needed
- b) Arrange assessments through the Branch as required
- c) Assess, develop, and coordinate delivery of training solutions to meet the Club's Beach Management Plan and service quality issues
- d) Assist in development of youth within the Club.
- e) Coordinate all instruction squads, their trainer and the resources
- f) Develop training solutions for new resource implementation
- g) Ensure all training sessions are efficient
- h) Ensure re-qualifications of awards and certificates are completed and recorded by required date
- i) Lead and develop a team of trainers and assessors who will develop personnel to meet the operational needs of the Club
- j) Participate as a member of the Club Management Committee
- k) Positively support the policies, culture, operation and management of the Club and SLSA
- l) Submit reports to the Club Executive Committee
- m) Leads the club Membership & Education Committee
- n) [Induction - Club Chief Training Officer - Surf Life Saving NSW](#)

### **Club Captain also called (Club Director Lifesaving)**

- a) Administer and organise patrols (rosters, experience/qualification spread)
- b) Communicate with patrol defaulters to maintain efficiency of patrols.
- c) Coordinate pre-season preparation phase (equipment/uniforms, rostering, communication etc)
- d) Keep a record of member re-qualifications each season - Surfguard.
- e) Keep a record of members performances at patrol duties.
- f) Liaise with Branch Director of Lifesaving
- g) Manage adherence to requirements as per LSA and SOP (quality assurance)
- h) Manage, in consultation with others, the annual lifesaving equipment grant (applications and acquittal)
- i) Ongoing management or service deliver standards and issue resolution.
- j) Oversee the Gear Steward/Powercraft Officer concerning lifesaving gear, ensuring it is well maintained and managed, including the annual gear and equipment inspection.
- k) Provide regular communication and support to PC's and members.
- l) Recommend actions to Club Committee

- m) Responsible for the conduct of members in the Club
- n) Submit regular reports to the Club Executive Committee
- o) Work with Chief Training Officer to address training requirements and deficiencies
- p) Leads the club Lifesaving Committee
- q) [Induction - Club Director of Lifesaving - Surf Life Saving NSW](#)

### **Gear Steward**

- a) Stocktake of club equipment at the commencement of each season.
- b) Undertake or organize for all equipment to be brought up to standard by the commencement of the season
- c) Pull any item out of service until repair work completed
- d) Detail a list of any new gear considered as appropriate for approval
- e) Member of Lifesaving Committee

### **Competition Captain**

The Competition Captain will be responsible for the surf sport activities of Beach, Water & Craft (Board & Ski) competitors.

The Competition Captains goal is to build the clubs competition team to enhance the members sport involvement into a fun enjoyable club experience:

- a) The Competition Captain will represent the voices of beach/water/craft competitors on the club committee.
- b) Liaise with all club competitors, beach, water and craft in all things training and events.
- c) Liaise with club Junior Activities Co-Ordinator & Cadet Co-Ordinator to offer them any assistance they may require in fulfilling their role.
- d) Liaise with Club Beach, Water & Craft Coaches to assist them in delivering the best outcomes.
- e) Club Beach, Water & Craft Coaches will work directly with competitors and liaise with the Competition Captain on any specific needs including equipment and training aids.
- f) Co-Ordinate with competitors their training activities if no club coach available.
- g) Be responsible in conjunction with coach and competitor for what club equipment is made available at carnival events.
- h) Act as Beach, Water and Craft competition manager at away events.
- i) Be responsible for approving all members to compete for the club and ensuring that all entry information is with the Secretary prior to entry closing.
- j) A member of the Management Committee.
- k) Surfboats will have their own Boat Captain, who will be responsible for boat competitors and operate along the same lines as the Competition Captain.
- l) Develop a working team to introduce a small monthly club event that may include handicap swim, beach or craft competitions with the emphasis on fun and enjoyment.
- m) Member of Sport & Development Committee

### **Facilities Manager**

- a) Regularly inspect the clubhouse facility for wear and tear.
- b) Report to the Management Committee on works requiring expenditure for approval.
- c) Undertake or organize any repair work necessary to keep the club facility in good order.
- d) Leads Governance & Facility Committee

### **Powercraft (IRB/SSV) Captain**

- a) Inspect all equipment before commencement of season.
- b) Report and items requiring expenditure to Management Committee for approval
- c) Undertake or organize any repair work necessary to keep the club facility in good order
- d) Keep all Fuel storage full and in safe storage
- e) Member of Lifesaving Committee

### **Junior Activities Co-Ordinator**

- a) Assist with the coordination and delivery of Junior Activities
- b) Coordinate training and induction for Age Managers
- c) Responsible for providing advice, direction and coordination for Age Managers
- d) Work with Management to set the agenda for each season's activities
- e) Coordinate with other areas of the club to deliver junior activities e.g. education and training team, coaches and surf sports, water safety team members
- f) Ensure all club documentation is completed, and submit reports to the Surf Club Committee
- g) Be aware of club sponsorship policies and club constitution
- h) Be aware of and implement safeguarding practices within the club and with club members
- i) Depending on their skills, experience and availability, some Junior Activity Chair will also:
- j) Coordinate and chair Age Manager meetings
- k) Monitor the implementation of new initiatives
- l) Deliver training and induction sessions for Age Managers
- m) Identify issues and potential solutions to recommend to the Management Committee
- n) Member of Sport & development Committee
- o) [Induction - Club Junior Activities Chair - Surf Life Saving NSW](#)

### **Cadet/Junior Co-Ordinator**

- a) The Junior (or youth) coordinator entails encouraging young members of the club who have finished nippers and are unsure how to continue their surf club journey.
- b) As a youth coordinator we encourage these kids to use the club equipment regularly, help out with water safety, join in with board training practice, help to fundraise for the club, movie nights, etc.

- c) Basically, just a role within the surf club to promote the continuation of surf club and encourage kids who have finished nippers to stay with the club and join in wherever possible.
- d) Member of Sport & Development Committee

#### **Same Wave Co-Ordinator**

- a) Member of Development & Education Committee

#### **Boat Captain**

- a) Carry out preseason inspection of all surfboats/oars and other equipment.
- b) Report any damage or repairs requiring club expenditure to the management Committee for approval.
- c) Co-ordinate all surfboat usage requirements with the club coaches
- d) Be responsible for approving all members to compete for the club and ensuring that all entry information is with the Secretary prior to entry closing.
- e) A member of Sport & Development Committee.

#### **Registrar**

- a) Keep true and accurate records of all club membership on the Surfguard system
- b) Record and update all member awards on Surfguard
- c) Provide regular monthly reports on member patrol hours to the Management Committee
- d) Member of Membership & Education Committee

#### **Archives/Historian Officer**

- a) Keep club records updated.
- b) In consultation with the Management Committee agree what items are to be committed to the clubs' archives.
- c) Produce special reports on clubs History as necessary.
- d) Member of Governance & Facilities Committee

#### **First Aid Officer**

- a) Complete pre-season stocktake of all first aid kits and first aid room.
- b) Report to Management Committee a listing of items recommended to be included as additional in future First Aid kits
- c) Any deficiencies in what is considered the standard first aid equipment inventory may be automatically ordered by the First Aid officer.
- d) Member of Lifesaving Committee.

#### **Work Health and Safety Officer**

- a) Check all Fire Extinguishers are operational and in date
- b) Check fire exit signage is in place

- c) Check operation of exit doors and that nothing is blocking
- d) Check that fire alarm system is functional
- e) Member of Governance & Facilities Committee

### **Media Officer**

- a) Have carriage of all forms of the club's media offerings including socials.
- b) May deputize and share duties with other club members as required
- c) Has responsibility for the day-to-day news feed to make sure it is in keeping with club & SLS policy.
- d) Member of Club Promotions

### **Membership Protection Information Officer**

All Member Protection Information Officers will:

- a) Have a thorough knowledge of the Member Protection Policy and the Complaint Resolution Policy.
- b) Possess detailed awareness of Safeguarding and the Child Safe Policies
- c) Possess a good understanding of all other Club, State and National Surf Life Saving policies and procedures.
- d) Provide advice regarding options for compliant resolution as outlined in the Complaints Resolution policy.
- e) Act as an impartial body, being available to all members of the club to provide options available in grievance and complaints resolution.
- f) Be aware of and adhere to requirements of confidentiality with regards to notes, emails, meetings and any conversations participated in while holding the role of MPIO.

Based on their skills, experience and availability, Member Protection Information Officers may also:

- g) Be aware of the planning and implementation of activities that require member protection and safeguarding components, and review Club processes regularly to ensure safety and welfare for Club members.
- h) Be proactive in matters of member welfare, creating awareness of policies and expectations at both member and executive level. Identify any Member Protection Policy non-compliance and raise with the club committee.
- i) Work with their club to ensure that the members who require a WWCC have provided their current number and expiry date as per the guidelines from the Office of the Children's Guardian.
- j) Be asked to act as MPIO for members of a different Club, due to conflicts of interest, availability or specific skills sets required.
- k) Be a support person if requested (and willing) during the complaint proceeding, or be able to provide contact details for local support agencies
- l) Member of Development & Education Committee

### **Radio Officer**

- a) Inspect all club radio equipment prior to the season to make sure everything is in working order.
- b) Liaise with the Club Captain on any special radio needs.
- c) Undertake or organize and service repair work.
- d) Bring before Management Committee and request for capital expenditure
- e) Have a good working knowledge of SLS radio procedures
- f) Member of Lifesaving Committee

### **Social Secretary**

- a) Develop a social program at the start of each season
- b) Co-opt other members onto small subgroups to develop and deliver a range of club social activity
- c) Member of Club Promotions Committee

### **Uniform Sales Officer**

- a) Undertake a stocktake of produce at the start of each season including costings
- b) Work with the various stakeholders i.e. Nippers, Competitors etc. in sourcing items of clothing to be purchased after approval of the Management Committee
- c) Wherever possible clothing items should be organized on a member pre-paid purchase arrangement.
- d) All purchases to be approved by the Management Committee
- e) Member of Governance & Facility Committee

### **Child Safe Co-Ordinator**

All Child Safe Coordinators will:

- a) Be the single point of contact at a club/branch level for all child safe information distributed by SLSNSW. Review all child safe information distributed by SLSNSW and share or action with relevant members of the club/branch.
- b) Respond to requests for feedback made by SLSNSW in relation to child safety on behalf of the club/branch (e.g. respond to surveys; consult with club/branch and feed back to SLSNSW).

Depending on their skills, experience and availability, Child Safe Coordinators may also:

- a) Review and advise the club/branch on best practice in relation to child safety at SLS activities and events.
- b) Proactively promote SLS's policies and codes of conduct ensuring that they are understood and adhered to at both member and executive level.
- c) Monitor and promote the completion of child safe awareness training within the club/branch.
- d) Address any identified non-compliances with the SLSA Child Safe Policy with the club/branch executive committee.
- e) Encourage and enable reporting of child-related incidents and concerns.
- f) Ensure that any club/branch members who require a WWCC have provided their current number, expiry date and verification result, as per the guidelines from the Office of the Children's Guardian.



- g) Member of Membership & Education Committee
- h) [Child Safe Coordinator - Surf Life Saving NSW](#)

### **Complaints Manager**

- a) Dealing with all complaints in a fair, timely and transparent manner.
- b) Escalating complaints as appropriate to ensure that appropriate persons are involved.
- c) Considering the reasonable wishes of all parties involved. • Providing communication on a regular basis as to the progress of the complaint.
- d) Clearly explaining the next steps and options to all parties involved in a complaint.
- e) Maintaining appropriate confidentiality regarding complaints.
- f) Reporting any serious issues involving children and young people or allegations of a serious criminal offence to relevant authorities.
- g) Maintaining appropriate records of complaints in a safe and confidential manner.
- h) Member of Membership & Education Committee
- i) [Complaints Manager - Surf Life Saving NSW](#)

### **C-1 Expenditure**

- a) As a general rule any club supply or service purchase should only be made by an approved club Office Holder. This order may take the style of a club letter, confirming electronic transmission, club order book or have the receipt record the individual club member name and what the item is for.
- b) Expenditure of an urgent nature may be authorized by the Club President, Secretary, Treasurer and Captain up to a value of \$1000
- c) Expenditure over \$1000 should be approved by the Club Management Committee
- d) All expenditure to be ratified at the next club management meeting.

### **C-2 Financial Year**

The financial year of the Club shall commence on 1st July each year and end on 30th June of the following year.

### **C-3 Gymnasium**

- a) Only club members are permitted to use the gymnasium facilities and the equipment contained in that area.
- b) Club members are not permitted to invite or provide access to the gymnasium to persons who are not club members.
- c) Gymnasium members shall comply with the' Gymnasium Code of Conduct Rules displayed in the gymnasium.
- d) Gymnasium members shall promptly report any damage or malfunction of equipment to the House Manager.
- e) A member under the age of fifteen (15) years shall not use the Club gym equipment unless under the specific supervision of a qualified club coach.

### **C-4 Hall of Fame**

Individual or team competitors are entitled to have their photo displayed in the Club's Hall of Fame if they have been placed in the first three of an Australian Surf Life Championship, a World Life Saving Championship or a State Championships or have won a Country Branches Championship.

No photograph, or any other form of recognition, shall be affixed to the walls without the express approval of the Management Committee.

### **C-5 Inventory**

- a) At the end of each season an assets list of all gear, equipment, vehicles, office equipment and other assets owned by the club and with an individual value in excess of \$100.00, shall be prepared by the Gear Steward, Competition Captain, Boat Captain & JAC.
- b) This inventory will be included in the Annual Report of the Club.

### **D-1 Junior Activities**

- a) Membership of Junior Activities is open to all persons of the age of five (5) years and up to the age of fourteen (14) years. Age as at midnight on September 30th will determine their age group in accordance with SLSA rules.
- b) The Junior Activities Co-Ordinator shall be the chairperson of all meetings conducted within Junior Activities.
- c) The Junior Activities Co-Ordinator (JAC) will be responsible for the Management Committee for the conduct and management of matters and activities relevant to Junior Activities and its members.
- d) The JAC shall be empowered to form a sub-committee to assist dispatching the requirements for all Junior Activities.
- e) All funds received for or as a result of Junior Activities shall at all times be regarded as funds of the Club and shall be accounted for by the Treasurer.
- f) The Junior Activities Co-Ordinator shall furnish monthly a report on Activities to the Management Committee meeting.

### **E- 1 Life Membership [Constitution Rule 8.7]**

Life Membership (LM) is the highest Club honor and, as such, is a significant and important award of respect and represents recognition by members, of distinguished voluntary service to the Club, by another member.

- a) A maximum of no more than five (5) Life members may be elected over a period of five (5) years.
- b) Nominations for Life Membership of the Club shall be in written form and contain sufficient detail of the service rendered by the nominee and be signed by two (2) current Club members, each of whom has been a member for a period of not less than five (5) years in membership categories other than Junior Activities or Cadet membership.

- c) The nomination must be delivered to the Secretary at least ninety (90) days prior to the Annual General Meeting and the Secretary shall be required, with the assistance of the Registrar, to verify the details shown on the nomination form and endorse verification or report otherwise on such nomination, to the Management Committee.
- d) For any LM nomination to progress the nominated person must have provided at least 12 years extraordinary service to the Moruya Surf Club. The service must be both a sustained and conspicuous contribution. This is not an award simply for patrolling or competition alone, but the nominee must have provided service over, and above which can include either patrolling and competition but should also include other special contribution.
- e) A Life member may be either an Active or General member of the club.
- f) In very special circumstances such as health the Management Committee may consider a discount of the 12-year minimum period.
- g) The Management Committee shall consider the nomination and if the majority are satisfied as to the bona fides of the nomination, the nomination shall be referred to the Life Membership Committee for recommendation or otherwise, on or before a date specified by the Management Committee.
- h) The Life Membership Committee shall consist of three (3) members, at least one of whom shall be Life Members, the remainder to have served at least eight (8) years in any category other than Junior Activities or Cadet membership, such Committee to elect its own chair.

It shall be competent for the Life Membership Committee to:

- i) Call for the production of Club records in its consideration of the nomination.
- j) Refer the nomination back to the proposers if the Life Membership Committee is of the opinion that the information is insufficient for the Committee to make a determination without further detail.
- k) Should a majority of the Life Membership Committee endorse recommendation of the nomination, it shall be returned to the Management Committee which shall refer the nomination to the next Annual General Meeting as a Notice of Motion of a Special Resolution, accompanied by a copy of the nomination.
- l) A resolution to confer Life Membership will be in accord with the Constitution Clause 8.7.
- m) New Life members may be supplied with a club Life Members Blazer and will have their photo included in the Life member gallery.

### **F-1 Clubhouse Memorabilia**

To facilitate the hiring of the Club auditorium as a function centre, some restrictions as to the exhibition of memorabilia shall apply.

- i. The following, only, shall be exhibited on the northern wall of the auditorium:
  - a. Life Members Board
  - b. Life Member Photographs

- c. Ian Anderson Memorial Award
- d. Allan Head Memorial Award ·
- e. Jill Nicholson Memorial Club Person of the Year Board Award and
- f. Bunt Family Memorial Award
- ii. The following, only, shall be exhibited in, or in the vicinity of, members' bar:
  - a. Garney' s Corner
  - b. Frank King Tribute
  - c. Etched Moruya SLSC mirror
  - d. Building No.2 Donor Board
  - e. Building Opening Plaque 1978
- iii. The following, only, shall be exhibited in the stairway:
  - a. George Bass Marathon winners' plaques
  - b. Photos or Plaques of significance may be added at the discretion of the Management Committee
- iv. The following, only, shall be exhibited on that wall between the kitchen and the storeroom:
  - a. Historic photographs of the Club, particularly those relative to past Club houses
  - b. All framing to be of a style or quality to complement and be long lasting.
  - c. The following shall be exhibited in the Gym Room:
  - d. 1981GeorgeBassMarathon display
  - e. GBM winning boat crew photographs
  - f. Hall of Fame photographs in accord with By-law C-4
- v. The following shall be exhibited on the two Roof Trusses and over the Bar in the auditorium:
  - a. George Bass Marathon commemorative oars on roof trusses.
  - b. Crew Sweep oar for significant results in making State or Aussie Finals

### **G-1 Prohibited Drugs**

- (a) No prohibited drug shall be brought onto the Club premises.
- (b) A member shall not come on to Club premises under the influence of a prohibited drug.

### **G-2 Patrols**

- a) Rostered Active Members shall be allocated to a patrol and are encouraged to complete all rostered patrols, arrange substitutes for rostered patrols that the member cannot attend, undertake make-up hours for missed patrols for which a substitute is not arranged and to repay any substitution, in accordance with the directions of their Patrol Captain.
- b) A member of a patrol shall carry out such lifesaving duties and other duties, as may from time to time be allotted to him/her by the Patrol Captain.
- c) A member of a patrol shall clear with the Patrol Captain their absence before leaving the patrol if urgent circumstances require.

- d) A member who fails to carry out his/her patrol duties shall be in breach of these By-Laws and may be asked to discuss any issues with the Club Captain.
- e) An Active Member who is unable to attend a patrol for which he/she is rostered, and for which leave of absence has not been granted by the Club or Patrol Captain, shall arrange a substitution with another Active Member of the same classification and shall notify the Patrol Captain in the days prior to the rostered patrol.
- f) This substitution is to be repaid by the absent member at a future patrol as agreed between the members.
- g) A member who unable to carry out a patrol for which he/she is rostered, and for which no substitute has been arranged, shall notify the Patrol Captain with plenty of notice of his/her inability to secure a substitute before the commencement of the period of duty of the Patrol. The Patrol Captain shall endeavor to backfill and patrol shortfall as required.
- h) A member who shows a pattern of missing patrols may be asked to talk with the Club Captain to work out any issues that may be causing the patrol to default. If a member continues to fail in attending patrols, they may be removed from the patrol roster until they can commit to fulfilling their duties.
- i) The decision to suspend a member not completing satisfactory patrol hours from competition will be made by the management Committee on the recommendation of the Patrol Captain.
- j) All patrols shall be responsible for leaving the patrol gear in a state of readiness for the next patrol and any area used by the patrol such in a neat and tidy condition after each patrol.

### **G-3 Long Service**

- a) A member may be nominated for Long Service of the club after 10 years of continuous patrol service to the club.
- b) Patrol service constitutes a minimum of 10 patrol hours in the season. It would be expected that as the rule across the 10 years the average patrol service is in the 20 plus hour range.

### **G-4 Proviso**

- a) In the event of anything occurring not within the scope of these By-laws, the Management Committee may deal with the same at its discretion and the decision shall be binding upon the Club.
- b) The By-laws are intended to not conflict with the Constitution of the Club and where conflict may seem to occur, the Constitution shall apply.

### **G-5 Scholarship - David Pheaney Memorial**

The **Scholarship** is to be awarded on an annual basis to a club member entering into Year 12 HSC studies and, in the event, there being no such person, applications will be invited from Year 12 students at the MORUYA HIGH SCHOOL.

The Scholarship shall have a minimum value of \$250.00 and is to be used for the purchase of textbooks and other requirements relative to the HSC examination.

A sub-committee of three persons, two of whom shall be LIFE MEMBERS of the Club, will select the recipient and the sub- committee may co-opt the views of other members of the MORUYA SLSC or staff of the particular secondary education facility.

- i. The criteria shall be -
  - a. Applicants to have physically commenced the final year of HSC studies
  - b. Applicants to be actual patrolling members of the MORUYA SLSC, except where there are no such applicants, applications are invited from year 12 students of MORUYA HIGH SCHOOL.
- ii. Written applications, of not less than 250 words in length, shall be lodged with the Club Secretary and referred to the sub-committee which shall base its decision on the following aspects but not limited thereto, nor in any particular order of relevance-
  - a. Club membership record incl. patrol hours performed
  - b. Participation within the Club
  - c. Citizenship
  - d. Academic record
  - e. Presentation of the written application
  - f. Appraisal of an applicant at a personal interview, should the sub-committee deem it expedient
  - g. Personal economic position of applicant
  - h. The sub-committee shall furnish a recommendation to the Club Management Committee for ratification; ratification shall be final, and no further discussion or correspondence shall be entertained.

#### **H-1 Signatories [Constitution RULE 31]**

- a) The club shall have four (4) signatories being the President, Secretary, Treasurer and Club Captain, with any two authorized to act on behalf of the Club in financial transactions.
- b) Signatories acting together shall not to be related by birth or marriage or have similar other familial connection.
- c) Financial transactions may be conducted by any means agree by the Management Committee

#### **H-2 Surfguard**

The Management Committee shall determine annually those members, other than those authorized by SLSA, who may be provided with access to the Club records data stored in Surfguard.

#### **H-3 Statements Regarding Club**

No financial member of this Club shall indicate, state or otherwise advise, any member of the Press, or news media, or any official of the Association of any information concerning

the Club, or its members, without prior permission being granted by an Executive Officer of the Club.

#### **H-4 Visitors**

- a) Members of affiliated Surf Life Saving Clubs may be admitted to use the Club premises, provided approval has been granted by the Management Committee or an Executive member.
- b) Other club visitors would be expected to respect the club and remain within any club guidelines as set out from time to time.

#### **H-5 Years of Service**

- a) No Member shall be credited with 'year of service' unless having performed a minimum of ten (10) hours of patrol in that season or that member is exempted by SLSA regulations or the Club Constitution, by reason of holding a particular Office or being a Life Member or Long Service Member.
- b) No Reserve Active Member shall be credited with 'year of service' unless having performed a minimum of ten (10) hours of patrol in a season.

#### **H-6 Clubhouse Keys**

- a) A key register shall be maintained by the Club office.
- b) The Register shall contain details of the date key/s are issued, the name of the member to whom issued, the keys issued, and the signature of the recipient who will also be required to sign and undertaking to return the keys when requested to do.

**Moruya SLSC**  
**Management Structure**

<b>Management Committee</b>	<b>Governance &amp; Facilities</b>	<b>Lifesaving</b>	<b>Sport &amp; Development</b>	<b>Membership &amp; Education</b>	<b>Club Promotions</b>
<b>President</b>	<b>Facilities Manager</b>	<b>Club Captain</b>	<b>Vice President</b>	<b>Chief Training Officer</b>	<b>Social Team Leader</b>
<b>Secretary</b>	Treasurer	First Aid Officer	Boat Captain	Trainers & Assessors	Communication
<b>Treasurer</b>	Caretaker	Gear Steward	Water/Beach/Craft Competition Captain	Child Safe Co-Ordinator	Marketing
<b>Vice President</b>	Bar Manager	Powercraft Captain	Junior Activity Co-Ordinator	Complaints Officer	Events
<b>Club Captain</b>	Archive/ Historian Officer	Call Out Team Leader	Cadet/Junior Co-Ordinator	Member Protection	
<b>Chief Training Officer</b>	WH&S Officer	Radio Officer	Same Wave Co-Ordinator	Registrar	
<b>Facilities Manager</b>	Uniform Officer	Patrol Captains			