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43. DUTIES OF OFFICERS

43.1 President

- a) Be a member of the Board.
- b) Preside at all meetings and functions.
- c) Be responsible for seeing that all office bearers carry out their duties in accordance with the rules and regulations of the Club.
- d) Act as the principal leader with overall responsibility for the club's administration.
- e) Act as a facilitator for club activities and voice members views at appropriate forums.
- f) Ensure planning and budgeting is completed in accordance with the needs of the club and members wishes.
- g) Ensure all rules and regulations of the club are upheld.
- h) Engage sponsors and supporters.
- i) Ensure financial, social and structural viability of the club is established and maintained.
- j) Identify and communicate to members opportunities available at club, branch, state and national levels.
- k) Be responsible for club planning, including succession and business planning.
- l) Ensure all club activities are carried out within the laws of NSW.
- m) Introduce the Club Management Plan and ongoing review and management of this plan.
- n) In each and every year take steps to ensure that all Board Members and office holders prepare and submit a Report as set out under their portfolio within one (1) month of the conclusion of the season.
- o) In each and every year provide a report of the overall activities of the Club for inclusion in the Club's Annual Report within one (1) month of the conclusion of the season.
- p) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

43.2 Deputy President

- a) Be a member of the Board.
- b) Assist the President, deputise as required and in the President's absence assume the responsibility and authority of that office.
- c) Engage sponsors and supporters
- d) Carry out such duties as required by the Board.
- e) Should the President and Deputy President both be absent from a meeting or are unwilling to act as Chairman, the board members present at the meeting shall elect one of their own number to act as chairman.
- f) In each and every year provide a report of activities or inclusion in the Club's Annual Report within one month of the conclusion of the season.
- g) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

43.3 Director of Administration (Secretary)

- a) Be a member of the Board.
- b) Perform the general routine administration of the club
- c) Accountable for Surf Guard and ensure records are current and correct
- d) Maintain files, including (but not limited to) legal documents, constitutions, club policies, leases and titles.
- e) Receive, record, read, reply and file correspondence accordingly
- f) Ensure achievement of relevant sections of the Club Management Plan.
- g) Make arrangements including agenda, venue, date, etc, for club meetings in consultations with the Chairperson and advise members accordingly.
- h) Provide a copy of all correspondence in and out to the monthly meetings.
- i) Collect and collate reports for all meetings.
- j) Organise taking of minutes of meetings and maintain a copy for records.
- k) Ensure circulation of minutes to committee members prior to the next meeting.
- l) Call for and receive nominations for committee and other positions for the club at the Annual General Meeting.
- m) Collate and arrange printing of the annual report.

- n) In each and every year provide a report of activities for inclusion in the Club's Annual Report within one month of the conclusion of the season.
- o) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

43.4 Director of Finance (Treasurer)

- a) Be a member of the Board.
- b) Controls all financial aspects of the club as authorised by the Board
- c) Request the Board to prepare annual budgets with assumptions for their respective portfolios
- d) Collate and consolidate the portfolios budgets into an overall club budget
- e) Produce relevant and timely financial reports
- f) Monthly preparation of bank reconciliation and Profit & Loss
- g) Maintain the Surf Club's accounting records including detailed records of all payments and monies received ensuring it is logically filed with authorised supporting documentation
- h) Liaise with club auditor regarding the annual audit and preparation of compliant financial statements for presentation to members at the Annual General Meeting
- i) Prepare and lodge any statutory returns and reports as required.
- j) Liaise with Director of Administration to ensure the entity is compliant with relevant Legislation and Regulations and various taxation requirements.
- k) In each and every year provide a report of activities for inclusion in the Club's Annual Report within one month of the conclusion of the season.
- l) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office

43.5 Director of Lifesaving (Club Captain)

- a) Be a member of the Board
- b) Must hold a SLSA Bronze Medallion Certificate II in Public Safety (Aquatic Rescue).
- c) Administer and organise patrol roster.
- d) Manage adherence to requirements as per Lifesaving Agreement and SOP's.
- e) Coordinate pre-season preparation phase (equipment/uniforms, rostering, communication etc).
- f) Oversee the roles concerning lifesaving gear, ensuring it is well maintained.
- g) Provide regular communication to patrol captains and members directly and in clubs newsletters.
- h) Work with Director of Education to address training requirements and deficiencies.
- i) Liaise with Branch Director of Lifesaving.
- j) Communicate with patrol defaulters to maintain efficiency of patrols.
- k) Ensure members are proficient each season and records updated.
- l) Keep a record of members patrol duties performance.
- m) Submit reports to the Board in each and every year provide a report of activities inclusion in the Club's Annual Report within one month of the conclusion of the season.
- n) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

43.6 Junior Activities Chairperson

- a) Be a member of the Board.
- b) Submit reports to the Board on behalf of the Junior Activities group.
- c) Assist with the coordination of Junior Activities.
- d) Responsible for providing advice, direction and coordination for Age Managers.
- e) Monitoring the implementation of new SLSA and SLS NSW initiatives.
- f) Work with Management to set the agenda for each season's activities.
- g) Chair the Age Managers meetings.
- h) Work as required with the Junior Activities committees and office holders to ensure satisfactory outcomes for the Club.
- i) Distribute relevant correspondence to the Junior Activities group.
- j) In each and every year provide a report of Junior activities of the Club for inclusion in the Club's Annual Report within one (1) month of the conclusion of the season.

- k) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

43.7 Director of Education (Chief Instructor)

- a) Be a member of the Board.
- b) Must hold a SLSA Bronze Medallion Certificate II in Public Safety (Aquatic Rescue)
- c) Lead and develop a team of trainers who will engage members to meet the operational needs of the Club.
- d) Coordinate all lifesaving/education courses, their trainer/s and the resources.
- e) Assess, develop and deliver training solutions to meet the Club's Management Plan.
- f) Positively support the policies, culture, operation and management of the Club, Branch, SLSNSW and SLSA.
- g) Follow procedures and protocols as outlined in SLSA and SLSNSW Training SOPs.
- h) Ensure all training sessions are efficient, records completed and filed.
- i) Develop training for new resource implementation.
- j) Ensure re-qualifications/proficiencies of awards and certificates are completed by required date and recorded.
- k) Analyse skill mix throughout club and develop training where needed.
- l) Submit reports to the Club Board.
- m) Arrange assessments through the Branch as required, ensuring follow-up as required.
- n) Attend Branch meetings (as required) and report to Branch and/or Club all relevant information.
- o) Liaise with Branch Director of Education.
- p) In each and every year provide a report of activities of the Club for inclusion in the Club's Annual Report within one (1) month of the conclusion of the season.
- q) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

43.8 Director of Surf Sport

- a) Be a member of the Board.
- b) Must hold a SLSA Bronze Medallion Certificate II in Public Safety (Aquatic Rescue)
- c) Ensure implementation of relevant policies relating to Surf Sports.
- d) Conduct regular communication with club surf sports representatives.
- e) Ensure effective directorship of club surf sports and its competition operations.
- f) Follow procedures and protocols as outlined in SLSA and SLSNSW Competition Training SOPs.
- g) Prepare reports for presentation to the Board, Branch Meetings and other meetings as required.
- h) Provide leadership and strategic direction relating to Surf Sports.
- i) Represent the club at meetings/conferences as required.
- j) Contribute to the Management Plan relating to Surf Sports in consultation with appropriate club surf sports officers.
- k) Develop programs and reports as requested by the Board.
- l) Oversee programs relating to Surf Sports.
- m) Liaise with Branch Director of Surf Sports.
- n) In each and every year provide a report of activities of the Club for inclusion in the Club's Annual Report within one (1) month of the conclusion of the season.
- o) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

43.9 Public Officer

- a) Will be elected by the Board.
- b) Notifying NSW Fair Trading of any change in the association's official address within 28 days.
- c) Collecting all association documents from former committee members and delivering the documents to the new committee member.
- d) Acting as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as possible.
- e) Custody of any documents as required by the constitution.
- f) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

43.10 Administration Officer

- a) Reports to the Director of Administration.
- b) Keep the minutes of and record the attendance at meetings of the club if requested by Director of Administration.
- c) Such Officer shall distribute to the Board a copy of all Management Committee and General Meeting minutes and shall assume the duties of the secretary in their absence.
- d) The Administration Officer is to carry out other such duties as required by the Management Committee.
- e) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

43.11 Member Services Officer

- a) Reports to the Director of Administration.
- b) Attend the Club's registration days for the purposes of accepting new, renewing and transferring memberships.
- c) Have all necessary forms available and completed as required.
- d) Within seven (7) days of registration of a new Member or transfer a member forward the name to the Director of Administration for endorsement by the Board.
- e) Keep all registration forms in an orderly manner as the Law requires.
- f) Maintain a register of Member Protection data as the Law requires.
- g) Respond to SLSI, SLSNSW and SLSA requests as soon as possible.
- h) Provide a monthly report of new and renewing members to the Board
- i) Be proficient with the Surf guard database.
- j) Maintain the database, ensuring that the system is kept up to date -in a timely manner.
- k) Maintain Incident reporting if required.
- l) Provide reports to the Board as requested, reports include financial members, proficiencies, patrol hours, progress of assessments and lifesaving awards.
- m) Awareness of Child Protection, Anti-Harassment and Discrimination, Codes of Conduct, Member Protection and other relevant policies.
- n) Ensure the safety and welfare of Club Members.
- o) Assist in grievance and complaints resolution.
- p) Identify options for resolution of conflicts and grievances.
- q) Refer complaints and grievances to the Board or other bodies as appropriate.
- r) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

43.12 Support Services Officer

- a) Reports to the Director of Lifesaving.
- b) Must hold a SLSA Bronze Medallion Certificate II in Public Safety (Aquatic Rescue).
- c) Must hold SLSA IRB Driver Certificate.
- d) Coordinate pre-season servicing of all power craft and ATV.
- e) Ongoing coordination of servicing/repair of power craft and ATV.
- f) Administration of fuelling systems/processes.
- g) Administration of defective equipment/fault reporting and resolution.
- h) Support and promote power craft and ATV training in consultation with Director of Education and Director of Life Saving.
- i) Recommend purchases and asset management decisions to Club Committee responsible for housing/storage of power craft and ATV
- j) Ensure adherence of all power-craft to Standard Operating Procedure's (including complementary equipment)
- k) Provide regular communication to Patrol Captains and members direct and in clubs newsletters
- l) Be aware of Work, Health & Safety policy.
- m) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

43.13 Sectional Surf Sports Captains

- a) Reports to the Director of Surf Sports.
- b) May be elected on a needs basis and will be part of the Management Committee for the relevant surf sports sections including, but not limited to Surf, Craft, Beach, and Surf Boat.
- c) Submit reports of activities and achievements of the relevant Club's surf sports section to the Director of Surf Sports.
- d) Must hold a SLSA Bronze Medallion Certificate II in Public Safety (Aquatic Rescue).
- e) Attend meetings of the Management Committee as requested.
- f) Be aware of the rules and regulations contained in SLSA Surf Sports Manuals and Handbooks and any changes or alterations to the rules and regulations contained therein.
- g) Organise and encourage sectional surf sports competition within the Club.
- h) Coordinate and arrange competition relating to their surf sports discipline.
- i) Shall supervise and organize training of members for their surf sports discipline.
- j) Shall be responsible for the safety, housekeeping, care, storage and maintenance of all equipment relating to their surf sports discipline.
- k) Ensure that relevant craft and equipment trailers are kept in a roadworthy condition and are registered.
- l) Oversee and arrange for the transportation of the relevant craft and equipment to carnivals.
- m) Keep a register of the whereabouts of the Club's relevant craft/equipment and provide it to the Director of Surf Sports.
- n) Make recommendations to the Director of Surf Sports for the purchase, disposal and management of relevant surf sports equipment.
- o) Organise carnival entries and fees relevant to their surf sport with the Surf Sports Administration Officer prior to the closing date of entries
- p) Attend all briefings or have a representative at events where their relevant discipline is represented.
- q) Ensure all surf sports competitors relevant to their discipline are proficient and are attending all rostered patrols.
- r) Ensure that all team members relevant to their discipline adhere to the SLSA Code of Conduct.
- s) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

43.14 Lifesaving Officer

- a) Reports to the Director of Lifesaving.
- b) Must hold a SLSA Bronze Medallion Certificate II in Public Safety (Aquatic Rescue).
- c) Assist the Director of Lifesaving with their duties as required.
- d) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

43.15 Surf Sports Administration Officer

- a) Reports to the Director of Surf Sports.
- b) Keep a register and record the results of all Club point scores and successes gained by members at interclub, State, Australian and World carnivals.
- c) Be responsible for carnival entries
- d) Supply team managers with a copy of carnival entries.
- e) The Section Captains shall supply to the Surf Sports Administration Officer the names of members eligible to compete and events they are to be entered.
- f) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

43.16 Work, Health & Safety Officer

- a) Reports to the Director of Administration.
- b) Implement and oversee risk management procedures.
- c) Set up, implement and monitor injury reporting system.
- d) Carry out investigations of surf club workplace incidents.

- e) Set up, implement and monitor SLSA Work Health & Safety education and training systems.
- f) Implement systems to review workplace stress and critical incidents.
- g) Implement “return to surf club duties” procedures.
- h) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

43.17 Education Officer

- a) Reports to the Director of Education.
- b) Shall assist in the duties of the Director of Education and act in their absence.
- c) Conduct training as directed by the Director of Education.
- d) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

43.18 Assistant Sectional Sports Captains

- a) Reports to the relevant Sectional Surf Sports Captain
- b) Assist the section Captain in their duties.
- c) In the absence of the section Captain shall assume the duties of that office.
- d) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

43.19 Publicity Officer

- a) Report to the Director of Administration.
- b) Shall be responsible for the overall media coverage and social media coverage of relevant matters pertaining to events conducted by the club.
- c) Shall endeavor to create a good public relations image with the media, general public and supporters of the Club.
- d) Shall maintain a full record of all publicity coverage and report same to the Director of Administration for tabling at Board/Management Committee Meetings.
- e) No mention shall be made of any domestic affairs of members nor shall any media controversy be entered into involving any member, Club or the Association.
- f) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

43.20 Youth Development Officer

- a) Report to Director of Administration.
- b) Responsible for development, retention and activities for U13-U17 members.
- c) Organize opportunities for these members to participate in any club activity including surf sports, lifesaving, education, member development and social events.
- d) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

43.21 First Aid Officers

- a) Report to Director of Lifesaving.
- b) Maintain a fully-stocked First Aid/Oxygen/AED Kits and First Aid Room (plus backup supplies).
- c) Organise purchase and receive delivery of supplies when needed.
- d) Monitor adherence to cleaning and hygiene requirements of First Aid Room.
- e) Monitor equipment quality and expiry details of supplies (i.e. AED Pads).
- f) Promote and support first aid training in consultation with Director of Education.
- g) Nationally-recognised First Aid Certificate (current) or relevant medical qualifications
- h) Be aware of SLSA Work Health & Safety policy.
- i) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

43.22 Gym Supervisor

- a) Report to Director of Surf Sports.

- b) Responsible for the care and maintenance of the Gym.
- c) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

43.23 Team Manager/s

- a) Reports to the Director of Surf Sports.
- b) Arrange accommodation and travel as required, for competitors at relevant carnivals.
- c) Ensure any protests at carnivals are dealt with in an efficient and appropriate manner.
- d) Ensure that any athletes under the age of 18 have appropriate adult supervision.
- e) Ensure all monies (i.e., competition levy, accommodation etc) are paid in full by the required date.
- f) Knowledge of all SLSA Rules and Regulations including current Surf Sports Manual and any related bulletins and circulars.
- g) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

43.24 Other Office Holders

- a) Further office holder positions deemed necessary by the Management Committee in any season can be appointed.

44. OFFICERS OF THE CLUB

44.1 The Club may elect the following Honorary Officers who shall have no voting rights and who need not be of the Club:

- a) Patron/s
- b) Solicitor
- c) Medical Officer/s
- d) Architect/s
- e) Auditor
- f) Others as seem fit by the Board

These officers have the right to attend Annual and Special General Meetings and to speak or express opinions on their expertise on business conducted at these meetings.

44.2 The club shall elect the following officers who shall be members of the club:

- a) Administration Officer (Assistant Secretary)
- b) Member Services Officer (Registrar, Surf Guard Coordinator, Member Protection/Grievance)
- c) Bronze Medallion Holders/Cert II in Public Safety (Aquatic Rescue)
- d) Sectional Surf Sports Captains (Boat Captain, Board and Ski Captain etc.)
- e) Lifesaving Officer (Vice Club Captain)
- f) Surf Sports Administration Officer (Competition Secretary)
- g) Support Service Officer (IRB and ATV captain)
- h) First Aid Officer
- i) Work, Health and Safety Officer
- j) Education Officer (Assistant Chief Instructor)
- k) Youth Development Officer (Under 16's Organiser)
- l) Gym Supervisor
- m) Surf Sports Team Manager/s
- n) Assistant Sectional surf Sports captains (Vice Boat Captain, Vice Board & Ski Captain etc.)

45. COMPOSITION OF THE MANAGEMENT COMMITTEE

45.1 The following shall comprise the Management Committee:-

- a) President
- b) Deputy President
- c) Director of Administration (Secretary)
- d) Director of Finance (Treasurer)
- e) Director of Lifesaving (Club Captain)
- f) Junior Activities Chairperson
- g) Director of Education (Chief Instructor)
- h) Director of Surf Sports
- i) Administration Officer
- j) Member Services Officer
- k) Lifesaving Officer
- l) Support Services Officer
- m) Sectional Surf Sports Captains
- n) Elected Bronze Medallion/Cert II in Public Safety (Aquatic Rescue) Holders (3)

45.2 The positions of Director of Lifesaving, Lifesaving Officer, Director of Education, Support Services Officer and Sectional Surf Sports Captains shall be SLSA Bronze Medallion (Cert II in Public Safety Aquatic Rescue) holders.

45.3 The Management Committee shall select two Delegates from their number who shall attend the Junior Activities meetings at which they shall have voting rights on all matters.

46 JUNIOR ACTIVITIES GROUP

- a) The Club shall have a Junior Activities group known as "Bulli Surf Life Saving Club Junior Activities. ('Seal Cubs') and shall be controlled by the Junior Activities Committee who shall be responsible to the Board.
- b) The Board shall ensure that all aspects of Bulli Surf Life Saving Club Junior Activities including administration and Duties of Officers are in accordance with the Rules, Regulations and Policies of the Club, SLS Illawarra, SLS NSW and SLS Australia.
- c) Persons eligible to vote at a Junior Activities Group General Meetings are explained in the Rules. Additionally a General Member with an interest in Junior Activities Group can vote.
- d) The Junior Activities committee shall be :- responsible for the conduct and co-ordination of all matters relating to Junior Activities and provide Junior Activity members with an educational and teaching experience in a wide range of skills within the aquatic environment and to prepare Junior Activity members for their eventual transition to the patrol involvement of surf lifesaving.
- e) The Junior Activity committee will consist of:
 - i) Junior Activities Chairperson
 - ii) Junior Activities Deputy Chairperson
 - iii) Junior Activities Administration Officer/Secretary
 - iv) Junior Activities Finance Officer/Treasurer
 - v) Junior Activities Member Services Officer/Registrar
 - vi) Junior Activities Lifesaving Officer/Club Captain
 - vii) Junior Activities Assistant Lifesaving Officer/Deputy Club Captain
 - viii) Junior Activities Education Officer
 - ix) Junior Activities Surf Sports Administration Officer/Junior Competition Secretary)All committee members have full voting powers within the Junior Activities Group.
- f) The Junior Activity Committee may elect other officers as deemed necessary without the right to vote at committee meetings.
- g) Officers specified in clause (e) (excluding *J.A.G Chairperson*) shall be elected at the Junior Activities Annual General Meeting from nominations submitted by the Junior Activity members. Officers elected shall need the endorsement of the Club Management Committee. Notice calling for nominations shall be in accordance with the Rules of the Club.

- h) Voting and ballots shall be conducted in accordance with the Rules of the Club.
- i) All Officers shall continue in office subject to resignation, removal from office until their successors are appointed. In the event of a vacancy occurring, such vacancy may be filled at meeting of the Junior Activities Committee.
- j) Any 'honours' bestowed by the Junior Activities Group prior to integration with the Senior Club shall be applicable to the Junior activities section only.
- k) Business shall be conducted at the following Junior activities group meetings:
 - i). The Annual General Meeting, which shall be held in each calendar year, and prior to the Club Annual General Meeting.
 - ii) Ordinary General Meetings which shall be held as required.
 - iii) Special General Meetings which shall be held if required.
 - iv) Junior Activities Committee Meetings which shall be held at least monthly during the Junior Activities season.
 - v) Quorum for all General Meetings shall be in accordance with the rules of the club (Rule 15.3) and a quorum for Committee Meetings shall be in accordance with rules of the club. (Rule 21.3)
- l) Minutes of all Junior Activities meetings shall be recorded and forwarded to the Club Director of Administration and displayed on noticeboard as required.

47. DUTIES OF OFFICERS JUNIOR ACTIVITIES GROUP

47.1 Junior Activities Administration Officer

- a) Shall be a financial member of the club.
- b) Shall be a member of the Junior Activities Group.
- c) Perform the general routine administration of the Junior Activities Group
- d) Accountable for Surf Guard and ensuring records for the Junior Activities Group are current and correct.
- e) Receive, record, read, reply and file correspondence promptly.
- f) Shall forward notice of all Junior Activities Group meetings and the business to be transacted to all Junior Activities Group Board members in accordance with the Rules and regulations.
- g) Shall compile an agenda for all Junior Activities Group meetings and keep minutes of such meetings
- h) Provide a copy of all correspondence in and out to the monthly meetings.
- i) Collect and collate reports for all Junior Activities Group meetings.
- j) Ensure circulation of minutes to committee members well prior to the next meeting.
- k) Call for and receive nominations for committee and other positions for the Junior Activities Group Annual General Meeting.
- l) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

47.2 Junior Activities Finance Officer

- a) Shall be a financial member of the club.
- b) Shall be a member of the Junior Activities Group.
- c) Shall produce relevant and timely financial reports and submit these to each Junior Activities Group meeting as required and ensure they are understood.
- d) Maintain the Junior Activities Group accounting records including detailed records of all payments and monies received ensuring it is logically filed with authorised supporting documentation.
- e) Liaise with clubs Director of Finance and auditor regarding the annual audit and preparation of compliant financial statements for presentation to members at the Annual General Meeting
- f) Liaise with Director of Finance to ensure all statutory returns and reports as required are lodged.
- g) Liaise with Director of Administration to ensure the entity is compliant with relevant Legislation and Regulations and various taxation requirements
- h) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

47.3 Junior Activities Member Services Officer

- a) Shall be a financial member of the club.

- b) Shall be a member of the Junior Activities Group Board.
- c) The role of the Junior Activities Member Services Officer is to attend the Club's registration days for the purposes of accepting new, renewing and transferring memberships.
- d) Have all necessary forms available and completed as required.
- e) Enter all registrations and transfers in Surfguard database in a timely manner.
- f) Keep all registration forms in an orderly manner as the Law requires.
- g) Maintain a register of Member Protection data as the Law requires.
- h) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

47.4 Junior Activities Education Officer

- a) Shall be a financial member of the club
- b) Shall be a member of the Junior Activities Group Board
- c) The Junior Activities Group Education Officer shall be responsible for all junior education matters.
- d) Shall hold at least their SLSA Bronze Medallion/Cert II in Public Safety (Aquatic Rescue)
- e) Shall co-ordinate education of junior members and supervise the appropriate SLSA awards.
- f) In conjunction with the Junior Activities Chairperson & Director of Education, prepare a schedule for the completion of Surf Education Awards by the appropriate time.
- g) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

47.5 Junior Activities Lifesaving Officer

- a) Shall be a financial member of the club.
- b) Shall be a member of the Junior Activities Group Board
- c) Must hold a SLSA Bronze Medallion/Cert II in Public Safety (Aquatic Rescue).
- d) Coordinate with Patrol Captain to organise Water Safety for Junior Activities.
- e) Manage adherence to Water Safety requirements as per SLSA requirements.
- f) Recommend actions to the Junior Activities Chairperson.
- g) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

47.6 Age Managers

- a) Shall be a financial member of the club.
- b) Shall complete relevant SLSA Age Manager training course
- c) Shall be responsible for preparing a development program for the members in the Age Group he or she is responsible for.
- d) Shall be responsible for the supervision and preparation of the undertaking of the Surf Awareness Program appropriate for that age group.
- e) Shall be responsible for the supervision of the duties allocated to those officers appointed to assist them.

47.7 Assistant Age Managers

- a) Shall be a financial member of the club
- b) Shall complete relevant SLSA Age Manager training course
- c) Shall assist the Age Manager carry out their duties.

47.8 Junior Activities Surf Sports Administration Officer

- a) Shall be a financial member of the club.
- b) Shall be responsible to the Junior Activities Chairperson for all junior competition and coaching activities.
- c) Shall liaise with the Director of Surf Sports for all junior competition and coaching and act as the Junior Activities Point score Referee.
- d) In conjunction with the Director of Surf Sports and Junior Activities Chairperson, prepare a schedule to cover all Surf Sports competition relating to the Under 8 to Under 14's.
- e) Coordinate and manage all accommodation, travel, outfitting, fundraising for the Club team competing or representing the Club at the State Age Championships if required.
- f) Coordinate selection of teams for carnivals with coaches.
- g) Follow the guidelines as set down for the Touring Team Manager under the Director of Surf Sports.

47.9 Junior Activities Gear Steward

- a) Shall be a financial member of the club.
- b) Initiate an annual stock take of all Junior Activities gear and equipment and record in an appropriate manner.
- c) Be responsible for the storage of all Junior Activates gear and equipment in a safe and proper manner in the Club.
- d) Be responsible for any repairs and/or maintenance to any gear and equipment.
- e) Be responsible for the loading and transporting of Club craft to and from carnivals in a safe and proper manner.
- f) Be aware of Work Health & Safety policies.

48 APPOINTMENT OF SUB-COMMITTEES

The Board may elect or appoint any of the following sub-committees to ensure the efficient running of the affairs of the Club:-

- a) Competition (2)
- b) Life Membership (6 members, minimum 4 life members)
- c) Building Committee (8)
- d) Judiciary Committee (2)
- e) Any other committee deemed necessary each season

49 EX-OFFICIO MEMBERS

The President and Director of Administration may ex-officio members of all committees except as otherwise may be determined.

50 CLUB COLOURS AND COMPETITION CAPS

- a) The Club Colors shall be Maroon and Gold and the design of the Club Competition Cap shall be Gold, wide maroon stripe (back to back) and two maroon semi-circles over both ear pieces.
- b) Any desired alterations must first receive the approval of the Surf Life Saving Association.

51 BADGES AND BLAZERS

The design and color of Club Badges and Blazers shall be as adopted at a general meeting and can only be changed by the passing of a motion as provided for in Rule 15.2.

Note: See also 'Club Apparel' - Regulation No.85.

52 PATROLS

All members eligible to patrol, other than those who are exempt from patrol duties and those to whom leave of absence has been granted by the Management committee, shall patrol Bulli beach during the patrol season and at such hours as may be determined by Surf Life Saving Illawarra. Patrolling by members shall be in accordance with Regulation No.82.

53 ANNUAL REPORT

The Annual Report shall be prepared under the direction of the Board and presented by the Director of Administration for adoption at the Annual General Meeting.

54 VISITORS

A member may invite a visitor into the Club premises provided that such visitor is first introduced to a Management Committee Officer. The introducing member shall be responsible for such visitor. Notwithstanding the foregoing, an Officer may permit distinguished visitors to use the Club premises at his discretion and shall report such permission to the Management Committee.

55 PREMISES AND PROPERTY

- a) The security of the Surf Clubhouse shall be vested in the Board.
- b) The President or their delegate shall have custody of all keys and will be responsible to the Board for the proper allocation of them to selected Office Bearers at each Annual General Meeting and throughout the season.
- c) A register of all keys issued shall be kept and be under the President's or their delegate's control and the keys shall be returned to the President or their delegate at the Annual General Meeting.
- d) The Surf Clubhouse is for the use of the Club Members and/or others at the direction of the Management Committee.
- e) The Club's consent must be obtained for the hiring or leasing of the building or its precincts.
- f) No unseemly conduct likely to interfere with the comfort of Club Members will be permitted.
- g) No member shall remove from the Club or use any of the Club's property for any purpose other than that for which it is intended without the sanction of the Club President.
- h) All property willfully damaged or destroyed shall be paid for or replaced by those found to be responsible.
- i) The Management Committee shall at all times ensure that Club property is adequately insured.

56 POLITICS AND RELIGION

- a) The Club shall be strictly non political and non sectarian, and shall not directly or indirectly allow to be introduced at any meeting any matter intended or likely to support or attack any cause in any political or religious controversy, actual or potential.
- b) Any member who publicly participates in any political gathering or meeting, or who publicly makes any political statement, express or implied, shall not act or suffer to be done, so as to indicate that the views expressed are those of the Club.

57 DISPLAY OF RULES, BY LAWS AND REGULATIONS

A copy of the Rules, By Laws and Regulations shall be readily available from the Director of Administration at all reasonable times and displayed. Each member shall be deemed to have read them and to have agreed to accept them.

58 PROCEDURES AND RULES OF DEBATE

- a) Whenever the Chairman rises during debate, the member then speaking shall be silent and resume his seat.
- b) In the case of any remark considered by the Chairman to be offensive or imputing improper motives, the Chairman may call upon a speaker to withdraw and apologize.
- c) The Chairman may call a member to order. If such member persists in being disorderly, the Chairman may call upon such member to withdraw from the meeting.
- d) It shall not be permissible to dispute the Chairman's rulings, or move a motion of dissent from a ruling, on matters of procedure and points or order.
- e) Any member desiring to speak shall stand up and address the Chairman.

- f) If two or more members rise to speak at the one time, the Chairman shall decide who is entitled to priority.
- g) The meeting may decide that a particular person shall or shall not be heard, provided that a motion of this nature shall not be debated.
- h) No member shall interrupt another member who is speaking except to raise a point of order.
- i) No member shall digress from the subject under discussion.
- j) No member shall use offensive or unbecoming words.
- k) During the debate a member may raise a point of order whereupon the member then speaking shall be seated until the point of order, is ruled upon by the Chairman.
- l) It shall be competent for any member to move a motion of dissent from the Chairman's ruling other than on matters of procedure and points of order. The mover of a motion of dissent shall concisely state the point. The seconder and Chairman only may then speak to the motion.
- m) At any time during the debate, a member may move "that the question be now put". Provided the Chairman is satisfied that reasonable time for debate of the original motion has been allowed, the motion shall be put without debate - it need not be seconded. This motion may be applied to an amendment, in which case it is the amendment which is immediately put to the vote. It shall not be competent for the mover, seconder or any person who has spoken to the original motion or amendment to move "that the question be now put".
- n) If carried, the original motion shall be put to the vote without further debate except that the mover thereof shall have the right of reply - if lost, the debate may proceed.
- o) A member may move the adjournment of the debate to a subsequent meeting. If a motion for adjournment is lost, the mover thereof shall not be allowed to speak again on the question under debate. If carried, the mover shall have the right of resuming the debate at the ensuing meeting and the mover of the original motion shall have the right of reply.
- p) Any member proposing a motion or an amendment shall state its nature before addressing the meeting thereon.
- q) The mover of a motion shall not occupy more than ten minutes nor any other speaker more than five minutes, provided that the meeting may, by resolution, without debate, grant an extension of time to any speaker.
- r) No member may speak more than once to a motion except with the Chairman's permission, in explanation or reply, or to ask a question but may speak again on any amendment to the motion.
- s) The mover of a motion's right of reply shall be exercisable at the end of the debate.
- t) The mover of an original motion must get the consent of the seconder, and the approval of the meeting, before making any alteration to the wording of his motion.
- u) Any member (other than as provided in sub clause (v)) may move an amendment to a motion, provided it is not a direct negative of the motion proposed to be amended.
- v) The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment and vote in favour of it.
- w) A particular member may move or second one amendment only to each motion, but may speak on amendments moved by others.
- x) An amendment having been moved, it shall not be competent to move any further amendment, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at one time.
- y) If there is an indication of more than one amendment to be brought forward the mover of the original motion may elect to reply at the end of the debate on the first amendment.
- z) The mover of an amendment has no right of reply.
- aa) A member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of the debate.
- bb) Amendments shall be put to the meeting before the motion is put, and shall be committed to the meeting in the order in which they are received.
- cc) When an amendment is carried the motion as amended becomes the motion before the meeting.
- dd) Motions and amendments can be withdrawn only when a majority of those present at the meeting consent. A motion for withdrawal is open to debate, which, however must be confined to the matter of withdrawal.
- ee) If, after a motion has been determined, it is considered in the general interest that the matter should be re-opened for discussion before the termination of the same meeting, the meeting may, by a two to one majority vote, order its recommittal.

59 SAVING PROVISIO

In the event of anything occurring not within the scope of these Rules and By-Laws, the Management Committee shall first determine if the matter is covered in Branch, State or National rules and by-laws, and if not provided for, shall deal with same and their decision shall be binding.

REGULATIONS

81. MAKING, REPEALING AND AMENDING REGULATIONS

- a) A General Meeting or a Management Committee Meeting of the Club may, by resolution, make Regulations not inconsistent with the Club or the SLSA Rules and By-Laws that are considered necessary or convenient to be prescribed for the just and efficient administration of the Club.
- b) A Regulation shall, until repealed or amended and after any amendment, as amended, be binding upon the Committees and all sub-committees and members.
- c) A Regulation may be made or amended only by a Notice of Motion in accordance with Rule 15.2
- d) A Regulation that is made, repealed or amended shall be posted on the Club noticeboard within seven days of such making, repealing or amending and shall remain so posted for at least a month.

82. REGULATIONS FOR PATROLS

- a) Patrols shall be appointed by the Director of Lifesaving in conjunction with the Life Saving Officer. Once appointed, the patrol members shall be under the immediate direction of the Patrol Captain assisted by the Patrol Vice Captain.
- b) Dates of patrol rosters and hours of duty of each patrol member shall be advertised.
- c) Patrol members must ensure that they are at the beach and ready for duty and suitably attired at the rostered starting time for their patrols.
- d) A member unable to attend an allotted patrol may arrange a substitute provided that the substitute has no less SLSA qualification.
- e) No member of a patrol shall be permitted to leave the area being patrolled during the period of duty without the permission of the patrol captain.
- f) Members of patrols shall perform any duty allotted by the patrol captain in the actual work of life saving or any other task deemed necessary for the efficient patrolling of the beach.
- g) Members of patrols who are candidates for any award of the SLSA will be granted leave to attend classes on notification to the Director of Lifesaving..
- h) Life Saving practice shall be carried out from time to time under instruction from the patrol captain or the patrol captain's nominee.
- i) Patrol Captains shall:
 - i). Check and have placed on the beach all gear as is required by Surf Life Saving Illawarra
 - ii) Allot duties to each patrol member immediately on the commencement of the patrol.
 - iii) Ensure that the last patrol on duty each day returns all gear in a cleaned and serviceable condition and see that such gear is securely stowed.
 - iv) Enter appropriate information into the various Association Log Books for entry into Surf guard.
 - v) Supervise the signing of the patrol log book at the commencement and termination of patrols.
 - vi) Be conversant with Local Government Ordinance relating to the powers of surf clubs, lifeguards, etc. The utmost discretion should be used in all dealings with the general public.
- j) Any patrol member failing to carry out a rostered patrol without providing a substitute, or who fails to fulfill a duty allocated by the patrol captain shall be required within 14 days to explain in person or in writing reasons to the Director of Lifesaving who shall determine what action, if any, shall be taken.
- k) Absence from patrol duty on two occasions without arranging a substitute or notifying the Director of Lifesaving or Lifesaving Officer in writing and with reason will cause that member to be to appear before the Judiciary Committee on resolution by the Judicial Committee partial or full suspension may be imposed.
- l) Any member who is in default of greater than 4 patrol hours shall not compete in any interclub competition without the consent of the Board.
- m) In the event of a patrol finishing its period of duty and not being relieved on time, the patrol captain shall retain sufficient patrol members to maintain efficiency until relieved.

- n) The President, Deputy President, Director of Administration, Director of Finance, Director of Lifesaving, Director of Education, Director of Surf Sports, Junior Activities Chairperson, Life Members, 25-year Members and Long Service Members may be exempt from participating in patrols.

83. CLUB COMPETITIONS

Club competitions shall be conducted in accordance with the rules of the current SLSA Competition Manual/s and Association Rules and By-Laws. The types of events, grades of events, scheduling of events and minimum requirements for the number of starters for events, shall be determined from time to time by the Management Committee.

84. OPEN ORDERS, TROPHIES AND PRIZES

In relation to Open Orders, Trophies and Prizes (cash or kind) and eligibility to accept or compete for such open orders, trophies and prizes shall be in accordance with the ruling of the current Competition Manual/s and Rules and By-Laws of the Surf Life Saving Australia

85. CLUB APPAREL

Apparel, other than that referred to in By-Law No. 50 and By-Law No. 51 and bearing the Club's name, shall require the approval of the Management Committee.