

COOLANGATTA SURF LIFE SAVING CLUB INC.

PART 2 THE BY-LAWS

PLEASE NOTE

These By-Laws do not include all SLSA or SLSQ policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSQ web-sites).

Such Policies, Rules and Regulations are created, reviewed and amended from time to time.

New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular, and as stated earlier are available on SLSA or SLSQ web-sites.

DEFINITIONS AND INTERPRETATIONS:

- a) The definitions and interpretations prescribed in Clauses 2.1 and 2.2 of the Constitution are adopted for use throughout these By-Laws. Definitions
- b) Board - means Board of Management: as prescribed in Clauses 28 and 29 of the Constitution. The management of the Club is vested in the Board of Management.
- c) Club – means the Coolangatta Surf Life Saving Club Incorporated (“Association”).
- d) Club Council - means all the financial surf lifesaving club members over the age of 15 years who are proficient Bronze Medallion holders, Life Members, Reserve Active, Long Service, Award and Associate members who have been granted voting rights as documented in the Club’s Constitution and By-Laws.
- e) Office Bearer – means a member holding a position of authority and responsibility in the Club.

Interpretations

- a) These By-Laws are to be interpreted in accordance with and are subject to the Constitution of the Club and matters that are subject of the Club, Branch, SLSQ or SLSA policies determined from time to time and are compiled in the Club Policies and Procedures Manual.
- b) In the event of any conflict between the Constitution, By-Laws and Policies and Procedures, the Constitution overrides to the extent of any inconsistency

SECTION 1 – THE CONSTITUENTS

BY-LAW 1.1 – EXECUTIVE AND BOARD OFFICERS

The following Executive (E) and Board Officers shall be elected biennially at the Annual General Meeting to make up the board of Coolangatta Surf Lifesaving Club:

- President (E)
- Deputy President (E)
- Sponsorship Coordinator
- Facilities Coordinator

- Director of Administration (Secretary) (E)
 - Director of Finance (Treasurer) (E)
 - Director of Surf Lifesaving (Club Captain) (E)
 - Director of Surf Sports
 - Youth Development Officer
 - Clubhouse & Safety Coordinator
 - Director of Education and
 - Junior Activities Chairperson
- a) The above Executive and Board Officers shall be elected for terms of 2 years.
- b) The President, Director of Administration, Director of Surf Sports, Junior Activities Chairperson, Director of Education, Sponsorship Coordinator will be elected in each odd numbered year
- c) The Deputy President, Director of Finance, Director of Surf Life Saving, Clubhouse & Safety Coordinator, Facilities Coordinator, Youth Development Officer will be elected in each even numbered year.

BY-LAW 1.2 - OTHER OFFICERS

- a) All or any of the following officers, may be elected annually at the Annual General Meeting:
- Surf Boat Officer, IRB Officer, Board & Ski Officer, Gear & Equipment Officer, First Aid Officer, Social Coordinator, Communications Officer, Digital Content Coordinator, Team Manager, Grants Officer, Mobile Services Officer, Members Communications Officer, Events Coordinator, Junior Captain (Under 18), and Membership Engagement and Recognition Officer
- Nomination for Junior Activities Chairperson shall be subject to endorsement by the Junior Activities Committee, refer to By-Law Appendix F.
- b) Assistants to the Board positions may also be appointed annually and eligible to be invited to attend appropriate committee or sub-committee meetings without voting rights. These Assistants so elected may act as proxies in the absence of the Directors and officers of the Board for whom they act as assistants.
- c) The Club shall appoint (by invitation) at its Annual General Meeting the Club Auditor and Club Solicitor.
- d) The Club shall appoint at its Annual General Meeting by recommendation of the Board the Grievance Officer, Member Protection Information Officer, Volunteer Complaint Manager, Child Safety Coordinator, Judiciary Chairperson and Life Members Representative.

BY-LAW 1.3 – DIRECTORS AND OFFICER ELECTIONS

- a) The standard nomination form for all Club positions shall include a declaration by the nominee regarding the matters required by Section 61A of the Associations Incorporation Act 1981.
- b) Where two Members hold and share the same officer's position (dual Office Bearers) only one of the two shall have voting rights at any committee or subcommittee meeting.
- c) Where a Member holds two positions that Member shall be entitled to one vote at any meeting.

BY-LAW 1.4 - LIFE MEMBERS

Life Members of the Club shall be entitled to attend Council Meetings and hold Office if elected. Life Members shall receive special recognition, for example, a Life Members' badge (Appendix G), Life Members Blazer and/or certificate and be afforded special privileges to acknowledged Life Member status.

BY-LAW 1.5 - MEMBERS

- a) Membership may be granted to any applicant in any category, subject to the Constitution and By-Laws of the Club and the Association and having completed the prescribed Association Form and submitted the required fee.
- b) Membership shall be limited by category qualifications and/or the adequacy of Clubhouse facilities to cope with the existing situation.

BY-LAW 1.6 - BRANCH COUNCILLOR

The Club President shall be the Branch Councillor and a member of the Branch Council, and an alternate shall be appointed from the Executive Officers of the Club to act as proxy should the need arise.

BY-LAW 1.7 - AUXILIARY ORGANISATIONS

Auxiliary Organisations may be formed as Authorised in the Constitution and activities of such Organisations are subject to the approval of the Club and further provided that delegate representation to and from such Organisation shall be as determined by the Club from time to time.

SECTION 2 – CONDITIONS PERTAINING TO OFFICERS AND MEMBERS

BY-LAW 2.1 - OFFICERS

- Officers of the Club shall be elected from the members of the Club.
- The Board Officers of the Club shall be the President, Deputy President, Director of Finance, Director of Administration, Director of Surf Life Saving, Director of Surf Sports, Junior Activities Chairperson, Director of Education, Facilities Co-ordinator, Sponsorship Coordinator, Youth Development Officer and Clubhouse & Safety Co-ordinator.

The Executive Officers of the Club shall be the President, Deputy President, Director of Administration, Director of Finance, Director of Surf Life Saving and nominees for these positions may first require an interview by a small panel of Life Members with respect to the applicable work role, the applicant's ability and availability to carry out duties of the office for which the nomination is received.

All recommendations and expressions of interest for the positions of Grievance Officer and Judiciary Committee Chairperson, Member Protection Information Officer, Volunteer Complaint Manager, Child Safety Coordinator will be examined and decided at a Board meeting prior to the scheduled AGM and presented at the AGM for ratification. Should no EOI be received prior to the AGM the Board will appoint a suitable member that will be ratified at the next Board meeting.

The Life Member Representative will be appointed by the Board on the recommendation of the Life Members and ratified at the next AGM

- Only current proficient Surf Bronze Medallion awardees shall be eligible for election to the following positions; Director of Surf Life Saving, Director of Education, Surf Boat Officer, Board & Ski Officer, IRB Officer and Assistant to these positions.
- At the first Board Meeting following the AGM all officers shall read and sign a copy of their job description and the relevant Code of Conduct(s). These will be kept on file and any breach may result in dismissal.
- Officers of the Club shall be required to understand the needs of the Club and their legal responsibilities as Officers in accordance with the Associations Incorporations Act (as current) and the Australian Charities and Not-For Profits Commission Act (as current). Club Officers owe a fiduciary duty to the Club and shall exercise their rights and powers in good faith and for the benefit of the Club.
- The responsibility of the Board shall be to provide: accountability; strategic formulation and direction; sound fiscal management; policy making; monitoring and supervising committees, sub-committees and staff; whilst considering and managing the risk of the Club.
- At the end of each Season, each Officer shall provide to the Director of Administration, a full inventory of all property, gear and equipment within their respective areas.
- Officers shall comply with the following principle statutory and common law duties:
 - to act honestly and in good faith in the interests of the Club;
 - to exercise a degree of care, skill and diligence that a reasonable person in a like position would exercise in the Club's circumstances;
 - to exercise powers honestly and for the purposes for which they were conferred and not for collateral purposes;
 - to avoid any actual or potential conflict between their obligations owed to the Club and their personal interests and other duties;
 - to keep confidential information obtained, and not to disclose advantage or business opportunities acquired, in the course of that office;
 - to prevent insolvent trading by the Club.
 - Interests

- An Officer shall not hold any place of profit or position of employment within the Club, or in any company or incorporated association in which the Club is a shareholder or otherwise interested, or from contracting with the Club either as a vendor, purchaser or otherwise except with the express resolution or approval of the Club Council. Any such contract or arrangement entered into by or on behalf of the Club in which an Officer is in any way interested will be voided for such reason.
- Disclosure of interests:

The nature and interest of an Officer must be declared by such person at the meeting at which the contract or arrangement is first taken into consideration if the interest exists or in any other case at the first meeting of the Council after the acquisition of the interest. If an Officer becomes interested in a contract or arrangement after it is made or entered into, the declaration of the interest must be made at the first meeting of the Council or Board held after the Officer becomes so interested.
- General Disclosure:

A general notice that an Officer is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration. After such general notice it is not necessary for such Officers to give a special notice relating to any particular transaction with that firm or company.
- Recording Disclosures:

It is the duty of the Director of Administration to record in the Minutes and Conflict Register (disclosure of interest) any declarations made.
- Conflicts:

An Officer notwithstanding an interest, may be counted in the quorum present at any meeting, but cannot vote in respect of any contract or arrangement in which the Officer is interested.

An Officer shall not sign a document where the Officer is interested in the contract or arrangement to which the document relates.

BY-LAW 2.2 – PATRON AND/OR VICE PATRON

A Patron/Vice Patron is any person or business that provides significant contribution and support to the Club and its endeavours.

A Patron and/or up to three (3) Vice Patrons may be proposed by any Member of the Club. Such proposal is to be submitted in writing, to the Board at its meeting immediately preceding the Annual General Meeting. The Board shall then select the nomination/s to be recommended for endorsement at the Annual General Meeting.

BY-LAW 2.3 - DUTIES AND PRIVILEGES OF MEMBERSHIP

- i) All financial Members shall have access to all Club facilities subject to Club Policies approved by the Board.
- ii) All Financial, Active, Long Service, Active Reserve, Active Junior, Life Members, and Officers shall have the right to attend and vote at the Annual General Meeting, General Meetings and Special General Meetings of the Council. Award may be given voting rights if approved and minuted by the Club. All other members may attend such meetings but have no voting rights.
- iii) All Active Members and Award Members are required to attend and carry out patrols as prescribed in Appendix C.
- iv) All Active and Cadet Members may apply in writing for leave of absence from their duties, stating the reasons and time for such leave.
- v) All members shall abide by the Constitution, By-Laws, Code of Conduct and Rules of the

- Club and the Association.
- vi) All competing members shall abide by the Appendix "I" / Competitors Agreement.
- vii) All members shall devote such time to fundraising as called upon by the Board.

BY-LAW 2.4 - RENEWAL OF MEMBERSHIP

- (i) Members shall apply annually for renewal of membership by submission of the prescribed Association Form and payment of the prescribed fee within 28 days from the AGM.

Note: Life members are required to complete forms as listed in (a), however no fee shall be incurred.

- (ii) All membership renewals must be considered at the next Board Meeting following the receipt of the prescribed Association forms, additional forms and fees.
- (iii) Should the application for renewal of membership be refused the member shall be notified in writing through the Director of Administration and any membership fee paid will be refunded. No reason for refusal needs to be given and there is no right of appeal.
- (iv) For a member to be eligible to vote at the Annual General Meeting they shall be required to be a current financial member by no later than close of business on the Thursday immediately prior to the AGM.
- (v) Any member who fails to renew their subscription by the required date shall lose all rights and privileges in the Club and shall cease to be a member. In these circumstances application for membership re-acceptance is permitted, provided the prescribed form is submitted, accompanied by the current fees, and further provided that the relevant Committee shall have the sole right to grant or refuse such application.

SECTION 3 - MEETINGS

(Refer to Appendix 'B' Rules of Meeting)

BY-LAW 3.1 - ANNUAL GENERAL MEETING

- a) The Annual General Meeting shall be held on the 1st Sunday in July, unless otherwise determined by the Executive Committee however in any event at least one week prior to the Branch Annual General Meeting.

The purpose of such a meeting shall be the presentation and adoption of the Annual Report and Financial Statement, the Election of Officers for the ensuing year, to deal with Notices of Motion correctly moved and to transact general business.

- b) Preliminary notice of the meeting shall be forwarded to each member at least 42 days (as per constitution) prior to the meeting and the posting of such notice shall be deemed as notice received 20(b) from constitution re: preliminary notice
- c) Written notice of the meeting including Agenda, list of nominations received and notice of motion shall be forwarded to each member at least 21 days prior to the meeting and the posting of such notice shall be deemed as notice received.

The order of business shall be:-

- Recording of attendance and apologies
 - Conflict of Interest;
 - Declaration of Public Liability Insurance;
 - Confirmation of the previous Annual General Meeting Minutes;
 - Confirmation of Signatories for the Season;
 - Motion for affiliation with the Branch, SLSQ & SLSCA;
 - Presentation and adoption of the Annual Report and Audited Financial Statements;
 - Election of Directors and Officers;
 - Endorsement of Appointed Officers;
 - Endorsement of Branch Councillor;
 - Endorse Junior Activities Committee
 - Election and/or Endorsement of the Finance, Building, House, Social or any other Committee
 - Election and/or Endorsement of Life Members (if any)/Honorary Members & Patrons & Appointments
 - Notice of Motion
 - Special General Business
- d) All members may attend and participate as determined by the Chairman but voting rights are as provided for in Clause 11.1.

BY-LAW 3.2 - GENERAL MEETINGS

General Meetings of the Club or Council are to be held as required but shall be a minimum of two (2) meetings in every Membership Year including the AGM, for the benefit of the Club and the members who may ask questions and expect competent answers.

The order of business shall be:

- a) Attendance, apologies and proxies
- b) Minutes of previous meeting
- c) Business from previous minutes

- d) Correspondence (Relevant to meeting)
- e) President's Report
- f) Director of Finance's Report
- g) Special Business
- h) General Business

BY-LAW 3.3 - SPECIAL GENERAL MEETINGS

- a) A Special General Meeting of the Club or Council may be summoned by resolution carried at a Council or Board Meeting, or by direction of the President, or a written requisition of not less than one third of the members of the Council.
- b) Special General Meetings of the Club or Council shall be called as directed in Clause 20 to deal with Special Business only as detailed in the Notice of the Meeting.
- c) Such meeting shall be held within 21 days of receipt of such request or directive and at least 9 clear days' notice on the Club notice board shall be given stating the business to be discussed. The quorum and time limit for such a meeting shall be as detailed Clause 23.

BY-LAW 3.4 - BOARD MEETINGS

- a) The Board shall comprise those Officers and members as elected in accordance with Clause 30.
- b) The Board shall meet at least once in every two calendar months and the Meeting dates shall be determined at the first Meeting of the Board.
- c) Should any member of the Board absent himself without satisfactory reason for two (2) consecutive meetings and at the discretion of the Board the position shall be declared vacant and the position filled in accordance with Clause 31.

The order of Business shall be:-

- (i) Attendance, Apologies and Proxies
 - (ii) Disclosure of Interest
 - (iii) Business arising out of Minutes
 - (iv) Confirmation of Previous Minutes
 - (v) Standing Agenda Items
 - (vi) Memberships
 - (vii) Grants
 - (viii) Policies
 - (ix) Finance Report (Profit & Loss, Balance sheets and bank recs)
 - (x) Office Bears Reports
 - (xi) Correspondence
 - (xii) General Business
- d) The responsibility of the Board shall be managing the day to day business of the Club, and the allotment of items to Boards, Committees and/or staff.
- e) Issues relating to major policies, constitutional change, incorporation responsibilities and authority, or major financial borrowings and strategic issues shall be referred to the Club Council.

BY-LAW 3.5 - EXECUTIVE COMMITTEE MEETINGS

- a) The Executive Committee shall comprise those Officers and members as elected in accordance with Clause 30.
- b) The Executive Committee shall meet at least once in every calendar month and the Meeting dates

shall be determined at the first Meeting of the Committee.

- c) The Executive Committee shall deal with items of business requiring prompt or urgent attention between meetings of the Board.
- d) Where possible, a minimum of forty-eight (48) hours' notice is required for Executive Meetings.

BY-LAW 3.6 – JUNIOR ACTIVITIES COMMITTEE MEETINGS

Refer to Appendix F.

BY-LAW 3.7 - OTHER COMMITTEE MEETINGS

Other Committees shall meet and operate in the area for which they are specifically created at times and places as required or as decided by the Executive or Committee Chairman.

SECTION 4

Duties of Officers and Others

BY-LAW 4.1 - THE PRESIDENT shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.2 - THE DEPUTY PRESIDENT shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.3 - THE DIRECTOR OF FINANCE shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.4 - THE DIRECTOR OF ADMINISTRATION shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.5 – THE DIRECTOR OF SURF LIFESAVING shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.6 - THE DIRECTOR SURF SPORTS shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.7 – FACILITIES COORDINATOR shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.8 - SPONSORSHIP COORDINATOR shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.9 - THE DIRECTOR OF EDUCATION shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.10- THE JUNIOR ACTIVITIES CHAIRPERSON shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.11 - THE YOUTH DEVELOPMENT OFFICER shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.12 – THE CLUBHOUSE & SAFETY CO-ORDINATOR shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.13- THE DIGITAL CONTENT CO-ORDINATOR shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.14- THE SURF BOAT OFFICER shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.15- THE IRB OFFICER shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.16- THE BOARD & SKI OFFICER shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.17- THE GEAR & EQUIPMENT OFFICER shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.18 – COMMUNICATION OFFICER shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.19 - THE FIRST AID OFFICER shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.20 - SOCIAL CO-ORDINATOR shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.21 - THE TEAM MANAGER shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.22 – MEMBER COMMUNICATION OFFICER shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.23 – GRANTS OFFICER shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.24 – MOBILE SERVICES OFFIER shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.25 – EVENTS CO-ORDINATOR shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.26 – JUNIOR CAPTAIN (UNDER 18) shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.27 – MEMBER ENGAGEMENT AND RECOGNITION OFFICER shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.28 – THE GRIEVANCE OFFICER shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.29 – MEMBER PROTECTION INFORMATION OFFICER (MPIO) shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.30 – VOLUNTEER COMPLAINT MANAGER shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.31 – CHILD SAFE COORDINATOR shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.32 – LIFE MEMBER REPRESENTATIVE shall:

Carry out all duties as listed in Appendix H.

BY-LAW 4.33 - OFFICERS' ASSISTANTS shall:

Assist the Officer for whom they act as Assistants, and in the absence of that Officer, have the like powers, authorities and duties.

BY-LAW 4.34 – OFFICERS COMPLIANCE

All Officers and their Assistants will comply with the guidelines, rules, policies and procedures as set out in the Club Constitution, By-Laws; and as established and communicated from time to time by the Club and its Governing Bodies. Failure to do so may result in removal from office in accordance with Clause 31.

SECTION 5

Staff & Employees

BY-LAW 5.1 - STAFF APPOINTMENTS

The Executive Committee, pursuant to Clause 5 may appoint an Administrator and/or other paid employees for specific assignments.

BY-LAW 5.2 – THE ADMINISTRATOR

The Administrator is a paid Officer position to the directions from time to time of the President, Director of Finance and Director of Administration, they shall:

- a) carry out and implement all decisions of the Council Meetings, the Board and the Executive Committee and within the scope of such decisions use his best endeavours to further the policies of the Club and the advancement of Surf Life Saving;
- b) co-ordinate the activities of the Club Officers and assist wherever possible or as directed;
- a) be responsible to the President on matters of day to day routine business;
- b) at the direction of the President, Director of Finance or Director of Administration be available at all reasonable times for consultation with and assistance in matters which are within the jurisdiction of the Club to the Officers;
- c) maintain close contact with Branch and the State levels of the Association including regular visits provided that they shall inform the Committee of proposed visits;
- a) in all aspects of her/his activities observe and comply with existing procedures of the Club as regards correspondence and communications;
- b) assist to prepare and issue notices and agendas for General Meetings of the Council, the Board and the Executive;
- c) assist in the preparation and presentation of the Annual Report, or any other prepared matter for Club distribution,
- d) be available to work weekends as required by any contract of employment for the commencement of the Patrol Season, Nipper Season, Proficiency days or as otherwise required by the Board,

The Administrator shall not hold any other position, Executive or otherwise within the Coolangatta Surf Life Saving Club, whilst employed as the Administrator.

The Administrator shall not be eligible to be an Active Member of the Coolangatta Surf Life Saving Club, whilst employed as the Club Administrator.

SECTION 6

Committees

BY-LAW 6.1 - GENERAL

- a) Composition and membership shall be as prescribed in the respective By-Laws.
- b) Membership may be drawn from members of the Club.
- c) A member appointed to a Committee shall retain his appointment only whilst he retains his membership of the Club: provided that the Council may, at its discretion, remove any member from membership of a Committee.
- d) In the event of the absence of the Chairman from any meeting the meeting shall appoint one of its members to act during such absence.
- e) It shall be the duty of the Club Director of Administration to refer for consideration and recommendation all matters as properly relate to the jurisdiction of each Committee.
- f) In the event of any matter coming within the jurisdiction of two or more Committees, the President may direct such Committees to jointly consider and report and/or recommend to the Board thereon.
- g) Unless specified otherwise in these By-laws, a quorum for a meeting of a Committee shall be a simple majority of the members thereof.
- h) A Committee may, at its discretion, co-opt the services of any member of the Club or other person to assist in its deliberations, but such co-opted member or person shall have no voting rights, except as may be determined by the Committee.
- i) Reports and recommendations of the Committees shall be presented in writing to the Director of Administration or appointing body within 7 days.
- j) A Chairperson of newly formed Committees, or Groups will be appointed by the Board.
- k) Where committees are established and to form part of the ongoing club committee structure, subsequent appointments of a Chairperson will be by election in accordance with By-Laws election of Officers.
- l) The Chairperson of newly formed Committees, or Groups will report to a appropriate Member of The Club Board as required.
- m) The Chairperson of newly formed Committees, or Groups will report to a appropriate Member of The Club Board as required.
- n) The Supporters Club is an ongoing Committee and operates as per its Constitution and By-Law, approved by the Club.
- o) Ongoing Committees are subject to Review by Board at any time.

BY-LAW 6.2 - EXECUTIVE COMMITTEE

- (a) The Executive Committee shall meet at least bi-monthly and comprise the President, Deputy President, Director of Finance, Director of Administration and Director of Life Saving and shall be required to deal with specific issues and/or items requiring prompt or urgent attention arising between Board meetings.
- (b) The Director of Surf Sports, Sponsorship Coordinator, Facilities Coordinator Youth Development Officer, Clubhouse & Safety Co-ordinator, Director of Education and Junior Activities Chairperson shall be non-voting members of the Executive and may be called upon on a consultative basis in relation to matters pertaining to their specific areas.

BY-LAW 6.3 - LIFESAVING COMMITTEE

- (a) The Lifesaving Committee shall meet at least twice per year and comprise the Director of Surf Lifesaving (Chairman), Vice Director of Surf Lifesaving, Director of Education, Patrol Captains, IRB Officer, Member Communications Officer, Gear and Equipment Officer, First Aid Officer,

Mobile Services Officer, Junior Captain (Under 18) and other officers as determined by the Board.

- (b) It shall be responsible for -
 - (i) maintaining and improving lifesaving patrols and services;
 - (ii) conducting training, instructional and proficiency programs for members;
 - (iii) disseminating lifesaving information;
 - (iv) dealing with matters referred to it from the Board or Council;
 - (v) making recommendations relating to lifesaving to the Board;
 - (vi) planning and operating lifesaving services to meet Club objectives;
 - (vii) making recommendations relating to lifesaving to the Board;
- (c) May organise regular Patrol Inspections within the Club's Patrol System to ensure all proficient members receive regular updating in current methods as outlined in the various Association Manuals.
- (d) Generally administer the matters set out in the Patrol Rules (Appendix C) and report thereon to the Board when required.
- (e) Ensure that all members are aware of and follow all rules, requirements and guidelines as set down by this Committee, Patrol Service Agreement, Board, Point Danger Branch, SLSQ and Surf Life Saving Australia.
- (f) The Lifesaving Committee shall be represented on the Board by the Director of Life Saving.

BY-LAW 6.4 - SURF SPORTS COMMITTEE

- (a) The Surf Sports Committee shall meet at least twice per year and comprise of the Director of Surf Sports (Chairperson), Junior Activities Team Manager, Board & Ski Officer, IRB Officer, Surf Boat Officer and Club Coaches, Team Manager(s) and other Officers as determined by the Board.
- (b) The Committee will deal with matters relating to competition, coaching, training, selection, entry fees, entry forms, accommodation and transport for all touring teams be it local, intra-state, inter-state or international.
- (c) Supervise the acquisition, maintenance, storage and disposal of competition equipment used by competitors and/or competitive teams.
- (d) Supervise the recruitment and retention of competitors, including talent identification and identification of weakness or skills gaps in the competitive teams.
- (e) Ensure that there is adequate liaison with Nippers Members and their parents who are about to enter the U/ 15 competition ranks and to maintain liaison with existing U/ 15 competitors and their parents.
- (f) It shall be responsible for:-
 - coordinating all competition activities of the Club including Club Championships;
 - promoting involvement in surf sports activities;
 - conducting training and coaching programs for members;
 - dealing with matters referred to it from the Board or Council;
 - making recommendations related to surf sports to the Board.
 - may arrange club championships for members.

BY-LAW 6.5 - JUNIOR ACTIVITIES COMMITTEE

- (a) Shall conduct a minimum of 4 meetings per year (including the JAC AGM) and comprise those Officers as provided for in Appendix F to:-
 - conduct and co-ordination of all matters relating to Junior Activities.

- provide for Junior members an educational experience in a wide range of subject and skills within the aquatic/marine environment.
 - prepare Junior members for their eventual transition to the marine and patrol environment of the Senior movement.
 - supervise the recruitment and retention of junior
 - arrange Annual Proficiencies for all Junior Members;
 - ensure all Junior Members are provided the relevant prescribed lessons to meet the minimum requirement for Surf Education Age Awards.
- (b) Be represented on the Club Board by the Junior Activities Chairperson.
- (c) Operate as provided for in Appendix F.

BY-LAW 6.6 - LIFESAVING SELECTION COMMITTEE

The Life Saving Selection Committee shall consist of The Director of Surf Lifesaving, Vice Director of Surf Lifesaving, Director of Education and shall select Patrol Captains and Patrol Vice Captains and teams for all patrol and as required, intra and inter Club competitions and shall notify members of all selections.

BY-LAW 6.7 - SURF SPORTS SELECTION COMMITTEE

- (a) The Surf Sports Selection Committee shall comprise the Director of Surf Sports, Head Coach and/or relevant Coach and relevant Team Manager.
- (b) The Committee shall be responsible for selecting individuals and/or teams for surf sports competitions as required and ensure all members have met the Competitors agreement criteria.
- (c) The Committee's selections shall be subject to the approval of the Board.

BY-LAW 6.8 - FINANCE & AUDIT COMMITTEE

The Finance & Audit Committee shall conduct a minimum of 4 meetings per year and shall comprise the President, Director of Finance, the President and Treasurer of the Supporters Club and two other elected members. In addition, the Grant Officer, Sponsorship Coordinator and Facilities Coordinator would be requested to attend meetings on a need's basis. This committee shall be responsible for the financial well-being of the Club, its assets and property.

The Committee will be responsible for, but not limited to:

- the financial well-being and property of the Club, its
- endorsing and monitoring all budgets
- preparing 6 monthly forecasts
- consider development and capital expenditure
- review and provide recommendations to Board on all matters relating to finance and accounting procedures
- give advice to the Board as to any Club borrowings
- supervise the compilation of the Club Budget in each year, for presentation to the Board
- Maintain liaison with the Coolangatta Surf Life Saving Supporters Club Inc
- Arrange when considered necessary any Meetings with the Club's official Auditors
- Investigate funding opportunities to meet the operational requirements of the club

Ensure, in a general manner in conjunction with the Director of Finance and Board that all Club funds are expended in terms of the constitutional aims and objectives of The Club.

Offer advice to the Board about any Club investments, which may occur from time to time, and conduct risk assessments based on the clubs' risk appetite.

BY-LAW 6.9 - BUILDING & FACILITIES COMMITTEE

The Building & Facilities Committee shall conduct a minimum of 4 meetings per year and shall comprise the Facilities Coordinator (Chairperson), Clubhouse & Safety Co-ordinator, Club House Director, one nominated Committee Member from the Supporters Club and three (3) other elected members who shall act on and investigate matters relative to the Club's buildings and surrounds when so directed by the Board.

The Building & Facilities Committee shall be responsible to the Board for, but not limited to:

- a) all functions conducted within the Clubhouse and the care and maintenance of the building
- b) all future development/redevelopment of the building
- c) safety and compliance audits including but not limited to Emergency Evacuation Plan, Fire Safety, testing and tagging of electrical equipment
- d) conduct a building inspection at least twice per year and provide a report to the Board together with quotes for any works required
- e) liaise with tradespeople for any works approved to ensure all work carried out complies with any building & safety codes and regulations

The Building Committee will maintain a Club Hazard Register, Health and Safety Inspection Form/ Checklist and Inspection Checklist (forms available through SLSC member portal – Guidelines For Safer Surf Clubs, Vol 2 Risk Assessment and Management).

All expenditure must first be approved by the Director of Finance.

The Facilities Coordinator shall chair the Building & Finance Committee.

BY-LAW 6.10 - MEMBERSHIP COMMITTEE

The Membership Committee shall comprise the Deputy President, Deputy Director of Surf Life Saving, Director of Education, Youth Development Officer, Member Engagement and Recognition Officer and any other relevant officers as required from time to time.

Meet regularly to discuss issues relating to all areas of membership including but not limited to recruitment, retention and wellbeing of members.

The Committee shall recommend and select members (subject to the approval of the Board)

- a) for development programs and opportunities
- b) for lifesaving awards
- c) for Surf Lifesaving courses and conferences

BY-LAW 6.11 - MEMBERSHIP SELECTION COMMITTEE

The Membership Selection Committee shall comprise the President, Director of Surf Life Saving, Vice Director of Surf Lifesaving and Director of Education and shall review and if necessary interview nominees for membership and shall submit their findings to the Board.

Once approved, the Membership Selection Committee shall notify members of all selections.

Investigate member's applications to change their Membership categories as defined in the Club Constitution and submit recommendations to the Board.

When considered necessary and (by exception) interview applicants for membership and applicants for transfer and shall submit their findings to the Board.

BY-LAW 6.12 – EVENTS, FUNCTIONS AND SOCIAL COMMITTEE

The Events and Functions Committee shall consist of the Social Co-ordinator, Events Co-ordinator and at least two (2) other elected members, but no more than four (4).

The Committee shall be responsible for arranging the purchase, preparation and presentation of meals and may roster members for assistance where and when required for any event or function. It shall organise and account for all social activities of the Club and its members are to be drawn from within the Club. Care should be taken over the use of other than Club members and adequate Club Insurance cover.

Be chaired by the Social Co-ordinator Officer and comprise other members, as required.

Initiate a minimum of four (4) social functions with a list of all functions to be provided to and approved by the Board.

Assist with the organisation of any social functions of The Club as approved by the Board.

The committee needs to provide a list of planned social functions and events for the season. All social functions and events need to have a budget and plan approved by the Board.

All social events are not for the purpose of fundraising and are to be cost neutral or as otherwise directed by the Board.

They shall also be responsible for making the necessary arrangements for club hosted events including the coordinating volunteers, ordering supplies, and event logistics.

Where necessary apply for special events forms to ensure all members are covered under insurance.

BY-LAW 6.13 – LIFE MEMBERSHIP COMMITTEE

The Life Membership Committee shall meet from time to time and shall comprise of the Life Member Representative (Chairperson) and a minimum of four (4) active Life Members and no more than six (6) other active Life Members.

The Life Membership Committee shall operate as direct in clause 12.2 and provided for in Appendix G.

The Life Membership Committee shall be responsible for coordination life members functions as required.

BY-LAW 6.14 – HEARING TRIBUNAL (JUDICIARY) COMMITTEE

The Executive Committee shall appoint a Hearing Tribunal (Judiciary) Committee Chairperson at a meeting prior to the AGM. Three (3) other association members shall be appointed from time to time as the need arises. These four (4) people must not have an interest or involvement in the incident being investigated. Should the appointed Chairperson have a conflict of interest the executive committee will replace this member as required.

The Committee must convene within five (5) days of receiving the reference of the reported incident. The Committee must be formed for each incident and disbanded at the completion of each hearing.

The Committee may comprise of Club Members from the 'Long Service' and/or 'Life Member' membership categories who presently are not represented on the Board of the Club.

The Committee shall present its findings and decisions including any penalty if so imposed, in the form of a written report to the Board for endorsement or disallowance.

It shall function in accordance with SLSC Policy 6.06 – Complaints Resolution

BY-LAW 6.15 – YOUTH DEVELOPMENT COMMITTEE

The Youth Development Committee shall conduct a minimum of six meetings per year and shall comprise of the Youth Development Officer, Junior Captain (U18), Director of Education, a representative of the Junior Activities Committee and other elected members.

The Committee will be responsible for the supervision of and liaising with members making the transition from Junior Activities membership and for all members under the cadet and junior membership category.

The Committee will be responsible for the:

- a) development, coordination and implementation of activities and programs related to membership development and specifically relevant priorities in the Strategic Plan
- b) enhancement of membership recruitment, retention and transitions through the various age

levels and functions within Surf Life Saving

- c) conduct regular activities for youth/cadet members
- d) pursue issues and activities of benefit to cadets/youth;
- e) provide educational experience in a wide range of subjects and skills;
- f) recognise the important role youth plays within the club;
- g) promote and encourage involvement in programs delivered at all levels of the organisation

BY-LAW 6.16 - AWARD AND RECOGNITION COMMITTEE

The Awards and Recognition Committee shall consist of no more than five (5) members which shall comprise of: the Membership Engagement and Recognition Officer, at least two (2) Board members and no more than two (2) other elected members.

The Awards and Recognition Committee shall gather and prepare award nominations for Branch, State and National awards and honour nominations as recommended by the Board.

The committee may make confidential recommendations to the Board for, but not limited to, the following awards:

- Club Life Membership, Outstanding Service Certificate
- Branch/SLSQ/SLSA Life Membership
- SLSQ/SLSA Long Service/Recognition Awards
- Branch/State/ National awards
- Order of Australia nominations
- Community awards
- Sports awards
- Meritorious awards

The Awards and Recognition Committee shall be guided by the following individual award requirements when determining the appropriate member for recognition.

Awards & Requirements are as follow include but are not limited to:

- a. **Most Valuable Patrol Member:** (one per patrol group) - This award recognises one member from each patrol who stands out, who actively completes all tasks asked of them, who takes initiative to do things, who sets a good example, is always willing to learn and help others.
- b. **Appreciation Award:** This award recognises those members who demonstrate consistent service in one or more areas to a high standard.
- c. **Junior Activities Impact Award:** This award recognises a member who demonstrates outstanding contributions to Nippers without holding an elected role within the Junior Committee ie. Cannot include elected Age Managers, Co-ordinators, Water Safety Supervisor, etc.
- d. **Best New Member:** This award recognises a new member to the club in the current season that has excelled to a high standard in multiple areas (at least three) of the club, such as Patrols, Fundraising, Surf Sports, Awards, Nippers etc.
- e. **Best New Lifesaver:** This award recognises a member who gained a patrol award in the current season and who embodies the essence of vigilance and service for patrolling duties and/or water safety service. Awards gained include: Observers, SRC or BM.
- f. **Cadet Lifesaver of The Year:** This award recognises a member from 13-15 years who has excelled in multiple areas of the club, such as Patrols, Fundraising, Surf Sports, Awards, Nippers etc.
- g. **Junior Lifesaver of The Year:** This award recognises a member from 15-18 years who has excelled in multiple areas of the club, such as Patrols, Fundraising, Surf Sports, Awards, Nippers etc.

- h. **Phillip Hammond Medal (Lifesaver of The Year):** This award recognises a member 18+ years who has excelled in multiple areas of the club, such as Patrols, Fundraising, Surf Sports, Awards, Nippers etc.
- i. **Harry Connelly Medal:** This award recognises excellence in at least one area of lifesaving. Excellence should be considered as being at the State or above level.
- j. **The George Best Senior Trophy:** This award recognises a member who demonstrates high commitment to both lifesaving and competition.
- k. **Noel Holmes Club Spirit Medal:** This award recognises a member who epitomises Club Spirit (a cooly diehard through and through), Vigilance & Service (ever watchful of the needs of others and dedicated to helping them). Consideration for the appropriate recipient should be given to the member that demonstrates these qualities consistently to the highest level.
- l. **Best Club Member:** This award recognises one member above all others. Their contribution stands out in multiple areas (at least three) of the club and their contribution can be felt at the highest level.
- m. **Harry Potter President's Medal:** This award recognises excellence in Leadership. (Chosen by the Club President and note voted on by members).

BY-LAW 6.17 - CONSTITUTION COMMITTEE

The Executive Committee shall appoint a Constitution Committee from time to time and shall consist of no more than five (5) members which shall comprise of the Director of Administration, a Chairperson and any other Club Members as approved by the Board.

The Constitution Committee shall;

- a) Draft any amendments to The Club's Constitution and By Laws which may become necessary due to any directions of a higher Association Authority Draft any amendments to The Club Constitution and By Laws as required by the Board or Council.
- b) Recommend and report on all matters affecting The Club Constitution.
- c) Maintain a record of all alterations and/or additions to The Club's Constitution and By - Laws.
- d) Always have regard to the legal requirements of the relevant Government Act.
- e) Not be required to obtain the approval of any other body or committee for proposed changes to the Constitution; however those proposed changes may be presented to any other body or committee for comment.
- f) Present recommended changes to the Constitution and By-Laws to the Board for endorsement prior to their presentation to the Council for approval.

BY-LAW 6.18 – SPONSORSHIP COMMITTEE

The Sponsorship Committee which shall comprise of the Sponsorship Coordinator (Chairperson), and at least four (4) other elected members.

The Sponsorship Committee will be responsible for, and co-ordinate all sponsorship.

The Sponsorship Committee shall:

- a) Maintaining and prioritising a list of equipment and projects and seek relevant sponsorship
- b) Actively seek new sponsorship, develop sponsorship proposals
- c) Identify and put forward all sponsorship opportunities for the approval of the Board
- d) Maintain a list of current Sponsors and the terms of the agreement and provide a copy to the Board
- e) Develop and maintain a relationship with all Sponsors and provide them with annual reports

Ensure that the Club has up to date records of all the activities and outcomes of the Sponsorship Committee including but not limited to providing copies of all Sponsorship Agreements, and all Sponsorship Proposals.

Liaise with the Director of Finance and office staff with respect to all sponsor invoicing, and actuals and any other obligations which may arise from time to time.

The Sponsorship Coordinator is to report to the Board and provide sponsorship reports and recommendations as necessary.

BY-LAW 6.19 - OTHER COMMITTEES

- a) The Club Board may appoint other Committees, Sub-Committees, panels or groups to deal with particular items or projects from time to time
- b) In such circumstances, the Board shall clearly define the composition, responsibilities, and terms of reference of such Committees, panels, groups etc.
- c) A Chairperson of newly formed Committees, or Groups will be appointed by the Board.
- d) Ongoing Committees are subject to review by the Board at any time.

SECTION 7

Procedures and Rules

BY-LAW 7.1 - ASSOCIATION POLICIES, RULES, REGULATIONS

- a) Association policies, rules and regulations, as issued from time-to-time by SLSA, SLSQ and/or the Branch are accepted as By-Laws of the Club.

BY-LAW 7.2 - AUXILIARY ORGANISATIONS

- a) The Club may authorise the formation and/or affiliation of auxiliary organisations, e.g. Supporters Club with the approval of the SLSQ.
- b) Each organisation's formation and function shall be reviewed annually and shall be compatible with the provisions contained in sections 3 and 4 of the Constitution.
- c) The Constitution of any such organisation and any amendments thereto shall at all times be subject to the endorsement of the Council.
- d) The Club may be represented on any such organisation by an Officer or member of the Club appointed annually for the purpose; and such organisation may by special invitation likewise be represented on the Club.
- e) Such organisations shall be registered incorporated bodies in accordance with the Club Constitution and the Act.

BY-LAW 7.3 - CORRESPONDENCE

- a) All correspondence received by the club shall be registered and distributed to relevant office bearers for information and/ or action. Outwards correspondence must also be registered by the club.
- b) Any correspondence whether inward or outward relating to a matter that is deemed to be of a sensitive nature to the club by the Board may be restricted from viewing by members of the club.

BY-LAW 7.4 - AUDITS

- a) The books and accounts of the Club and any affiliated auxiliary organisations shall be audited at such intervals as may be required by law and/or the appropriate State Government Department or SLSQ. Such audits shall be carried out by an auditor approved to operate in the State of Queensland.
- b) Auditors shall be appointed annually at the AGM.
- c) To ensure the independence of the audit and therefore the integrity of the accounts, the following rules govern the appointment of an individual as an auditor:
The Auditor –
- must be formally qualified;
 - must be a member of a recognised professional accounting body;
 - must not be a present employee of the entity being audited;
 - must declare any perceived or actual conflict

BY-LAW 7.5 - COLLECTION SANCTION

- a) The Club or Auxiliary Organisation shall comply with the provisions of the relevant Government Acts and any subsequent amendments gazetted from time to time.

-
- b) Club shall make application to the relevant Government Department for entitlement under the "Collection Sanction". When Registration is approved, and a "number" issued, all relevant requirements to maintain Registration shall be complied with in every detail.

BY-LAW 7.6 - FUND RAISING

- a) The Club and any affiliated auxiliary organisation shall comply with the law with respect to fundraising.
- b) Fundraising can only be conducted by registered members of the Club unless otherwise approved by the Board.
- c) All fundraising undertaken by club members shall require the approval of the Board, prior to commencing fundraising and should consist of at least 2 members at any fundraising or collection location or as authorised by the Board.
- d) Fundraising authority is vested in the Board which may allocate portions of its responsibilities pertaining to specific projects to the Finance, Social, and/or other special Committees to maintain, direct and/or develop these projects.
- e) Any funds raised by any member of the Club name under the Clubs fundraising authority are retained as general Club funds and distributed as approved by the Board.
- f) All funds raised under the Clubs fundraising authority are to be banked into the Club's nominated account or returned to the Club within 7 days from the date of the fundraising event.
- g) The use of the Club name, logo or equipment for fundraising activities must have the approval of the Board prior to commencing fundraising.
- h) The Club is authorised to solicit monetary donation, sell art union ticket by door to door, canvass to any company, firm, newspaper or other business operation or trading or any person within the area of the Club as defined.
- i) In the event of any breach of the foregoing provisions of this By-Law, it shall be a condition of membership that the member or group of members concerned shall forthwith surrender all such monies to the Club.

BY-LAW 7.7 – SPONSORSHIP

- a) Any sponsorship shall be beneficial to both the Sponsor and the Club with such benefits to be set out in the term and commercial value and list the benefit to the Sponsor
- b) Sponsors shall have exclusivity and the Club shall not seek sponsorship from two sponsors from the same industry
- c) All Sponsor benefits including but not limited to advertising brand exposure, social media & additional benefits shall be recommended by the Sponsorship Committee and approved by the Board
- d) Sponsors are not permitted to use any of the Clubs Intellectual Property without the written approval of the Board
- e) It is the responsibility of the Sponsorship Committee to manage and maintain a record of all Sponsorships with copies of all signed sponsorship agreements to be held at the Club.
- f) All sponsorship opportunities are to be presented to the Sponsorship Committee for review and consideration.
- g) The Sponsorship Committee will submit all sponsorship proposals to the Board for approval.
- h) The Sponsorship Committee will not approach or engage with any Sponsors which will conflict with the Club's values and culture.

BY-LAW 7.8 - INSURANCE

- a) General

It is mandatory that the Club and auxiliary organisations hold insurances approved by the SLSQ. In cases where SLSQ has appointed one or more Insurance Brokers and the Club does not insure through such Brokers, the Club shall submit such policies to SLSQ for approval.

- b) The Club is required to hold insurance under legislation as per section 79a of the Associations Incorporations Act including but not limited to
 - Public Liability
 - Associations Liability
 - Personal Accident (for members where this is no cover provided through Workers Compensation (WorkCover QLD).
 - Marine Hull
 - Motor Vehicle
 - Industrial Special Risk (i.e. clubhouses, contents, stock, lifesaving equipment)
- c) The SLSQ Workcover policy covers personal accident insurance for members aged over 15 years and over through WorkCover Qld
- d) The Club shall have a Workcover Policy to cover all paid staff of the Club.
- e) The Board reserves the right to take out any other insurances as deemed necessary

BY-LAW 7.9 - AFFILIATION

The Club and its affiliates agree -

- a) that they are bound by this Constitution and By-Laws and that this Constitution and By-Laws operate to create a single, uniform entity through and by which the objects of the Club and Surf Life Saving are to be conducted, promoted and administered;
- b) in all other respects the provisions of the Club Constitution, section 3 shall apply.

BY-LAW 7.10 - HONORARIUMS & REIMBURSEMENTS

There is no permissions for honorariums to be paid.

The Club can provide reimbursement for costs incurred for legitimate expenses as approved by the Board.

BY-LAW 7.11 - DISSOLUTION OF AFFILIATED BODIES

- a) The Constitution of every affiliated body shall contain a dissolution clause similar to that set out in section 41 of the Club's Constitution and should any affiliated body fail to make any such specific provision section 41 of this Constitution is deemed to be included in the Constitution of such affiliated body.
- b) In the event of any affiliated body becoming inactive, going into recess or having its affiliation terminated, the Club is empowered to require such body to implement the requirements of section 41 regarding dissolution. Should there be no remaining responsible Officers of such affiliated body capable of carrying out the required procedures for dissolution, the Club is empowered by its Constitution to take any necessary action in this regard.
- c) Upon the dissolution of an affiliated body in terms of the preceding Clauses, the books, accounts and assets of the affiliated body shall be handed over to or taken possession of by the Club to deal with as it may, in its absolute discretion, see fit.

BY-LAW 7.12 – CAPITAL EXPENDITURE –

- a) All major capital expenditure excluding emergent repairs and maintenance and operations items must be approved by the Club Council at a general meeting

- b) The Club shall notify SLSQ of any proposed capital expenditure as required under the relevant SLSQ policy. Capital expenditure includes re-developments, alterations, additions or improvements to existing facilities, acquisition of any land, buildings or other assets, the building of any new facilities, the building or refurbishment of any other facilities either singularly or in partnership.
- c) Capital expenditure also includes capital expenditure to purchase or invest in any business venture, community project, or other project using Club (including affiliated Supporters Club) funds or borrowings.
- d) Such notification shall include details of the recommendation of the above proposal approved by the members at a General Meeting Minutes and all other information as required pursuant to the relevant SLSQ Policy(ies) at that time.
- e) Such proposals shall be dealt with in the following manner –
 - i) proposals shall be assessed by the SLSQ Board of Finance and Property upon receipt of all relevant information. The Board may seek external advice.

Any such approval (which may be granted or withheld conditionally or unconditionally at the SLSQ discretion) forms part of the SLSQ Policy of encouraging responsible financial and asset management, but should not be construed as express or implied advice, or any guarantee, that the proposal is technically, financially or otherwise feasible or responsible.
 - ii) If the SLSQ declines to issue and Approval to Proceed it may give reasons for doing so. However, in determining whether to take further action which might result in a subsequent approval by the SLSQ (for example following SLSQ's recommendation or conditions of approval), if the applicant must undertake any professional advice. Should the applicant proceed with the expenditure based on any recommendations or conditions made by the SLSQ, the risk that this might not be appropriate for your circumstances is accepted by the applicant.
- f) Failure to comply with this policy shall result in a “policy breach notice” being issued and the non-complying entity shall be required to show cause to the SLSQ Executive to explain why disciplinary action should not be taken.

BY-LAW 7.13 – SLSA/SLSQ INTELLECTUAL PROPERTY –

- a) The Policy and Procedures for the use of "red and yellow" Surf Life Saving imagery and property shall be as determined by SLSA/SLSQ.
- b) No one shall be permitted to inappropriately exploit Surf Life Saving imagery such as the red and yellow cap, flags, patrol uniforms, logos/trademarks etc.

BY-LAW 7.14 – CLUB INTELLECTUAL PROPERTY –

- a) The use of the Club Intellectual Property and Logos is at the discretion of the Board and cannot be used by any member or party for use outside of designated and approved Club activities without the written approval of the board. This includes but is not limited to the use of:
 - current and former/ historical logos,
 - event logos,
 - the club name,
 - the club cap,
 - the club colours
 - club uniform designs
 - Trading names or derivatives of (including but not limited to Coolangatta SLSC, Coolangatta Surf Club, The Surf Club Coolangatta, Cools SLSC, Cools Surf Club, Coolangatta Lifesaving Club)
- b) Any program or document created by the Club also remains the property of the Club and any plagiarism or unauthorised use of these documents will be considered a breach and dealt with

accordingly

- c) No one shall be permitted to use the club name without prior approval from the Board.

SECTION 8

Membership

BY-LAW 8.1– MEMBER PROTECTION

- (a) The Club is committed to the health, safety and wellbeing of all members, and shall use its best endeavours to ensure a safe environment exists for all members participating in Surf Life Saving activities.
- (b) The Club shall not condone any form of discrimination, harassment or abuse of, or by, members.
- (c) All members shall abide by the relevant SLSA policies with respect to Member Protection, Equity and Harassment, and the Codes of Conduct as determined from time to time.
- (d) All members involved, either directly in leading, chaperoning, coaching, training and assessing, or supervising (or the like) youth members shall be screened in accordance with legislative and Association requirements as determined from time to time.
- (e) All members shall immediately report any suspected breaches of the SLSA Member Protection Policy to the appropriate authority with their Club or Branch, or to the SLSQ Chief Executive Officer. The Chief Executive Officer shall, in accordance with Association policies and procedures, determine the most appropriate method of dealing with such reports.

BY-LAW 8.2 – DUAL MEMBERSHIP

In relation to dual or multi-club membership the following shall apply: -

- (a) Any member of a club may be admitted as a member of another club or clubs, providing such member has a “clearance” as provided for in “Clearances”. (By-law 8.4)
- (b) Any competing member shall not participate in any Inter-Club competition as a representative of more than one club during any one competition season unless and until his “competitive rights” have been transferred as provided for in “Competitive Rights Transfer”. (By-law 8.3)
- (c) Any competing member who is a member of more than one club shall be entitled to compete in Club events of all such clubs.

BY-LAW 8.3 – COMPETATIVE RIGHTS TRANSFERS

A member of an Affiliated Club who desires to transfer competitive rights to another Affiliated Club during the currency of a calendar year (1 January to 31 December) may do so under the following conditions:

- (a) A member is permitted two (2) competitive rights transfer per calendar year (i.e. 1 January to 31 December of that year). Any further transfer application in that year will be processed but will only take effect (if approved) in the next calendar year. An exception to this will be bone fide relocation because of employment, study or family commitments. Such competitive rights transfers will be subject to consideration and approval by the relevant controlling authority of the member’s “losing club”.
- (b) Any International Life Saving (ILS) ruling in respect of competition transfers, international transfers and World Championship events will be complied with.
- (c) A member desiring a competitive rights transfer shall initiate the transfer process at either the “gaining” or “losing” Club (refer to 3 below) and, after the details are entered into Surfguard ensure the Transfer function in Surfguard has been initiated. A member or Club may use the transfer form as proof that a transfer has been initiated.

- (d) Where a State does not use the Surfguard Transfer function or continues to use the paper-based form (SLSA Form004) the form shall be lodged with the gaining Club, losing Club and Controlling Authority (i.e. Branch or State).
- (e) The "losing" club or its executive shall, within fourteen (14) days of receiving the original, endorse or reject the application (in Surfguard or on the Form). The Club shall record its decision regarding the transfer application in Club minutes, and if using the form immediately forward the copy with the club's decision to the controlling authority. The Club shall advise the member of its decision.
- (f) If the "losing" club approves the application the controlling authority shall advise the member or if using the form record the approval on the original and return the same to the member. The controlling authority shall minute the decision and if using the form shall notate the form with the decision and retain the duplicate.
- (g) If the "losing" club rejects the application and indicates this in Surfguard, the application shall be considered at the next meeting of the controlling authority for a decision and such decision shall be final. The decision shall be advised to the member and if using the form recorded on the original and returned to the member. The controlling authority shall minute the decision and if using the form shall notate it and retain the duplicate.
- (h) If the controlling authority does not receive a decision or the form from the "losing" club within twenty-one (21) days of Surfguard Transfer request being initiated or the receipt of the duplicate form, the application shall be considered at the next meeting of the controlling authority for a decision. Any decision made at the meeting shall be final. The "losing" club and the member shall be advised of such decision in writing.
- (i) Subject to (a), transfers of competitive rights shall take effect from the date the application is approved by the controlling authority.

BY LAW 8.4 - MEMBERSHIP CLEARANCE

- (a) Any member, who desires to join another Affiliated Club but still retain membership of his existing Affiliated Club(s), or any person who has ceased to be a member of an Affiliated Club but who desires to join another Affiliated Club, shall first obtain from his present Affiliated Club(s), or from the Affiliated Club of which he/she was last a member, a clearance. This process can be performed in Surfguard or on the prescribed form (SLSAF004). A member or Club may use the transfer form as proof that a transfer has been initiated.
- (b) The Clearance process (Surfguard or Form) is to indicate:
 - i. Any awards that may be held by such person, and
 - ii. That such person is not indebted in any way to such Affiliated Club(s); and
 - iii. That such person is not expelled or under suspension from such Affiliated Club(s)
 - iv. The Club which shall hold / retain the persons competition rights
- (c) Where a Clearance is initiated in Surfguard (termed Non-Competitive transfer) only items ii and iii (above) shall apply.
- (d) The member desiring the clearance shall initiate the transfer process either in Surfguard or if using the Form, obtain the prescribed duplicate controlling authority clearance form and, after entering the relevant details lodge the original with the "losing" club and the duplicate with the relevant controlling authority.
- (e) The "losing" club shall, within fourteen (14) days of receiving the request, endorse or reject the application (in Surfguard or on the Form). The Club shall record its decision regarding the transfer application in Club minutes, and if using the form immediately forward the copy with the club's decision to the controlling authority. The Club shall advise the member of its decision.

- (f) If the "losing" club approves the application the controlling authority shall advise the member or if using the form record the approval on the original and return the same to the member. The controlling authority shall minute the decision and if using the form shall notate the form with the decision and retain the duplicate.
- (g) If the "losing" club rejects the application and indicates in Surfguard, the application shall be considered at the next meeting of the controlling authority for a decision and such decision shall be final. The decision shall be advised to the member and if using the form recorded on the original and returned to the member. The controlling authority shall minute the decision and if using the form shall notate it and retain the duplicate.
- (h) If the controlling authority does not receive a decision or the form from the "losing" club within twenty-one (21) days of Surfguard request being initiated or the receipt of the duplicate form, the application shall be considered at the next meeting of the controlling authority for a decision. Any decision made at the meeting shall be final. The "losing" club and the member shall be advised by the controlling authority of its decision in writing.
- (i) Clearance of transferring members shall automatically take effect from the date when the application is approved by the controlling authority.

In relation to visits and tours by SLSA individual members or teams who shall include all persons who travel with or under the arrangements made by the SLSA, SLSQ, Branch or Affiliated Club, the following directions shall be mandatory requirements.

SECTION 9

Club Colours/Badges, Competitive Conditions

BY-LAW 9.1 - COLOURS AND BADGES

- (a) The existing Club's colours, badges and competition cap design shall not be altered without re-endorsement of the SLSQ and the approval of the Association.

BY-LAW 9.2 - COMPETITIONS

- (a) The SLSQ shall have power to regulate all competitions between Club, Branches and/or directly affiliated Clubs within its boundaries.
- (b) The Branch shall have power to regulate competitions between Clubs affiliated with the Branch.
- (c) The Club shall only participate in competitions endorsed by the Branch, SLSQ or SLISA.
- (d) No Inter-Club competition within the Branch shall be held without the approval of the Branch.
- (e) Wagering and/or gambling by persons competing or participating (e.g. as a competitor, coach, official, manager, organiser etc.) in events conducted by the Association is not permitted. Such members proven to have gambled on an Association competition event in which they are involved, will be liable to appropriate disciplinary action.
- (f) Members over 18 years are responsible for their own behaviour during non-competition hours and should not bring the Club into disrepute

BY-LAW 9.3 - COMPETITIVE RIGHTS, OBLIGATIONS AND QUALIFICATIONS

Members and competitors acknowledge and agree that competing in lifesaving events, contests, carnivals and competitions attracts certain rights and obligations, and requires certain qualifications. In relation to rights, obligations and qualifications the following shall apply:

- (a) Inherent in membership of SLISA, but subject always to gaining the appropriate qualification as prescribed by SLISA and complying with the competition rules issued by SLISA, is the right to enter, participate in events, contests, carnivals and competitions conducted by SLISA.
- (b) Members are obliged to ensure they obtain and maintain the appropriate qualifications, including but not limited to, awards, age limits, patrols, proficiency tests, equipment and limiting disabilities, to enable them to enter and participate in Association events, contests, carnivals and competitions.
- (c) Members acknowledge and agree that should they participate in, and/or use any SLISA equipment in any event, contest, carnival and competition, which has not been licensed, sanctioned or otherwise authorised by SLISA that they will attract disciplinary action under the Regulations which may result in forfeiture of their competitive rights set out in By-Law 9.3 (a) above.
- (d) All members (regardless of category) who wish to compete for the Coolangatta Surf Life Saving Club are required to perform their patrol obligations as outlined in the Good Member Policy (refer to Appendix I).

BY-LAW 9.4 - CLUB CHAMPIONSHIPS

- (a) The Club Championships shall be conducted annually on a date that may be determined by the Board.
- (b) The list of events to be conducted at the Championships shall also be decided by the Board.
- (c) Any member that has dual membership or competition rights with another Club will only be permitted to compete on the basis that they have met their patrolling obligations at CSLSC.

BY-LAW 9.5 - TROPHIES, PRIZES AND ELIGIBILITY

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

- (a) The Association shall reserve unto itself the authority to determine, from time to time, conditions relative to the acceptability of trophies or prizes, reimbursement of accommodation, travel and other expenses, and eligibility to compete for trophies or prizes.
- (b) wagering or gambling on any competition conducted by the Association, State, Branch or Club is not permitted.
- (c) The Association shall be the authority to approve competitions involving “cash prizes” and therefore any Affiliated Club or other section of the Association wishing to allocate any “cash prizes” for competition events shall seek the approval of their respective Branch, SLSQ or in the case of events involving international or interstate competitors, the Association.
- (d) “Cash prizes” shall not be awarded for any event at an Association, State or Branch championship carnival.
- (e) “Cash prizes” shall not be made available from Affiliate Club general funds, however, sponsor income may be distributed utilising the club banking account.
- (f) Notwithstanding the foregoing, sponsors should be strongly encouraged to provide items of lifesaving gear as prizes rather than cash but where “cash prizes” are presented they shall be portrayed as coming direct from the sponsors.

BY-LAW 9.6 - TEAM MANAGEMENT

- (a) The Club when participating in any carnival or similar function shall appoint a Manager of its competitors and other members of the Club selected to represent and/or assist the Club at such carnival.
- (b) Every Manager so appointed shall be responsible for the proper conduct of himself and of the members under his control and attend all briefings.
- (c) A Manager shall, as far as practicable, remain with the party under his control during the entire period of his managership. In the event of the party under his control separating into sections the Manager shall be responsible for appointing a member of each and every section to act as his Manager of the section.
- (d) In the case of mixed gender teams including minors, a chaperone or chaperones shall also be appointed.
- (e) In the case of a carnival or similar function conducted under the control of the Branch, the name of the Manager so appointed shall be notified to the Branch with the Carnival entries, or, at the latest, before the commencement of the carnival.
- (f) The Manager shall remain in attendance with his team during the course of such carnival or similar function and shall take action to ensure that competitors under his control report to the Check Marshal immediately they are called upon to do so.
- (g) The Manager shall report to the Carnival Referee or other nominated official whenever called upon to do so by the Carnival Announcer or other authorised official and shall comply with the directions then given to them.

SECTION 10

Visits and Tours

In relation to visits and tours by Club members or teams who shall include all persons who travel with or under the arrangements made by the Club, the following directions shall be mandatory requirements.

BY-LAW 10.1 - INTER-CLUB/INTERSTATE VISITS

In relation to the Club or a member or members of the Club wishing to visit other Clubs within Australia, the following shall apply:

- (a) Visits within a State, Territory or Branch shall be subject to the control of that Centre or Branch providing any such control provides for the appointment of a Manager in all circumstances.
- (b) With the exception of national surf carnivals, interstate visits shall be subject to advice to SLSQ and Branch by the intending touring party at least twenty-one (21) days prior to such visits.
- (c) Such advice shall detail the proposed destination and dates of the visit, method of travel, the number intending to travel and the name and address and contact details of the Team Managers who shall be deemed responsible in the event of necessity for future reference.
- (d) Providing there are no grounds for objection, the SLSQ of the intending touring party shall forthwith advise the relevant SLSQ/s of the proposed visit to their region.

BY-LAW 10.2 - INTERNATIONAL TOURS POLICY

When individuals or teams are identifiable as Club or Association members by uniform or insignia or the purpose of the tour is to compete in events using Association type equipment or attend Association conferences or matters identifiable with Association activities, then the following policies and conditions apply:

- At least six months' notice of the proposed departure date shall be given by the Club before permission to tour shall be granted, unless under special circumstances as approved by SLISA.
- SLSQ shall not, in any way, be responsible financially for any part of the expenses attributable to any tour by the Club.
- Appointment of officials, size and composition of the team and selection policies shall be a matter for the Club, however, the Association strongly recommends the inclusion of Educational Officers in any team to tour overseas.
- The Club shall not knowingly select in an overseas touring team any member who is under any form of suspension or is financially indebted to any Club, Branch or SLSQ.
- The Association shall reserve the right to set special conditions under which permission will be granted to the Club to tour overseas countries in the same season that an Australian Representative Team shall be visiting those same countries.
- At least one month prior to the departure of the Club team, SLSQ and Australian Council shall be supplied with a copy of the final itinerary, points of contact, full details of the composition of the team, names and addresses of team members and the team manager.
- The Club team to tour overseas shall have an appointed Team Manager who will be responsible for all matters concerning the team. In the event of any incident, complaint or otherwise adverse reaction to the team as a whole, or members individually, the manager shall be automatically responsible to the Association and may be called before the Branch, State or Australian Council to face judiciary inquiry and possible disciplinary action.
- Comprehensive reports and recommendations (if any) on any tour (together with a team photograph wherever possible) must be supplied to SLSQ within ten (10) weeks of the completion of the tour.
- Adequate insurance policies shall be negotiated in respect of personal accident to and/or sickness

of every member of the touring team, loss or damage to the personal effects of team members and to such special lifesaving and/or display equipment as shall be provided for use on the tour.

BY-LAW 10.3 - INTERNATIONAL TOURS - WITHOUT INVITATION

The Club seeking to tour overseas without having received a specific invitation shall -

- make application to the Branch for permission to conduct a tour which shall include the following;
- proposed itinerary;
- duration of the tour;
- proposed composition of the team (a detailed composition of team members, names, capacities, etc., should be supplied as soon as it is completed);
- details of how the tour will be financed including any proposals of sponsorship;
- aims and objectives of the tour, having regard to Surf Life Saving;
- an undertaking that the Branch, SLSQ or Association will not in any way be financially responsible for the tour;
- the method of selection to be used.
- If the application by the Club is endorsed at Branch level, the Branch shall then forward the application to SLSQ requesting endorsement of same and on forwarding to Australian Council, and in the case of an application to tour by a Club affiliated directly to SLSQ, SLSQ shall, if it endorses the application, forward same to Australian Council.
- The Australian Council upon receipt of the application, and if satisfied all conditions have been met, may then seek from the overseas country, district or Club concerned, permission for the tour to take place and give the Club, Branch or SLSQ permission to correspond direct with the overseas body.

BY-LAW 10.4 INTERNATIONAL TOURS - WITH INVITATION

The Club seeking to tour overseas after having received a specific invitation shall -

- if the invitation is accepted, make application for permission to conduct the tour, to its Branch, SLSQ and the Australian Council setting out all details as required by the Association's Regulations 7.10.1(c) and 7.10.3(a) accompanied by full details and a copy of the invitation received;
- if the Branch and SLSQ endorse the application, it shall be forwarded to the Australian Council seeking final approval for the tour to be conducted;
- the Australian Council, upon receipt of the application and having satisfied itself all conditions have been met, may grant permission for the tour to take place and give the Club, Branch or SLSQ permission to correspond direct with the overseas body. Before granting this permission, the Australian Council will ascertain from the national overseas body that the invitation has been endorsed by them.

BY-LAW 10.5 - TOURS TO AUSTRALIA

In relation to tours by overseas Life Saving organisations to the Club the following conditions shall apply:

- If the Club wishes to issue an invitation to any overseas lifesaving body to tour in Australia, it must firstly make an application to the Australian Council through its Branch/SLSQ. Such application shall include all details of the proposed tour including accommodation, financial obligations of the host body, proposed itinerary and details of any appointed Liaison Officer/s.
- Branches and/or SLSQs receiving such applications shall, before endorsing the application, consider the following -
- the ability of the Club and/or Branch to host such a tour having in mind the membership and financial situation of the hosting Club and/or Branch;

- that the proposed visit will not seriously disrupt any programming of the Club, Branch or SLSQ;
- that qualifications of the host body's liaison officer/s are satisfactory to properly carry out the required duties;
- such tours may be referred to as "domestic tours" and once authority has been given by the applicable Branch, SLSQ and Australian Council these authorities shall not bear any responsibility, financial or otherwise, in connection with the tour.
- The Australian Council upon receipt of the endorsed application, and provided that all the necessary conditions have been met, will consider the application, and if approved, the Australian Council shall notify the overseas Association concerned. However, the tour should not be considered confirmed until the overseas Association has advised the Australian Council of the invitation's acceptance.
- Within eight (8) weeks of the completion of any tour by an overseas body, the Club shall supply the Australian Council with a comprehensive report detailing the activities and achievements of the tour.
- Despite a tour being classified as a "domestic tour" it is anticipated that the Club will take such opportunities to invite the Branch, SLSQ and the Australian Council representatives to be present at receptions and to be given the opportunity of having discussions with overseas visitors.

SECTION 11

Complaints, Investigations, Mediation, Breaches, Judiciary, Discipline, Penalties and Appeals

Refer to the current Surf Life Saving Australia Policy 6.06 - Complaint Resolution Policy for requirements on managing complaints, investigations, mediation, breaches, judiciary, discipline, penalties and appeals.

APPENDIX "B"

RULES OF MEETINGS

• GENERAL

- The undermentioned Rules shall apply to the conduct of all meetings of the Council, and Committees.
- For the purpose of these Rules, the word "member" shall refer to members of the Association.

• CHAIRMAN'S AUTHORITY

- Whenever the Chairman rises during debate, the member then speaking shall be silent and resume his seat.
- 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 apologise.
- The Chairman may call a member to order. If such member persists in being disorderly, he may call upon such member to withdraw from the meeting.
- It shall not be permissible to dispute the Chairman's rulings, or move a motion of dissent from his ruling, on matters of procedure and points of order.

• DEBATE

- Any member desiring to speak shall stand up and address the Chairman.
- If two or more members rise to speak at the one time, the Chairman shall decide which is entitled to priority.
- 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.
- No member shall interrupt another while speaking except to raise to a point of order.
- No speaker shall digress from the subject under discussion.
- No member shall use offensive or unbecoming words.
- During the debate, a member may raise a point of order whereupon the member then speaking shall resume his seat until the point of order has been decided.
- 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 his point. The seconder and Chairman only may then speak to the motion;
 - 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".
 - 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.
 - A member may move the adjournment of the debate to a subsequent meeting. If the motion for adjournment is lost, the mover thereof shall not be allowed to speak again on the question under debate. 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.

• MOTIONS AND AMENDMENTS

- Any member proposing a motion, or an amendment shall state its nature before addressing the meeting thereon.
- 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.
- No member may speak more than once to a motion except with the Chairman's permission, in explanation or reply, or to ask a question provided that he may speak again on any amendment to the motion.
- The mover of a motion's right of reply shall be exercisable at the end of the debate.
 - The mover of an original motion must get the consent of his seconder, and the approval of the meeting, before making any alteration to the wording of his motion.
 - Any member (other than as provided in Rule 4.7 herein) may move an amendment to a motion, provided it is not a direct negative of the motion proposed.
 - 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.
 - A particular member may move or second one amendment only to each motion but may speak on amendments moved by others.
 - An amendment having been moved, it shall not be competent to move any further amendment, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at the one time.
 - 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.
- The mover of an amendment has no right of reply.
 - A member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of the debate.
 - 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.
 - When an amendment is carried the motion as amended becomes the motion before the meeting.
 - 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.
 - 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 unanimous vote, order its re-committal.

• VOTING

- Voting shall be by the voices, or at the discretion of the Chairman or at the request of any member, by show of hands or by secret ballot.
- Any member, supported by not less than three others, may call for a division, in which case members shall move to the right or left of the Chairman, as directed by him.
- In the event of a division any member declining to vote shall elect to retire behind the Chairman or have his vote counted in the negative.
- The Chairman may appoint tellers to assist him in counting a vote.

APPENDIX "C"

Patrol Rules

The patrol season shall be as decided by the Branch, annually. The method of patrol duties shall be determined by the Board prior to the commencement of each Season.

- Active Members shall attend patrols as rostered or appointed provided that:-
 - Active Cadet Member shall be eligible for duties only commensurate with their qualifications;
 - A member desirous of transferring from one Patrol to another shall do so only with the consent of the Director of Surf Lifesaving of the Club;
 - It shall be permissible to appoint a substitute, when unable to attend, the member appointing such substitute to be responsible in the event of the substitute not attending;
 - Representation at any Carnival as a Selected Competitor or Carnival Official or at any demonstration or meeting of the Association does not constitute attendance and it shall be the responsibility of the individual to arrange substitution in these instances;
 - Exemption for patrol duty may be granted by the Director of Surf Lifesaving in special circumstances but for extended periods of exemption written application shall be made to the Committee who shall decide the issue;
 - At each Meeting of the Board a report, taken from the Patrol Register, shall be tabled by the Director of Surf Lifesaving or his deputy indicating any breaches that require investigation as provided for in By-Law 6/6.8.
- The first Patrol on duty shall see that all lifesaving gear including operational IRB is placed in position on the beach and the last Patrol on duty shall return such gear to the clubhouse or gear room.
- The Patrol shall assemble in the Club Room five (5) minutes before the appointed hour to commence duty unless it is the first patrol of the day, in which case it shall assemble 15 minutes before the appointed hour.
- A member who is late for Patrol duty or who misses a Patrol without notifying his Patrol Captain or the Director of Surf Lifesaving may be allotted a Penalty Patrol or other duties at the discretion of the Director of Surf Lifesaving. Failure to attend penalty patrol incurs automatic suspension until the next Club Meeting.
- Patrol members shall wear Association Caps and other dress as directed by the Association. 6. Before the Patrol commences duty, the Patrol Captain shall detail the position each man is to take in the event of rescues, allocate qualified IRB personnel to the IRB, and shall detail a member to tower or lookout duty.
- In the absence of the Patrol Captain the Patrol Vice-Captain shall have like power and authority.
 - Members of Patrol and activities of the patrol are under the control and direction of the Patrol Captain, and members are not allowed to leave the patrolled area unless extenuating circumstances arise and then must first obtain permission from their Patrol Captain.
 - In the event of the Patrol having finished its term of duty, and the succeeding Patrol failing to relieve it, the Patrol Captain shall ensure that an adequate Patrol is maintained, whilst he reports to the Director of Surf Lifesaving.
 - Patrol Captains are held responsible for the efficiency of their Patrols and are required to record in the Patrol Register the names of absentees from their Patrols, and any irregularity such as being late, leaving early or not being in the regulation dress.
 - Patrol Captains shall regularly test their Patrol on their ability and knowledge of the resuscitation methods and rescue procedures utilising the gear on patrol.

- A member shall obey his Patrol Captains, either in the actual work of lifesaving, or any other duty associated with the activities of the Patrol within the Club.
- Clubs are reminded of requirements as per the Association's Memorandum of Association, Articles of Association and Rules & Regulations -

Patrol Exemption Policy

In relation to patrol duties the following shall apply:-

- Members, Clubs and the Association generally, must recognise the obligation of all members to perform patrol duties and/or other duties within the Surf Life Saving structure.
- Exemptions from patrol, or other duties, may only be granted in the most exceptional of circumstances.
- Clubs may provide exemptions for senior Club Officers and persons whose Club duties are such that exemption is provided in the Club Constitution and By-Laws or, by special resolution of a General Meeting of the Club.
- The Association may provide exemption from all - or part - of Club patrol duties for members of the Board of Surf Life Saving, senior Association Officers or, members of Association patrols or rescue services.
- Under no circumstances shall competitors be granted patrol, or Club duty exemptions, solely upon competition reasons.
- Any patrol, or duty exemption, granted by a Club - unless those provided for in (c) and (d) above must be immediately submitted for ratification to the Association (Branch or State) stating names and reasons for exemption.
- Patrol Captains are required to ensure that the Patrol, Radio and IRB logs are completed.
- Patrol Captains are to ensure that motorised equipment is driven only by members with the appropriate licences.

NOTE: Providing the spirit of these Rules are not minimised in any manner, Clubs may see fit to provide for their own problems in relation to patrols. Coolangatta Constitution & By Laws

APPENDIX "D"

Clubhouse Rules

GENERAL

- The benefits of Club privileges shall be permitted only to financial members of the Club and such Association visitors as are approved by the Director of Surf Lifesaving and Clubhouse Director and/or written approval of the Director of Administration.
- All Members are expected to read & comply with SLSA Policy 6.5 Members Safety and Wellbeing Policy
- Preference in allocation of accommodation shall be determined on the following basis: - Active Members, Active Reserve Members, Cadet Members, Qualified Associates, and visiting Association Members.
- Junior Active members shall be permitted to stay in the clubhouse on weekends during the season providing, there are two or more, and a Senior Active Member or Senior Committee member is present. Junior Active Members shall not be permitted to stay in the clubhouse on weekends during the winter season unless a Senior Active Member or Senior Committee Member is present.
- Any member who desires to stay at the clubhouse shall make written application to the Director of Administration providing at least ten (10) days' notice is given and providing that any such privilege shall not be extended beyond three (3) consecutive weeks.
- Members are responsible for their own actions & unseemly conduct likely to interfere with the comfort of other members of the Club shall not be tolerated and members are requested to assist in preventing such conduct.
- Theft & and Damage occasioned to clubhouse facilities shall be subject to investigation and decision of liability by the Board maybe reported to the police.
- Members shall use their individual efforts in preserving the cleanliness of the Club's quarters.
 - A roster of weekend duties will be allocated as required and shall be placed on the Notice Board by the Clubhouse Director.
 - Any refusal of clubhouse duties shall be dealt with by the Membership Committee.
 - Bad language shall not be tolerated in the clubhouse.
 - Pets shall not be allowed in the clubhouse, with the exception of guide dogs and other assistance animals.
 - Recipients of the Clubhouse Master keys shall be in the control of the Executive Officers
 - Wet costumes shall not be permitted into the sleeping quarters or kitchen nor allowed to remain in the dressing room.
 - Foodstuffs shall not be brought onto Club premises or stored or consumed therein except in the kitchen or such other areas as may be designated from time to time by the Committee.
 - a) Storage of personal items is your responsibility and shall be placed in lockers provided and not left lying around the clubhouse.
 - b) All kitchen and cleaning duties shall be completed as soon as possible after completion of meals & and functions and shall be done to the satisfaction of the Clubhouse Director.
 - c) Liquor may only be consumed in the clubhouse at an organised function arranged by the Committee and in accordance with any liquor licence granted by the appropriate department within the Queensland Government. A member that holds a (RSA) responsible service of alcohol certificate must be present at the function. Members are not allowed to stay overnight in the clubhouse if they are intoxicated.

- d) The First Aid Officer, proficient members and patients are the only persons permitted in the First Aid Room. First Aid equipment shall be used for first aid purposes only.
- e) Junior (Nippers) members shall be permitted the use of the "Club House" whilst under the supervision of a Club Official or Parent only.
- f) Please make yourself aware of all Fire Exits & Emergency procedures as displayed in the Club Guidelines & Fire Evacuation Plans.

BUNK ROOMS PROTOCOL TO BE ADHERED TO.

- a) The use of clean sheets or sleeping bag and clean pillowcase shall be compulsory and members who do not provide themselves with a pillowcase, sheets or sleeping bag shall be denied the use of the clubhouse premises.
- b) Noise, likely to interfere with the sleeping members will not be tolerated.
- c) Main lights in sleeping quarters must be extinguished by 10.30pm.
- d) All members shall vacate their bunks by 7 am.
- e) Quarters shall be swept, beds made, private clothing and belongings left in an orderly manner by 9.am.
- f) The bunk rooms shall be limited to members of the same sex only, unless occupied by members of the same family.

APPENDIX "E"

Gear Rules

a) BOARD & SKI

- Board & Ski owned by the Club or its members shall be stored under the control of the Board & Ski Officer.
- Members shall not use other members' Board & Ski without prior approval of the owner.
- Members shall not use Club gear without prior approval of the Board & Ski Officer, Gear Steward, Director of Surf Lifesaving or Director of Education.
- The Skis and Boards shall never be launched or brought in near the marked surf bathing area or buffer area, nor where bathers are likely to be encountered.

b) SURF BOAT

- The Surf Boat shall not be used for any other purpose than Surf Life Saving and the practice thereof, and the instruction in rowing, except with the permission of the Executive committee.
- No members of the Club shall use the boat unless it is in charge of the Boat Officer, Boat Vice Captain or Director of Surf Lifesaving or Vice Captain, except that if these Officers are unavailable, one of them may grant permission to a member of the Club (who in his opinion is qualified to do so) to take charge of a Boat and such member shall be responsible to the Committee for the conduct of the crew and the manner in which the boat is used while it is under his control and for each breach of the Surf Boat By-Laws.
- Save in the case of rescues, no person other than Club members, shall be allowed in a Boat, except with the approval of the Boat Captain or his Deputies.
- The Boat shall not be taken away from the area patrolled by the Club without the special permission of the Executive Committee except for the express purpose of rescuing persons in danger in the vicinity of that area or for training purposes or for Carnivals.
- The Boat and gear shall be housed in the Boat shed provided for that purpose and securely locked up, or a designated storage place approved by the Executive Committee. The Officer last in charge of the Boat each day shall be responsible for its return to the shed/storage place and shall report the Committee in writing any damage to or loss of gear that may have occurred.
- Members, except those on patrol, may be called upon to assist in getting the Boat in and out of the water, and a refusal to do so will be a matter for report to the Committee for action thereon.
- No more than a boat crew of five (5) or less than that number shall be taken in a Boat unless under special circumstances.
- The Boat shall never be launched or brought in near the marked surf bathing area or buffer area, nor where bathers are likely to be encountered.

c) POWER BOAT RESCUE CRAFT

The IRB Officer shall:-

- be responsible for the general maintenance and up-keep of all powered surf rescue craft and equipment.
- at all times ensure that the IRB is ready for patrols and adequate fuel is on hand.

- in consultation with Director of Surf Lifesaving, be in charge of all powered surf rescue craft operations.
- have an IRB in attendance at all examinations where directed by the Director of Surf Lifesaving.
- have an IRB in attendance at the buoys on all occasions that surf events or tests are being held
-

APPENDIX "F"

Junior (Nipper) Activities Committee Rules

APPOINTMENT, OBJECTS, COMPETITION, MEETINGS AND PROCEDURES.

(a) Appointment

The Club, at its Annual General Meeting shall endorse the appointment of a Junior Activities Committee (hereinafter referred to as the JAC), as provided for in By-Law 6.5 of current financial members of the Club who are interested in the objects and duties of the JAC.

(b) The Objects and Duties of the JAC shall be:

- The responsibility for the conduct and co-ordination of all matters relating to Junior Activities.
- To provide for Junior (Nipper) members an educational experience in a wide range of subjects and skills within the aquatic/marine environment.
- To prepare Junior (Nipper) members for their eventual transition to the marine and patrol environment of the Senior section of the Movement
- To provide for the instruction and the conduct of assessments of Junior (Nipper) members willing to gain the Junior Age Awards including the Surf Rescue Certificate (SRC).
- To conduct Junior Activities within the rules and regulations of the organisation at all levels.

(c) Management and Composition

- The Junior Activities Chairperson shall be responsible for the management of Junior Activities and shall be comprised of current financial members who have been elected at the annual meeting of the Junior Activities Committee and endorsed by the council at the AGM. The Chairperson of the Junior Activities Committee shall be a member of the club Board and shall be elected at the AGM of the Club following an endorsed nomination from the annual meeting of the Junior Activities Committee.
- The JAC shall elect all or any of the following officers to conduct the activities of the JAC – Deputy Chairperson, Director of Administration, , Registrar, Education Officer, Carnival Nomination Officer, Awards Officer, Team Manager/s U11 to U15 and U 8 to U 10, Gear Steward, Chief Water Safety Officer, BBQ Coordinator, Age Managers and other such positions as deemed necessary The JAC decisions shall be subject to ratification of the Board.

(d) Meetings of the JAC

- The Annual Meeting of the JAC shall be held prior to the Club Annual General Meeting
- A minimum of two (2) weeks written notice of the Annual meeting of the JAC shall be provided to all members eligible to vote
- The Annual Meeting of the JAC shall have the following agenda:
 - Attendances
 - Apologies
 - Annual Report of Activities
 - Recommendation of the Junior Activities Chairperson Election of Officers of the JAC
 - Meeting dates
- A quorum for the Annual Meeting of the JAC shall be a minimum of 25 members eligible to vote.
- To be eligible to vote at the Annual Meeting of the JAC you must be a financial member with

a vested interest in Junior Activities.

- JAC meetings which shall be held at the discretion of the Chairperson of the JAC with the following agenda-
 - Attendances
 - Apologies
 - Confirmation of Minutes of previous Meeting
 - Business Arising
 - Correspondence
 - Reports
 - General Business
- A quorum shall be a majority of the elected officers of the JAC

(e) Elections

- Nominations for the Election of Officers of the JAC shall be in writing and signed by the nominee signifying their eligibility and willingness to stand for election and be lodged with the JA Secretary one (1) week prior to the Annual Meeting of the JAC.
- If there are multiple candidates for any one position, a decision shall be determined by secret ballot of the members present and eligible to vote at the meeting.

(f) Competition

- The JAC shall have power to regulate all Intra-Club competitions providing such competition has been approved by the Club.
- No Inter-Club contest or competition shall be held without the approval of the Club and the Branch.
- All Junior competitors shall wear protective clothing approved by the Association in all water activities as directed by the Branch or SLSQ.
- Age Managers and the Team Manager in consultation with the relevant coach shall select the competitors and teams for all inter/intra Club competitions and carnivals and may alter such selections at its discretion, and its decision shall be final.

(g) Coaching

- All coaches will be required to complete a risk assessment at the commencement of all training sessions and keep a record of attendance which must be provided to the office after each session.
- They must ensure that water safety ratios are complied with for all training sessions and that a record of water safety hours is maintained
- All coaches shall work in consultation with any applicable paid coach.
- All coaches must be suitably qualified to coach the discipline(s) they are coaching

• **OFFICERS AND THEIR DUTIES**

(a) The Junior Activities Chairperson:

Shall chair all meetings of the Committee at which they are present and shall exercise a general supervision over the affairs of the JAC. They shall be Board Member of the Club and shall represent the JAC at Branch.

The Chairperson shall, when presiding at a meeting, have a deliberative and a casting vote. They shall submit an Annual Report of the JAC to the Club and submit regular reports to Board of Management.

(b) The Junior Activities Deputy Chairperson: In the absence of the Chairperson, the Deputy Chairperson shall perform all the duties usually undertaken by the Chairperson.

- (c) The Junior Activities Secretary: Shall attend to all the correspondence, attend all meetings, record the minutes of the meetings and assist in the preparation of the Reports. They shall issue notices of meetings and any circulars of matters of interest to the JAC in conjunction with the Club Director of Administration.
- (d) The Junior Activities Registrar: Shall assist with the administration of new and renewing memberships and may be a point of contact for all membership enquiries. The Junior Activities Awards Officer: Shall be responsible for the training and assessment arrangements for the Junior evaluations and Age Awards. They shall be responsible to and work in conjunction with the Club Director of Education.
- (e) The Junior Activities Team Manager: Shall be responsible for the control and conduct of the competitors and shall submit a team report following each major carnival. They or the Age Managers shall record the attendance of the competitors at Carnivals. They shall be responsible for preparing the age competitors and teams as selected by the Selection Committee for their respective events and ensure the competitors are at the marshalling area at the prescribed time for such events. They shall be responsible for lodging all protests as per the Surf Sports Manual. They may be assisted by an assistant Team Manager and the Age Managers.
- (f) The Junior Activities Gear Steward: Shall be responsible for all the JAC equipment, making sure such equipment is in good condition and repair and properly housed and co-ordinate beach setup and pack up for all junior activities.
- (g) The Junior Activities Chief Water Safety Officer: Shall be responsible for water safety at all junior activities. They shall conduct a risk assessment for all junior activities and ensure that water safety ratios are complied to.
- (h) The Junior Activities Education Officer: Shall be responsible for organising specific educational programs and events to further the education of junior activities members and coordinate suitable members to assist in the delivery of lessons as required.
- (i) The Junior Activities Carnival Nomination Officer: Shall be responsible for Carnival nominations in conjunction with the Age Managers and JA Team Manager(s).
- (j) The Junior Activities BBQ Coordinator: Shall be responsible for provisioning the BBQ and rostering of assistance.
- (k) The Junior Activities Age Managers: Shall prepare programs and work in conjunction with the Awards Officer and Education Officer in their duties and act as an assistant to the JA Team Manager during the performance of their duties.

• MEMBERSHIP

- (a) Any Nipper applicant for membership shall be accompanied by a Parent or Guardian applicant for membership of some type depending on their qualifications ie. Associate, Active etc., provided that one parent or guardian is acceptable for more than one Nipper in the same family.
- (b) All applications for membership of a parent or guardian of the Coolangatta SLSC Nippers may be require to obtain a Positive Notice – Blue Card as provided by the Queensland Government for working with children and young persons.

APPENDIX "G"

Life Membership Committee

- (a) A Life Members representative will be confirmed at the Annual General Meeting.
- (b) A meeting of all current Life Members will be called each season to discuss any nominations for Life Membership prior to the nomination being sent to the council for endorsement at the Annual General Meeting.
- (c) A minimum of 4 Life Members shall be in attendance to form a quorum together with at least one current member of the Executive Committee (i.e.; President, Director of Administration, Director of Lifesaving or delegate) to endorse or reject the nomination, prior to being put to the AGM for ratification if endorsed. If the quorum is not reached the nomination would be held over for the next available opportunity.
- (d) Nominations for Life Membership of the Coolangatta Surf Life Saving Club shall be submitted in writing to the Director of Administration and the attached Life membership nomination form (Appendix H) 28 days prior to the AGM and must be moved and seconded by 2 of the current financial active senior members or Executive members of the Coolangatta SLSC.
- (e) All Life Members will receive a copy of the application and personally assess honestly and objectively.
- (f) A Life Membership is assessed on work done above and beyond what is expected of a club member once they have completed a minimum of 15 years' of cumulative service.
- (g) A meeting will then be called of all Life members to openly discuss the application; those not attending can submit a signed confidential endorsement form.
- (h) The Life Membership Committee shall assess members who have rendered a minimum of 15 years extraordinary, outstanding, conspicuous special service to the club.
- (i) The decision of the Life Members & Executive Committee shall be final and reported to the next Annual General Meeting.
- (j) The endorsed nomination is then put to an Annual General Meeting (AGM) where a two/third's majority (refer to section C 2.2 of the constitution) will award the highest honour in the Coolangatta SLSC. This must be done by secret ballot and two (2) people nominated from the floor will act as scrutineers.
- (k) Successful applicant/s for Life Membership shall be formally presented with their life members badge by the President at the annual dinner.

APPENDIX "H"

Duties of Officers and Others

CLUB PRESIDENT

PURPOSE: The President is the principal leader of club and has the overall responsibility for the administration of the clubs within the club structure. They provide leadership and direction to the Management Committee, officers, and members

RESPONSIBLE TO: The Executive, the Board, and the Council

TIME COMMITMENT: Committee 10-12 hours/week

RESPONSIBILITIES AND DUTIES

- Be the principal leader of the Club and shall be a member ex-officio of all Committees;
- Set the overall annual committee agenda, help the committee prioritise its goals and working within the Coolangatta SLSC strategic plan
- Facilitate and chair committee, executive and all general meetings
- Preside at all meetings of the Club and shall exercise his authority by generally
- supervising the affairs of the Club in conjunction with the Executive and Board;
- Represent the Surf Club at local, branch, state and national levels
- Act as a facilitator for Surf Club activities and represent members views
- Ensure all rules and regulations of the Club are upheld
- Ensure financial, social and structural viability of the Club
- Identify and communicate to members the clubs strategic plan
- Be responsible for planning, including succession
- When presiding at a meeting, have a deliberative and a casting vote;
- Be the Club representative on the Branch.
- Submit an annual report for inclusion in the Club Annual Report document.
- Provide written reports to all board meetings
- Manages the Office Manager with the Director of Administration
- Maintain an overview of the Club's strategic planning process
- Be appointed for a 2-year term, as per constitution

KNOWLEDGE AND SKILLS REQUIRED

- Communicate effectively
- Well informed of the organisations activities
- Aware of future directions and plans of members
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- Maintain a policy of loyalty to the Surf Club and its activities whilst maintaining confidentiality and respect towards members
- Maintain effective and efficient administration
- Have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Must be a supportive leader for all organisations members
- Proficient computer skills
- Knowledge and understanding of relevant organisational policies

SPECIAL REQUIREMENTS

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct

DEPUTY PRESIDENT

PURPOSE: In the absence of the President the Deputy President must perform all the duties usually undertaken by the President and assist in managing the strategic direction of the club

RESPONSIBLE TO: Club President and the Board

TIME COMMITMENT: 2-3 hours/week

RESPONSIBILITIES AND DUTIES

- Facilitate and chair committee, executive and all general meetings in the absence of the Club President
- Help the committee prioritise its goals and work within the Coolangatta SLSC strategic plan
- Be the proxy at local, branch, state and national levels in the absence of the Club President
- Assist in facilitating Surf Club activities and representing members views
- Ensure all rules and regulations of the Club are upheld
- Ensure financial, social and structural viability of the Club
- Identify and communicate to members the clubs strategic plan
- Be responsible for planning, including succession
- Shall carry out special assignments as directed by the President or the Executive Committee.
- Develop and manage a Volunteer Recognition Program (VRP) at Club level which will raise the enjoyment and satisfaction of volunteers involved in Club activities
- Coordinate the development, review and updating of formal job descriptions/duties for all Club voluntary positions;
- Be a member of the Executive Committee and the Board
- Submit an annual report for inclusion in the Club Annual Report document.
- Provide written reports to all board meetings
- Manage the Club's strategic planning process and review outcomes monthly for reporting back to the Board
- Be appointed for a 2-year term, as per constitution elected each year of even number

KNOWLEDGE AND SKILLS REQUIRED

- Communicate effectively
- Well informed of the organisations activities
- Aware of future directions and plans of members
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- Maintain a policy of loyalty to the Surf Club and its activities whilst maintaining confidentiality and respect towards members
- Maintain effective and efficient administration
- Have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Must be a supportive leader for all organisations members
- Proficient computer skills
- Knowledge and understanding of relevant organisational policies

SPECIAL REQUIREMENTS

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct

DIRECTOR OF FINANCE

PURPOSE:	The Director of Finance is the chief financial management officer for the Club
RESPONSIBLE TO:	Club President and the Board
TIME COMMITMENT:	3-6 hours/week

RESPONSIBILITIES AND DUTIES

- Is the Chief Financial Management Officer for the Surf Club
- Ensure planning and budgeting is in accordance with the wishes of the members
- Be the chairperson of the Finance and Property committee and conduct at least quarterly meetings.
- Work with officer in the preparation of an annual budget and monitor it carefully
- Oversees the Surf Club's accounting records including detailed records of all payments and monies received with the Office Manager/ Bookkeeper
- Facilitate the audit annually, presenting details to members at the Annual General Meeting
- Shall ensure that the annual audited statement, applicable statements and returns are submitted to SLSQ and/or the relevant Government Department, as and when required.
- Produce relevant and timely financial reports showing details of receipts and expenditure since the presentation of the previous report and shall produce the Bank statement together with a reconciliation statement, showing the balance as the debit or credit of the Club's finances. These need to be submitted to each Board meeting as required and ensure they are understood
- Provide written reports to all board meetings
- Authorise payments using online banking
- Manage credit accounts with extrenal providers
- Cause the preparation of statutory returns and reports as required, specifically, BAS and IAS
- Ensure the entity is compliant with relevant Legislation and Regulations, particularly *Associations Incorporation Act Qld /1981*) and the *Collections Act 1966* and various taxation requirements
- Submit an annual report for inclusion in the Club Annual Report document.
- Provide written reports to all board meetings
- Is the chair of the Finance and Property committee and shall coordinate regular meetings as set out in section 6.8
- Maintain an overview of the Club's strategic planning process
- Be the holder of a current "Blue Card" or "Exemption Notice" Queensland Working with Children check
- Be appointed for a 2-year term, as per constitution

KNOWLEDGE AND SKILLS REQUIRED

- Well organised and able to work unsupervised and be self motivated
- Ability to allocate regular time periods to maintain the books
- Ability to keep correct up-to-date records
- Able to work in a logical orderly manner
- Time management skills
- Maintain a Policy of Loyalty to the Surf Club and its activities whilst also maintaining confidentiality and respect towards members
- Awareness of information, needed for the Annual Audit.
- Knowledge and understanding of the club's financial management program
- Proficient computer skills
- Knowledge and understanding of relevant organisational policies

SPECIAL REQUIREMENTS

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct

DIRECTOR OF ADMINISTRATION

PURPOSE: The Director of Administration is the key administrative officer of the Committee and is responsible for the coordinating link between the members, the club's Management Committee and subcommittee, the Supporters Club and outside agencies.

RESPONSIBLE TO: Club President and the Board

TIME COMMITMENT: 10-12 hours/week

RESPONSIBILITIES AND DUTIES

- Forward notices of all meetings and the business to be transacted thereat to Members in accordance with the By-Laws;
- Record and keep Minutes of all Annual General, General, Special General, Management Committee, and Executive Committee Meetings;
- Conduct the correspondence of the Club and be responsible for the custody of all documents and instruments of Incorporation belonging to the Club and for the disposition thereof;
- Be responsible for the drafting of the Annual report to be submitted to the Management Committee for approval before printing and circulation to all Members at least seven (7) days prior to the Annual General Meeting;
- Carry out all duties arising from decisions of Annual, Special, General and/or Committee Meetings
- Make arrangements including agenda, venue, date, etc, for club meetings in consultations with the Chairperson and advise members accordingly
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the club Annual General Meeting
- Take minutes of meetings and maintain a copy for records
- Read, reply and file correspondence promptly
- Collate and arrange printing of the annual report
- Maintain files, including (but not limited to) legal documents, constitutions, leases and titles
- Act as the public officer of the club, liaising with members of the public, affiliated bodies and government agencies.
- Ensure circulation of minutes to committee members
- Ensure achievement of relevant sections of the club management plan
- Liaise with Office Manager regarding day to day administration of the club
- Liaise and communicate with the Supporters Club Director of Administration.
- Submit regular reports to the Club Executive Committee
- Manages the Office Manager with the Club President
- Submit an annual report for inclusion in the Club Annual Report document.
- Provide written reports to all board meetings
- Contribute, monitor and report on the Club's strategic Plan as relevant to this position
- Be appointed for a 2-year term, as per constitution

KNOWLEDGE AND SKILLS REQUIRED

- Communicate effectively
- Well-organised and can delegate tasks
- Maintain confidentiality on relevant matters
- Have a good working knowledge of the club constitution
- Demonstrate a high level of enthusiasm when representing the club to members, other organisations and the general public
- Proficient computer skills
- Knowledge and understanding of relevant organisational policies

SPECIAL REQUIREMENTS

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct

DIRECTOR OF LIFESAVING

PURPOSE:	Is responsible for the administration and organisation of patrols and lifesaving activities
RESPONSIBLE TO:	The Board
TIME COMMITMENT:	6-8 hours/week

RESPONSIBILITIES AND DUTIES

- Administer and organise patrols (rosters, experience/qualification spread)
- Manage adherence to requirements as per Lifesaving Agreement and SOP's (quality assurance)
- Ongoing management or service deliver standards and issue resolution
- Coordinate pre-season preparation phase (equipment/uniforms, rostering, communication, Patrol Captain meeting, patrol gap calculator etc)
- Be a member of the Board and the Executive Committee
- Be the Chairperson of the Lifesaving Committee and conduct regular meeting as outline in section 6.3
- Be the Chairperson of the Lifesaving Selection Committee and meet as required
- Be a member of the Membership Committee
- Responsible for the conduct of members in the Club
- Oversee the Gear Steward / IRB Officer concerning lifesaving gear, ensuring it is well maintained
- Provide regular communication to PC's and members direct and in club's newsletters
- Work with Director of Education to address training requirements and deficiencies
- Liaise with Branch Director of Lifesaving, as an active member of the Branch Board of Lifesaving
- Communicate with and manage patrol no-shows to maintain efficiency of patrols in consultation with Patrol Captains
- May set penalties if necessary for patrol defaulters and those accused of misdemeanours (subject to appeals as outlined in 11.4)
- Keep a record of member re-qualifications each season in consultation with the Director of Education
- Organise annual proficiency/ Skills maintenance in consultation with the Director of Education
- Provide written reports to all board meetings
- Manage the patrol of the year point score
- Conduct internal patrol audits of all patrol groups at least twice throughout each season
- Submit an annual report for inclusion in the Club Annual Report document.
- Provide written reports to all board meetings
- Maintain an overview of the Club's strategic planning process
- Be appointed for a 2-year term in each even numbered year.

KNOWLEDGE AND SKILLS REQUIRED

- Good understanding of club culture and operations
- Ability to organise and delegate tasks
- Proficient computer skills
- Training and assessment certification, Recommend but not essential
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Positive and enthusiastic
- Knowledge and understanding of Patrol Standard Operating Procedures and the clubs service agreement and relevant organisational policies

SPECIAL REQUIREMENTS

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct
- Hold a proficient SLSA Bronze Medallion
- Be an active Patrolling Member

DIRECTOR OF SURF SPORTS

PURPOSE: Be responsible for overseeing and coordinating all programs and activities related to surf sports at the Club.

RESPONSIBLE TO: Club President and the Board

TIME COMMITMENT: 4-6 hours/week

RESPONSIBILITIES AND DUTIES

- Be responsible for overseeing and coordinating all programs and activities relating to surf sports.
- Ensure implementation of relevant policies relating to Surf Sports
- Conduct regular communication with competitors, coaches and officials
- Provide leadership and strategic direction relating to Surf Sports
- Represent the Club at Surf Sports meetings/conferences as required
- Contribute to the Strategic Plan relating to surf Sports in consultation with relevant stakeholders
- Act as Chairperson of meetings, conferences, committees relating to surf sports matters and meet regularly as outlined in the section 6.4.
- Develop programs and reports as requested by the Council and/or Board
- Liaise with the treasure to prepare and present a budget for all surf sports related finance matters
- Receive and arrange entries for carnivals and competitors in consultation with all relevant parties as required.
- Assist the relevant Team Manager in arrangements for travel and accommodation for touring teams.
- Liaise with the Surf Sports Committee to promote and encourage competition within the club.
- In conjunction with the Surf Sports committee arrange organised training times for competitors.
- Coordinate relevant surf sports activities i.e. club surf sports activities, club championships.
- Maintain a record of all members' performances and results at all competitions
- Oversees the Surf Sports Gear & Equipment needs of the Club
- Be a member of the Board and provide written reports to all required meetings
- Submit an annual report for inclusion in the Club Annual Report document.
- Manage the Club's strategic planning process relating to surf sports and review outcomes monthly for reporting back to the Management Committee
- Be appointed for a 2-year term in each odd numbered year

KNOWLEDGE AND SKILLS REQUIRED

- Surf Sports Manual
- Understanding of the requirements for Coach and Official Accreditation
- Project Management skills
- Excellent communication and interpersonal skills
- Adequate computer skills including all Microsoft programs
- Well informed of the organisations activities
- Aware of future directions and plans of members
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- Maintain a policy of loyalty to the Surf Club and it's activities
- Maintain effective and efficient administration
- Have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Must be a supportive leader for all organisations members
- Knowledge and understanding of relevant organisational policies

SPECIAL REQUIREMENTS

- Be a financial member of the Coolangatta Suri Life Saving Club
- Be the holder of a current "Blue Card" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct
- Hold a current Technical Officials Accreditation or Development Coaching Accreditation (desirable)

FACILITIES COORDINATOR

PURPOSE: Be responsible for all structural, re-development, building maintenance activities for the Club

RESPONSIBLE TO: Club President and the Board

TIME COMMITMENT: 2-4 hours/week

RESPONSIBILITIES AND DUTIES

- Be chairperson of the Building and Facilities Committee.
- Report to the Board.
- Be responsible for all structural and re-development activities for the Surf Club, Supporters Club and other Auxiliary.
- Consult with Auxiliary & Supporters Club as per their sub-lease agreement that major works are approved by the Surf Life Saving Club Board.
- Call for members at the AGM to nominate for positions on the Building & Facilities Committee.
- All minutes of meetings be reported to the next Board meeting in writing for confirmation.
- Future planning to be in consultation with all members of the Surf Club & all future planning to be reviewed annually.
- Ensure that the building and facilities are maintained to a safe standard in consultation with the club Safety & Risk Officer
- Coordinate for contractors to undertake repairs and maintenance to the building and facilities
- Manage club facilities
- Carry out regular inspections of the building and facilities and arrange for works to be undertaken as required
- Develop a budget for all works to be submitted to the management Committee with 2-3 quotes.
- Submit an annual report for inclusion in the Club Annual Report document.
- Provide written reports to all board meetings
- Be a member of the Finance and Property Committee
- Maintain an overview of the Club's strategic planning process
- Be appointed for a 2-year term, as per constitution

KNOWLEDGE AND SKILLS REQUIRED

- Communicate effectively
- Well informed of the organisations activities
- Work Health and Safety guidelines and legislative requirements
- Building Laws and Codes
- Proficient computer skills
- Knowledge and understanding of relevant organisational policies
- Demonstrate a high level of enthusiasm towards member safety
- Maintain effective and efficient administration

SPECIAL REQUIREMENTS

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct

SPONSORSHIP COORDINATOR

PURPOSE: Be responsible for the coordination and management of Sponsorship on behalf of the Coolangatta SLSC Club

RESPONSIBLE TO: President and the Board

TIME COMMITMENT: 2-4 hours/week

RESPONSIBILITIES AND DUTIES

- Report to the Board
- Future planning to be in consultation with the Board & to be reviewed annually
- Be responsible for the coordination of Sponsorship on behalf of the Coolangatta SLSC
- Correspond & communication with all current & potential sponsors
- Liaise & communicate with all sponsors of the club. All correspondence will be forwarded through the office staff
- Liaise with the Board to identify areas for Sponsorship
- Prepare sponsorship proposals for prospective sponsors
- Develop and manage a sponsorship level system
- Negotiate sponsorship arrangements on behalf of the Board
- Maintaining and prioritising a list of equipment and projects and seek relevant sponsorship
- Actively seek new sponsorship
- Identify and put forward all sponsorship opportunities for the approval of the Board
- Maintain a list of current Sponsors and the terms of the agreement and provide a copy to the Board
- Forward copies of all signed sponsorship agreements, proposals and documents to the office for central storage
- Develop and maintain a relationship with all Sponsors and provide them with annual reports
- Liaise with the Director of Finance and office staff with respect to all sponsor invoicing, and actuals and any other obligations which may arise from time to time.
- Submit an annual report for inclusion in the Club Annual Report document.
- Provide written reports to all board meetings
- Maintain an overview of the Club's strategic planning process
- Be appointed for a 2-year term, as per constitution

KNOWLEDGE AND SKILLS REQUIRED

- Communicate effectively
- Excellent Interpersonal skills
- Excellent writing skills
- Well informed of the organisations activities
- Aware of future directions and plans of members
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- Maintain a policy of loyalty to the Surf Club its sponsors whilst maintaining confidentiality and respect towards members
- Maintain effective and efficient administration
- Proficient computer skills
- Knowledge and understanding of relevant organisational policies

SPECIAL REQUIREMENTS

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct

DIRECTOR OF EDUCATION

PURPOSE: The Director of Education is primarily responsible for the management of awards and award training delivery to ensure that club education needs are met and compliant with Surf Life Saving and RTO policies and procedures

RESPONSIBLE TO: The Board

TIME COMMITMENT: 4-6 hours/week

RESPONSIBILITIES AND DUTIES

- Lead and develop a team of trainers and assessors who will develop members to meet the operational needs of the Club
- Encourage the training and development of youth within the Club.
- Coordinate all instruction squads, their trainer/ content experts and the resources
- Ensure the latest version of all training resources including but not limited to learner guides, assessment guides, delivery and assessment guides, training manuals, PowerPoint presentations and instructional videos are being used
- Raise Form 14's in Safeguard for all courses and ensure that all the necessary paperwork is completed and submitted to Branch within 1 week of the assessment
- Assess, develop and coordinate delivery of training solutions to meet the Club's Service Agreement and service quality issues
- Positively support the policies, culture, operation and management of the Club and SLSA
- Ensure all training sessions are efficient
- Develop training solutions for new resource implementation
- Ensure re-qualifications of awards and certificates are completed by required date and recorded
- Analyse skill mix throughout club and develop training solutions where needed
- Be a member of the Lifesaving Committee, Lifesaving Selection Committee, Membership Committee & Youth Development Committee
- Submit written reports to monthly Board meetings and participate as a member of the Board
- Arrange courses and assessor through the Branch/ SLSQ as required
- Conduct a Training needs analysis utilising the patrol gap calculator to ensure min patrol standards are met and exceeded
- Ensure that members qualifications are kept up-to date and notify them as expiry dates draw near
- Identify members to complete additional training courses and send them invitations
- Keep a record of members Award Expressions of Interest
- Develop an annual training plan/ calendar
- Set dates for annual proficiency/ skill maintenance and advise branch of these dates
- Coordinate and lead annual proficiency/ skill maintenance session
- Encourage members to gain more awards and skills
- Encourage member to become trainers and assessors
- Advertise available courses to members
- Nominate members for service awards (National medal, national service, patrol long service, assessing service, training service etc) as per the SLSQ/ SLSA member recognition matrix
- Review candidate feedback from courses and make changes as required
- Maintain an up-to-date knowledge of the latest methods of Surf Life Saving and the Training Manuals and impart such knowledge to all qualified Club Training Officers
- Ensure all club trainers and assessors attend an annual TAF proficiency as required
- Submit an annual report for inclusion in the Club Annual Report document.
- Maintain an overview of the Club's strategic planning process
- Be appointed for a 2-year term, as per constitution elected each year of odd number

KNOWLEDGE AND SKILLS REQUIRED

- Ability to organise and delegate tasks
- Aware of Occupational Health & Safety policy
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic

SPECIAL REQUIREMENTS

- Be the holder of a current "Blue Card" Queensland Working with Children check
- Agree to abide by the Code of Conduct
- Complete the necessary Child Safe Inductions
- Hold a proficient Bronze Medallion
- Be an active patrolling Member
- Be a proficient SLSA Training Officer Certificate
- Hold the relevant Educational Qualification required by the RTO, i.e. Certificate IV in Workplace Training and Assessment (preferred)
- SLSA Assessor Certificate (preferred)

JUNIOR ACTIVITIES CHAIRPERSON [JAC]

PURPOSE: The Junior Activities Chairperson is the principal leader of the junior activities club and has the overall responsibility for the administration of the junior activities area within the club structure. The JAC provides leadership and direction to the Junior Activities Committee, officers, and junior members. The JAC is the direct link to the senior club and is a member of the Board

RESPONSIBLE TO: Club President and the Board

TIME COMMITMENT: 2-4 hours/week

RESPONSIBILITIES & DUTIES

- Lead/assist with the overall coordination of Junior Activities
- Be responsible for the conduct and co-ordination of all matters relating to Junior Activities aged 5 to 15 years refer to Appendix F;
- Coordinate with the Age Managers, Director of Surf Lifesaving and Director of Education to provide for Junior Members, an education experience in a wide range of subjects and skills within the aquatic/marine environment
- Ensure that Nippers is focused on fun
- Provide opportunities for junior members to compete in Surf Sports events
- In consultation with the Youth Development Officer prepare junior members (Nippers) for their eventual transition to become a patrolling member
- Be a member of the Management Committee;
- Ensure that the Junior Activities Committee is run in accordance with club requirements, as per the Constitution
- Manage the Junior Activities Annual General Meeting
- Maintain an overview of the club's strategic planning process, in consultation with the club Management Committee
- Be the Chairperson of Junior Activities Committees and shall be responsible for the conduct of that Committee and its activities refer to Appendix F
- Be a member of the Youth and Membership Development and Junior Activities Committees
- Submit an annual report for inclusion in the Club Annual Report document.
- Provide written reports to all board meetings
- Manage the Club's strategic planning process and review outcomes monthly for reporting back to the Management Committee
- Be appointed for a 2-year term, as per constitution

KNOWLEDGE/SKILLS REQUIRED

- Ability to plan, organise and delegate tasks
- Effective Leadership Skills
- Maintain confidentiality on relevant matters
- Communicate effectively and possess good interpersonal skills
- Excellent working knowledge of the Junior Activities area and associated rules and regulations
- Good working knowledge of constitution, rules, and the duties of all office holder and sub committees
- Is aware of future directions and plans of office holders
- Be aware of Member Protection Policy, Child Safe Guidelines and other relevant organisational policies
- Is a supportive leader for all office holder and junior members
- Friendly, positive and enthusiastic

SPECIAL REQUIREMENTS

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct
- Hold a current Age Managers Accreditation or willing to obtain accreditation

YOUTH DEVELOPMENT OFFICER

PURPOSE: Responsible for the implementation and ongoing support of Youth Program and associated activities within the Club. This includes developing a membership base which supports and contributes to youth activities, mentoring, and the youth patrolling members of the Club.

RESPONSIBLE TO: Club President and the Board

TIME COMMITMENT: 2-4 hours/week

RESPONSIBILITIES AND DUTIES

- Coordinate all youth related programs and activities within the club and create an annual calendar of events to engage this age group
- Act as primary contact for all youth related matters within the club
- Regularly communicate with 13-25-year-old members
- Assist with youth recruitment and retention
- Promote youth members' participation in development camps and leadership programs
- Coordinate participants for National, State and Branch run leadership and youth development programs
- Coordinate the Club Youth Development committee
- Be the club contact for all Youth related matter with Point Danger Branch, SLSQ and SLSA
- Development of a budget for youth programs in consultation with the Director of Finance
- Regular communication with 13-25-year-old club members
- Advertising and promoting youth program and activities to club members
- Submit an annual report for inclusion in the Club Annual Report document.
- Provide written reports to all board meetings
- Maintain an overview of the Club's strategic planning process
- Be responsible for the supervision of and liaising with members making the transition from Junior Activities Membership and/or for those new members joining the Club under the Cadet Membership category aged 14 - 15 years.
- Be the Chairperson of the Youth Development Committee
- Be a member of the Board
- Be appointed for a 2-year term, as per constitution

KNOWLEDGE AND SKILLS REQUIRED

- Competent computer skills
- Organised and able to delegate tasks
- Possess good communication and interpersonal skills
- Friendly and approachable
- Be aware of Member Protection Policy, Child Safe Guidelines and other relevant organisational policies
- An effective communicator
- Experienced in working with young people
- Well organised
- Passionate about the development of young people
- Able to identify leaders within the club
- Easily contactable throughout the lifesaving season
- Actively involved with club activities

SPECIAL REQUIREMENTS

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct

CLUBHOUSE & SAFETY CO-ORDINATOR

PURPOSE: Be responsible for the care, safety and general maintenance of club property.

RESPONSIBLE TO: Club President and the Board

TIME COMMITMENT: 2-3 hour/week

RESPONSIBILITIES AND DUTIES

- Ensure that members are aware of the expected behaviors within the Codes of Conduct
- In consultation with the Facilities Coordinator identify minor maintenance and safety issues with regard to the building and facilities and ensure concerns to be dealt with in a timely manner
- Ensure that annual safety checks are undertaken i.e. testing and tagging, fire safety and protection etc. and review emergency evacuation procedures
- Be responsible for arranging pest control, floor cleaning, gas supply, and provision of other consumables as required
- In consultation with the Director of Finance develop a budget covering all financial matters associated with fulfilling the requirements of the position
- Develop a good working relationship with the Club Officers to manage and develop the operational effectiveness of Coolangatta Surf Life Saving Club.
- Implement and oversee risk management procedures and where necessary provide education to members
- Ensure investigations of surf club workplace incidents are carried out and review workplace stress and critical incidents as required
- Conduct regular hazard identification and implement management strategies as required
- Maintain a risk and hazard register
- Conduct an annual Club Health and Safety Inspection utilising the Guidelines for Safer Surf Clubs for further procedures and details that need to be implemented and followed.
- Ensure that the necessary Health and Safety posters are displayed appropriately
- Ensure that Safety Data Sheets are available and up-to-date and the appropriate management of Hazardous substances
- Be a member of the Building and Facilities Committee and the Events, Functions and Social Committee
- Submit an annual report for inclusion in the Club Annual Report document.
- Provide written reports to all board meetings
- Be appointed for a 2-year term, as per constitution

KNOWLEDGE AND SKILLS REQUIRED

- Ability to work with others
- Ability to prioritise tasks and handle multiple job workloads
- Attention to detail
- Ability to adapt to a changing environment
- Communicate effectively
- Knowledge and understanding of the organisations activities, policies and procedures
- Demonstrate a high level of enthusiasm towards member safety
- Maintain effective and efficient administration
- Work Health and Safety guidelines and legislative requirements
- Proficient computer skills

SPECIAL REQUIREMENTS

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct
- Educational Qualifications: Safety & Risk Officer Training Course Level 1 (recommended)

DIGITAL CONTENT COORDINATOR

PURPOSE: The Digital Content Coordinator is responsible for creating, curating, and scheduling digital content for the public facing social media platforms and updating the club's website. This role ensures consistent branding and timely promotion of club activities and events

RESPONSIBLE TO: The Board

LIAISE WITH: Member Communication Officer, Administrative Assistant

TIME COMMITMENT: 2-4 hours/week

RESPONSIBILITIES AND DUTIES

Content Creation and Management:

- Develop and source engaging content, including photos and videos, for social media platform
- Attend club events to capture content and source additional material from members
- Use Canva or similar tools to create graphics for special days or national events relevant to the SLSC
- Create and edit video content to be used across relevant media platforms (eg; Reels, TikTok's)

Social Media Oversight:

- Coordinate with the Administrative assistant to schedule and publish posts across various social media channels
- Ensure consistent branding and messaging across Facebook, Instagram, and other platforms
- Be aware of and recognise upcoming national days and events in social media posts.
- Utilise suitable forms of media to market the club to the community
- Liaise with Administrative Assistant to create an annual marketing plan and set clear goals for growth

Website Management:

- Work with Administrative Assistant to update the website with current information, including course dates, member of the month, and relevant documents
- Liaise with Administrative Assistant to ensure the website is user-friendly and accessible

Collaboration and Communication:

- Work closely with the Member Communication Officer and Administrative Assistant to gather and schedule content
- Inform the Administrative Assistant of any issues or updates that need to be reported at board meetings
- Coordinate with the Administrative Assistant, who will present reports to the board

Compliance and Safety:

- Ensure the safety of under-18 members by being aware of non-consent forms signed by parents who do not wish their child's image to be shared. Office staff will be of assistance in this area.

Public Relations and Marketing:

- Create a positive image and general public awareness of the Club and its activities/events
- Ensure adherence to the club's social media policy and report any breaches to the management committee
- Maintain an overview of the Club's strategic planning process

Be appointed for a 1-year term

KNOWLEDGE AND SKILLS REQUIRED

- Previous experience with maintaining websites highly regarded
- Communicate effectively
- Excellent Interpersonal skills
- Excellent writing skills
- Well informed of the organisation's activities
- Aware of future directions and plans of members
- Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and the general public
- Maintain a policy of loyalty to the Surf Club its sponsors whilst maintaining confidentiality and respect towards members
- Maintain effective and efficient administration
- Proficient computer skills
- Knowledge and understanding of relevant organisational policies
- Keep up to date with current trends on media platforms and be aware of target demographics

SPECIAL REQUIREMENTS

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct

SURF BOAT OFFICER

PURPOSE: Be responsible for the care, maintenance and housing of Club surf boats and the training and supervision of all boat crews

RESPONSIBLE TO: Director of Surf Sports and the Board

TIME COMMITMENT: 2-4 hours/week

RESPONSIBILITIES AND DUTIES

- Coordinate pre-season maintenance of all surf boats
- Ongoing coordination of repairs of surf boats
- Administration of defective equipment/ fault reporting and resolution
- Support and promote surf boat training in consultation with the Head Coach and Accredited Boat Sweeps
- Recommend purchases and asset management decisions to Club Committee
- Responsible for housing/storage of surf boats
- Provide regular communication to boat crews and members direct and in clubs newsletters
- Be responsible for the training and supervision of all surf boat crews in consultation with the Director of Surf Sports.
- Submit an annual report for inclusion in the Club Annual Report document.
- Provide written reports to the board meeting as required
- Be appointed for a 1-year term

KNOWLEDGE AND SKILLS REQUIRED

- Proactive communication and planning
- Aware of Occupational Health & Safety policy
- Communicate effectively and has good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised
- Maintain confidentiality on relevant matters

SPECIAL REQUIREMENTS

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct
- Be a proficient SLSA Bronze Medallion holder
- Be an accredited Surf Boat Sweep (recommended)

IRB OFFICER

PURPOSE: Be responsible for the care, maintenance and housing of Club IRB's

RESPONSIBLE TO: Director of Lifesaving and Management Committee

TIME COMMITMENT: 2-4 hours/week

RESPONSIBILITIES AND DUTIES

- Coordinate pre-season servicing of all powercraft
- Ongoing coordination of servicing/repair of powercraft
- Administration of fuelling systems/processes
- Administration of defective equipment/ fault reporting and resolution
- Support and promote powercraft training in consultation with Director of Education
- Recommend purchases and asset management decisions to Club Committee
- Responsible for housing/storage of powercraft
- Ensure adherence of all power-craft to Standard Operating Procedure's (including complementary equipment)
- Provide regular communication to Patrol Captain's and members direct and in clubs newsletters
- Be responsible for the training, rostering and supervision of all IRB Drivers and Crew in consultation with the Director of Surf Lifesaving.
- Provide written reports to the board meeting as required
- Manage the Club's strategic planning process and review outcomes monthly for reporting back to the Board
- Be appointed for a 1-year term

KNOWLEDGE AND SKILLS REQUIRED

- Proactive communication and planning
- Aware of Occupational Health & Safety policy
- Communicate effectively and has good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised
- Maintain confidentiality on relevant matters

SPECIAL REQUIREMENTS

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct
- Be a proficient SLSA Bronze Medallion holder
- Be a proficient SLSA IRB Driver

BOARD & SKI OFFICER

PURPOSE: Be responsible for the care, maintenance and housing of all Club owned boards & Skis

RESPONSIBLE TO: Director of Lifesaving and Director of Surf Sports and the Board

TIME COMMITMENT: 2-4 hours/week

RESPONSIBILITIES AND DUTIES

- Coordinate pre-season maintenance of all club owned boards and skis
- Ongoing coordination of repairs of all club owned boards and skis
- Maintain Club boards & skis in a serviceable condition
- Administration of defective equipment / fault reporting and resolution
- Support and promote board and ski training in consultation with the Head Coach and other coaching personnel
- Recommend purchases and asset management decisions to Club Committee
- Be responsible for orderly housing/storage of all club owned boards and skis
- Be responsible for the housing of boards & skis belonging to members under a board/ craft agreement
- In consultation with the Boat Officer be responsible for the transport to and from carnivals of Club boards & skis
- In consultation with the Captain permit or prohibit the use of any Club craft or Association gear
- Be a member of the Surf Sports Committee
- Provide regular communication to members direct and in clubs newsletters
- Provide written reports to the board meeting as required
- Be appointed for a 1-year term

KNOWLEDGE AND SKILLS REQUIRED

- Proactive communication and planning
- Aware of Occupational Health & Safety policy
- Communicate effectively and has good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised
- Maintain confidentiality on relevant matters

SPECIAL REQUIREMENTS

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Complete the Child Youth Risk Management Strategy Induction
- Agree to abide by the Code of Conduct
- Be a proficient SLSA Bronze Medallion holder

MEMBERS COMMUNICATIONS OFFICER

PURPOSE: The Member Communication Officer is responsible for facilitating communication between the board and club members, gathering content for the monthly newsletter, and supporting the Digital Content Coordinator in social media content creation and website updates

RESPONSIBLE TO: The Board

LIAISE WITH: Digital Content Coordinator, Administrative Assistant

TIME COMMITMENT: 2 - 4 hours/week

RESPONSIBILITIES AND DUTIES

Newsletter:

- Gather content and draft newsletter articles relating to club activities, events and achievements
- Liaise with the Board and relevant club officers to collate information for the publication of Club newsletters
- Stay updated with the member Facebook groups to identify content for the newsletter
- Compile information into a Word document for the Administrative Assistant to format and distribute in Newsletter each month
- Liaise with Sponsorship Coordinator to ensure that all Club sponsors receive exposure in the newsletter as per their agreements

Website and Social Media:

- Collaborate with Administrative assistant and Digital Content Creator to ensure that upcoming events are promoted to members
- Liaise with the Digital Content Coordinator to create a positive image of the Club to all members
- Assist in gathering content for social media for the Digital Content Coordinator
- Assist in updating the website as directed by the Administrative Assistant and Board

Member communications:

- Ensure that all communications with members are timely and relevant
- Liaise with Administrative assistant to create printed media to advertise information to members
- Be appointed for a 1-year term

KNOWLEDGE & SKILLS:

- Previous marketing and/or Public Relations experience highly regarded
- Previous experience with maintaining websites highly regarded
- Ability to organise and delegate tasks
- Communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic
- Attention to detail
- Good computer skills

SPECIAL REQUIREMENTS:

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct

GEAR & EQUIPMENT OFFICER

PURPOSE: Be responsible for the care, maintenance and housing of all Club gear and equipment

RESPONSIBLE TO: Director of Lifesaving and the Board

TIME COMMITMENT: 4-6 hours/week

RESPONSIBILITIES AND DUTIES

- Coordinate gear and equipment in conjunction with Director of Lifesaving, Director of Surf Sports and other relevant club officers (i.e. Communications, Board & Ski, Surf Boat, First Aid, IRS etc)
- Be responsible for all the lifesaving gear (with the exception of boards & skis, surf boat or its gear) belonging to the Club
- Keep all gear in good repair and condition, and report to the Director of Surf Life Saving any damage which he is unable to repair. Any expense shall require the approval of the Board
- Purchase supplies when needed
- Arrange for repairs of equipment in a timely manner as required with all expenses first requiring approval
- Ensure the safety of this equipment
- Submit reports to the Lifesaving Committee and monthly Board meetings
- Be available to assist with the annual Branch Gear Inspection
- Conduct audits of all equipment at least twice annually
- Provide written reports to the board meeting as required
- Be appointed for a 1-year term

KNOWLEDGE AND SKILLS REQUIRED

- Aware of Occupational Health & Safety Policy
- Maintain confidentiality on relevant matters
- Communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised

SPECIAL REQUIREMENTS

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct

FIRST AID OFFICER

PURPOSE: Be responsible for fostering high standards for first aid treatment and maintain adequate stocks of approved first aid material and equipment

RESPONSIBLE TO: Director of Lifesaving and the Board

TIME COMMITMENT: 3-4 hours/week

RESPONSIBILITIES AND DUTIES

- Be responsible for fostering high standards for first aid treatment and liaise with other accredited First Aid organisations as required
- Maintain adequate stocks of approved first aid material for all First Aid/Oxygen/AED Kits and First Aid Room (plus backup supplies)
- Purchase and receive delivery of supplies when needed
- Monitor adherence to cleaning and hygiene requirements of First Aid Room
- Monitor equipment quality and expiry details of supplies (i.e. spare oxygen cylinders, AED Pads)
- Ensure training manikins are in good working order and have suitable hygiene supplies
- Provide regular communication to Patrol Captain's and members in clubs newsletters
- Promote and support first aid training in consultation with Director of Education
- Be a member of the Lifesaving Committee
- Coordinate pre-season maintenance of all Defibrillators, Oxy-vivas and other required first aid equipment
- Maintain the First Aid Room in a clean and orderly condition
- Submit an annual budget for all first aid supplies
- Liaise with the Club Captain to ensure each patrol has sufficient members with appropriate award qualifications to provide patrol readiness;
- Submit a written report to each Lifesaving Committee Meeting and the monthly Board Meeting
- Keep a record of names and contact details of all First Aid qualified personnel within the Club and ensure that their qualifications remain current
- Ensure the provision of First Aid training supplies
- Assist in coordinating First Aid personnel for carnivals and major events as required
- Assist in coordinating training for members in First Aid
- Provide written reports to the board meeting as required
- Be appointed for a 1-year term

KNOWLEDGE AND SKILLS REQUIRED

- Maintain up-to-date knowledge of current recommended First Aid treatments
- Aware of Occupational Health & Safety policy
- Aware of current recommended First Aid treatments and procedures
- Maintain confidentiality First Aid incident and other relevant matters
- Communicate effectively and possess good interpersonal skills
- Friendly, positive, and enthusiastic
- Well-organised

SPECIAL REQUIREMENTS

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct
- Hold a Current First Aid Certificate

TEAM MANAGER

PURPOSE: The Team Manager represents the competitive teams at all club meetings and ensures that all team members are kept up to date with club requirements

RESPONSIBLE TO: Director of Surf Sports and the Board

TIME COMMITMENT: 4-6 hours/week

RESPONSIBILITIES AND DUTIES

- Ensure competitors list is up to date and ensure they are aware of carnival dates, and procedures at interclub, branch, state and national levels (including entry procedures and closing dates)
- Facilitate entries for all events
- Arrange accommodation for competitors at relevant carnivals
- Ensure any protests at carnivals are dealt with in an efficient and appropriate manner
- Ensure that any athletes under the age of 18 are chaperoned by their parents or a responsible adult who is willing to accept that role at events where an overnight stay occurs
- Ensure all travel arrangement details and accommodation of members on trips are detailed and appropriate transportation is organised where applicable
- Ensure all monies (i.e. membership, competition levy, accommodation etc) are paid in full by the required date.
- Make sure all club equipment (e.g. tents, reels, boards, skis etc) is transported to carnivals by start time
- Allocate responsibility of tent setup and dismantle
- Responsible for the control and conduct of the competitors
- Submit a team report following each major carnival
- Record the attendance of the competitors at carnivals
- Be responsible for preparing the age competitors and teams as selected by the Selection Committee for their respective events
- Ensure the competitors are at the marshalling area at the prescribed time for such events
- Be responsible for lodging all protests as per the Associations Competition Manual
- Be assisted by an assistant Team Manager where necessary
- Ensure that all junior team members respect and support the club at all times, and abide by the code of conduct

KNOWLEDGE AND SKILLS REQUIRED

- Knowledge of all SLSA & SLSQ Surf Sports Rules and Regulations including: The current edition Surf Sports Manual and any related bulletins and circulars
- Ability to organise and delegate tasks
- Maintain confidentiality on relevant matters
- Communicate effectively and possess good interpersonal skills
- Be friendly, positive and enthusiastic
- Good understanding of SLSQ policies regarding child and youth protection
- Ability to mentor Junior Team Managers

SPECIAL REQUIREMENTS

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct
- Hold a current First Aid Certificate or willing to obtain

COMMUNICATION OFFICER

PURPOSE: Be responsible for the care, maintenance and housing of Club radios and communication equipment

RESPONSIBLE TO: Director of Lifesaving and the Board

TIME COMMITMENT: 1 hours/week

RESPONSIBILITIES & DUTIES

- Liaise with SLSQ for the availability and/or replacement of radio equipment at the beginning of the patrolling season
- Assist with the training of members in the use of radios and the radio communications requirements of the Club in consultation with the Director of Education
- Liaise with SLSQ for the supply of additional radios required
- Oversee patrol maintenance all the radios used by the Club
- Liaise with SLSQ for repairs and/or replacement of radio equipment as required
- Provide written reports to the board meeting as required
- Be appointed for a 1-year term

KNOWLEDGE & SKILLS:

- Aware of current SLS communication systems and procedures
- Maintain confidentiality on relevant matters
- Aware of Occupational Health & Safety policy
- Communicate effectively and have good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised

SPECIAL REQUIREMENTS:

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct
- Hold a proficient SLSA GWN Operators Certificate or Bronze Medallion

GRANTS OFFICER

PURPOSE: Be responsible for the sourcing and making application for grants on behalf of the Coolangatta SLSC

RESPONSIBLE TO: Director of Finance

TIME COMMITMENT: 2-4 hours/week

RESPONSIBILITIES AND DUTIES

- Shall be responsible to the Director of Finance for raising of and the submission of Grants
- Shall maintain a register of grant submissions and develop a schedule of grants opening and closing times/periods
- Keep abreast of all not-for-profit granting bodies and the details of all eligible grants applicable to the Club
- Prepare grant applications for all prospective applicable grants
- Monitor the use of grants.
- Ensure reporting and completion of grant documentation/submission meets grant requirements.
- Shall provide the Director of Finance and Director of Administration a monthly report of grant progress
- Shall be a member of the Finance and Property Committee
- Shall liaise with the SLS Grant Seeking Unit for assistance and guidance in writing and submitting grants

KNOWLEDGE AND SKILLS REQUIRED

- Well-developed communication skills including interpersonal, verbal and written reports
- Excellent organisational and time management skills including the ability to manage varied and conflicting demands to meet deadlines
- Well informed of the organisations activities
- Aware of future directions and plans of members
- Ability to show initiative, work independently and also ability to work cooperatively with members of the team to accomplish joint tasks and common objectives
- Proficient computer skills
- Knowledge and understanding of relevant organisational policies

SPECIAL REQUIREMENTS

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct

MOBILE SERVICES OFFICER

PURPOSE: Be responsible for maintenance and management of all Coolangatta SLSC vehicles

RESPONSIBLE TO: Club President and Board

TIME COMMITMENT: 1-2 hours/week

RESPONSIBILITIES AND DUTIES

- Arrange for appropriate, approved licensed drivers to operate Club vehicles
- Arrange regular servicing and maintenance of Club vehicles, ensuring vehicles are adequately fuelled and mechanically sound ready for Club duties
- With the executive committee's permission, may call upon any member of the Club to assist in the cleaning and /or preparation of the vehicle
- Liaise with the Club Director of Administration/ Office Manager to ensure all Club vehicles are roadworthy, and registered as per the relevant Queensland Transport Regulations
- Be responsible for the general upkeep and cleanliness of the Club's vehicles
- Provide a report to the Board when requested
- Prepare and present to the Club Director of Finance a budget covering all financial matters associated with the fulfilling the requirements of the position
- Be a member of the Lffesaving Committee.
- Be appointed for a 1-year term

Note: for the purposes of the description, " Vehicles" refers to all means by which members, property, gear and equipment are transported (bus, SSV, tractor and trailers)

KNOWLEDGE AND SKILLS REQUIRED

- Ability to organise and delegate tasks
- Aware of Occupational Health & Safety policy
- Communicate effectively
- Knowledge and understanding of relevant organisational policies

SPECIAL REQUIREMENTS

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct
- Shall hold an open drivers license

EVENTS COORDINATOR

PURPOSE: Be responsible for coordinating all major fundraising events

RESPONSIBLE TO: The Board

TIME COMMITMENT: As required leading up to an event

RESPONSIBILITIES AND DUTIES

- Coordinate all fundraising opportunities including but not limited to Cooly Rock On, Coolangatta Gold etc.
- Be the point of contact between the club and the event organisers (as necessary)
- Recruit and lead members at all key fundraising activities
- Create and maintain budgets for each event to maximise profitability
- Coordinate the ordering and purchasing of food, drinks and supplies for each event
- Coordinate the logistics for all events
- Be a member of the Events, Functions and Social Committee
- Provide written reports and feedback to the Board following each major fundraising event
- Be appointed for a 1-year term

KNOWLEDGE AND SKILLS REQUIRED

- Event management skills
- Creative and flexible
- Relationship building capacity
- Responsible and skilled in time management
- Able to lead a team and effectively delegate tasks

SPECIAL REQUIREMENTS

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" or "Exemption Notice" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct

JUNIOR CAPTAIN - U18

PURPOSE: Be responsible for representing the needs of youth members and assisting with the transition from Junior Activities and the recruitment and retention of youth patrolling members

RESPONSIBLE TO: Director of Lifesaving, Lifesaving Committee and Youth Development Committee

TIME COMMITMENT: 2-4 hours/week

RESPONSIBILITIES AND DUTIES

- Be a member of the Lifesaving Committee
- Be a member of the Youth Development Committee
- Assist with the liaison of members making the transition from Junior Activities Membership and/or for new Cadet/Junior members
- Assist the Club Captain in the responsibility for conduct and discipline of Active Junior and Cadet members in Club matters
- Assist with the enhancement of membership recruitment and retention through the various age levels
- Be a representative and spokesperson for Cadets/Junior members
- Encourage Cadet/Junior members to participate in all Club activities

KNOWLEDGE AND SKILLS REQUIRED

- Good understanding of club culture and operations
- Ability to organise and delegate tasks
- Proficient computer skills
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Positive and enthusiastic
- Knowledge and understanding of Patrol Standard Operating Procedures and the clubs service agreement and relevant organisational policies

SPECIAL REQUIREMENTS

- Be a financial member of the Coolangatta Surf Life Saving Club
- be an Active Junior member
- Agree to abide by the Code of Conduct
- Complete the necessary Child Safe Inductions
- Hold a proficient SLSA Bronze Medallion
- Be an active Patrolling Member

MEMBER ENGAGEMENT & RECOGNITION OFFICER

PURPOSE: Be responsible for Club member engagement and recognition initiatives

RESPONSIBLE TO: Board

TIME COMMITMENT: 2-4 hours per week

RESPONSIBILITIES AND DUTIES

- Keep a register of all Members, and make any necessary notation thereon from time to time in consultation with administration staff
- Keep a register of all examinations and inter and intra-club competition results, together with a register of all patrol activities, including rescues effected and patients treated for first-aid in consultation with administration staff and club captain
- Co-ordinate with the management committee on matters of member recognition and meritorious awards, at all levels of the association
- In consultation with the Director of Administration, conduct exit surveys of club members who have discontinued their membership
- Assist the Member Protection and Welfare officer in member relations matters
- In consultation with the Youth/Cadet Officer, assist in the coordination of events, functions, programs and other member development initiatives for all members
- Co-ordinate recruitment and retention programs for members across the whole club
- Be a member of the Club Recognition & Awards Committee

KNOWLEDGE AND SKILLS REQUIRED

- Communicate effectively
- Creative and flexible
- Relationship building capacity
- Responsible and skilled in time management
- Able to lead a team and effectively delegate tasks

SPECIAL REQUIREMENTS

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" or "Exemption Notice" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct

GRIEVANCE OFFICER

PURPOSE: The Grievance Officer will manage member grievances for the Coolangatta SLSC in a confidential, fair and timely manner. They will be appointed by the Club Council from a recommendation submitted by the Board prior to the AGM annually

RESPONSIBLE TO: Club President

Grievance means any form of grievance between two or more people (including individuals and body corporates) that is not, or does not concern or allege, a breach of an Eligible Policy as determined by the relevant SLS Entity.

Mediation is a process that allows the people involved in a grievance to talk through the issues with an impartial person and work out a mutually agreeable solution. Mediation should be applied in the first instance to resolve any matter or grievance that does not involve a breach of rules or other matter attracting investigation or disciplinary action.

The mediator does not decide who is right or wrong and does not tell either side what they must do. Instead, they help those involved to talk through the issues and make sure that the process is as fair as possible for all concerned.

Mediation may occur either before or after an investigation of the formal complaint or report

Serious allegations should not be mediated, even if both parties would like to attempt mediation. Mediation may be recommended only if:

- both parties have had a chance to tell their version of events
- the Involved Organisation dealing with the grievance or formal complaint does not believe that any of the allegations warrant any form of disciplinary action
- mediation looks like it may work.

RESPONSIBILITIES AND DUTIES

- Attend to all matters referred by the President/ Executive Committee
- Determine matters relating to grievances, harassment, equity and the like;
- As soon as practicable after receiving a reference, meet with, or discuss the issue with the aggrieved party/parties, and take whatever steps and conduct whatever investigations are necessary to determine if the grievance is legitimate, including a requirement of members to provide a statement or report;
- Refer it to the Club President who must then action the grievance within a reasonable time but no longer than three (3) months;
- If the grievance is determined to be not legitimate, advise the aggrieved party/parties accordingly;
- If unable to resolve a grievance or the grievance is considered to be of a very serious nature, he/she shall report the grievance to the Club President/Judiciary for action;
- Keep all information surrounding the circumstances of a grievance confidential and communicate such information only to the Club President/Judiciary and/or an appropriate enforcement body following written authority from the Club President/Judiciary.

KNOWLEDGE & SKILLS REQUIRED

- Maintain confidentiality on grievance matters
- Ability to be well organised and work in a logical and timely manner
- Ability to keep good records
- Communicate effectively, and in particular be a good listener
- Be able to empathise with all parties in order to understand the issues and manage the emotions of all parties
- Thorough knowledge of club rules and regulations
- Thorough knowledge of State & Branch Member Grievance management procedures and SLSA Member Safety and Wellbeing Policy

SPECIAL REQUIREMENTS

- Be a financial member of Coolangatta Surf Life Saving Club;
- Be the holder of a current "Blue Card" or "Exemption Notice" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Codes of Conduct
- Be appointed by the Club Council from a recommendation submitted by the Management Committee
- Ability to allocate time periods on an adhoc basis as required.
- Must be easily contactable.

MEMBER PROTECTION INFORMATION OFFICER (MPIO)

PURPOSE STATEMENT

A Member Protection Information Officer (MPIO) provides information about the rights, responsibilities and options available to an individual making a complaint. An MPIO is the first point of contact in a club or sporting organisation for any enquiries, concerns or complaints around harassment, abuse and other inappropriate behaviour.

The MPIO provides information to the person with the concern.

MPIO's are impartial and do not investigate, lodge or mediate complaints.

MPIO's play a key role in ensuring their club is safe, fair and inclusive. MPIO's do this through ensuring members know their rights and responsibilities and ensuring member protection policies are being implemented.

ROLE & RESPONSIBILITIES

Member Protection Information Officers will:

- Act as an impartial body, being available to members of the club to provide available options
- 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
- Help promote the MPIO role within your club
- Member Protection Information Officers may also be asked to act as MPIO for members of a different Club, due to conflicts of interest, availability or specific skill sets required

Key Challenges

- Maintaining impartiality and confidentiality
- Offering information and options, not advice or suggested actions
- Identifying and disclosing any conflicts of interest identified

Role Requirements

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct
- Sound knowledge and understanding of the Club's Constitution, By-laws and policies
- Sound knowledge and understanding of SLSA Policies as related to member protection, generally and specifically [SLSA 6.06 Complaints Resolution Policy](#) or a willingness to learn,
- Undertake training for the MPIO role as provided by "Play by the Rules", including refresher training in keeping with registration expiry dates
- Possess detailed awareness of child safe guidelines

SELECTION CRITERIA

Essential Skills

- Good interpersonal and communication skills
- High level of integrity
- Thorough record keeping skills
- Strong regard for confidentiality
- Conflict resolution skills
- Be accessible and approachable

Essential Knowledge

- Completion of "Play by the Rules" Child Protection e-learning
- Completion of "Play by the Rules" harassment and discrimination e-learning
- Completion of SLSA Safeguarding Children and Young People Awareness Course
- Undertake training for the MPIO role as provided by "Play by the Rules", including refresher training in keeping with registration expiry dates
- Undertake SLSQ MPIO role induction training and refresher courses
- Thorough understanding of Club, State and National Surf Life Saving policies and procedures (or ability to acquire).
- Thorough knowledge of the Member Protection Policy and the Complaint Resolution Policy/Procedure (or ability to acquire).
- Possess detailed awareness of child Safeguarding and SLSQ Safeguarding policies (or ability to acquire).
- Possess a good understanding of all other Club, State and National Surf Life Saving policies and procedures (or ability to acquire).

KEY STAKEHOLDER RELATIONSHIPS

- SLSQ Members
- Club and Branch Presidents
- SLSQ Member Welfare Officer

VOLUNTEER COMPLAINT MANAGER

PURPOSE STATEMENT

A Complaint Manager is responsible for managing the process of dealing with complaints that have been submitted to the SLSA Reporting System pursuant to:

[SLSA 6.06 Complaints Resolution Policy](#).

Complaint Manager's play a key role in ensuring that members complaints are handled promptly and fairly. Complaint Manager's do this through ensuring that the correct process is followed and all relevant policies are being implemented and adhered to.

ROLE & RESPONSIBILITIES

Volunteer Complaint Manager will:

- Oversee implementation and compliance with SLSA Policy 6.06 "Complaints Resolution Policy".
- Determine whether the complaint is of a nature applicable under SLSA Policy 6.06 to
- be managed accordingly and if so, at what level, Level 1 (serious criminal offence) or Level 2 (breach of an eligible policy).
- Ensure all complaints are initiated using the SLS Reporting System.
- Initiate mandatory reporting if complaint is Level 1 breach (serious criminal offence)
- Determine process for Level 2 breach (breach of an eligible policy).
- Oversee and manage a formal appeals process.
- Ensure a confidential record of complaints and outcomes is kept for a minimum of 3 years.
- Liaise with Club Member Protection Information Officer and Peer Support Officers as may be required in relation to complaints.
- Provide report on outcome of each managed process to the SLS entity Board for further action under Club Policies as may be determined by the Directors.
- Willingness to attend any personal development as may be determined in consultation with SLSQ Complaint Manager.
- Comply with the Club's constitution, policies and directions of the Board.

Key Challenges

- Maintaining objectivity, impartiality and confidentiality.
- Resolving matters per the policy application.
- Identifying and disclosing any conflicts of interest.

Role Requirements

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct
- Sound knowledge and understanding of the Club's Constitution, By-laws and policies,
- Sound knowledge and understanding of SLSA Policies as related to member protection, generally and specifically [SLSA 6.06 Complaints Resolution Policy](#) or a willingness to learn,
- Knowledge of how to identify conflicts of interest and the disclosure process,
- Objectivity to ensure all parties are given the opportunity of natural justice.

SELECTION CRITERIA

Essential Skills

- Excellent inter-personal and communication skills
- Demonstrated experience or willing to learn, in dealing with mediation between individuals
- High level of integrity
- Confident public speaker and negotiator
- Thorough record keeping skills
- Proven ability in maintaining confidentiality in cases of a personal nature
- Conflict resolution skills
- Be accessible and approachable

Essential Knowledge

- Confidentiality expectations
- How to manage due process
- Timeframe management
- Producing accurate records of interviews
- Report writing
- How to access the required information needed to resolve any references
- Securing evidence
- Comprehension of Club policies and Board directions

KEY STAKEHOLDER RELATIONSHIPS

- SLSQ Members
- Club and Branch Committees
- SLSQ Member Welfare Officer

CHILD SAFETY CO-ORDINATOR

PURPOSE STATEMENT

A Child Safety Co-ordinator will be the first point of contact for all Safeguarding Children and Young People matters, pursuant to: [SLSA 6.04 - Child Safe Policy](#).

The Child Safety Co-ordinator will champion the child safety message and ensure that their Club has adopted SLSA's Policy for Safeguarding Children and Young People and that the Club implements practices and procedures in line with SLSA's Safeguarding Children Handbook.

ROLE & RESPONSIBILITIES

Child Safety Co-ordinator will:

- Be the point of contact for all Safeguarding Children and Young People matters.
- Ensure the club is compliant with the new legislation regarding the ten standards of child safety by aligning with the National Principles for Child Safe Organisations.
- Ensure that committees, volunteers and the broader membership at the club are properly equipped to handle reports of child abuse to any degree.
- Continually seek new ways and initiatives to support a club culture in which the safety and development of children is paramount, including adopting screening processes.
- Promote good practice of Safeguarding Children and Young People within the Club, creating a welcoming and safe environment for Children and Young People.
- Encourage and promote an environment where Children, Young People, Parents and Guardians are active participants in the decision-making process.
- Ensure all complaints, allegations and suspicion of Child Abuse, Bullying, Harassment or other inappropriate conduct is reported to the Police and/or Government Agency under our mandatory reporting requirements.
- Work with the committee/board to ensure thorough and regular risk assessments are performed for child safety within the club and develop procedures to minimise this risk.
- Ensure coaches, parents, children, young people and others are aware of the legislation and understand its implications on how they behave.
- Attend meetings as required and ensure that Safeguarding Children and Young People is a standing agenda item for each Committee/Board meeting.

Key Challenges

- Confidentiality, objectivity and personal emotional protection,
- Issues must be reported to the President & Complaint Manager to determine further action and reporting if required.

Role Requirements

- Be a financial member of the Coolangatta Surf Life Saving Club
- Be the holder of a current "Blue Card" Queensland Working with Children check
- Complete the necessary Child Safe Inductions
- Agree to abide by the Code of Conduct
- Completion of required Child Safe Inductions,
- Sound knowledge and understanding of Working with Children (Blue Cards), SLSA Policies as related to child safety, generally and specifically the SLSA 6.04 Child Safe Policy or a willingness to learn,
- Must complete the Play by the Rules Child Protection and Safeguarding Course,
- Member Protection Information Officers online training (recommended 7 modules only, and cannot hold both MPIO and CSC positions at the same time).

SELECTION CRITERIA

Essential Skills

- Excellent inter-personal and communication skills at all levels,
- Demonstrated experience or willing to learn, in dealing with child safe concerns,
- High level of integrity,
- Ability to educate and raise awareness for all activities,
- Commitment to engage and communicate the child safe strategy to all members that are in contact with children and young people,
- Be accessible and approachable.

Essential Knowledge

- Awareness of Child Safe Commitment Statement,
- Basic knowledge of different forms of abuse that can occur,
- Knowledge and awareness of the Code of Conduct – Do's & Don't's,
- Knowledge and awareness of reporting requirements,
- Knowledge of proactive screening guidelines,
- Knowledge of how to access the other resources needed for clubs to implement child safe strategies,
- Understanding that maintaining confidentiality in cases of a personal nature are paramount,
- Knowledge of and how to access the many policies specific to the Child & Youth Risk Management Strategy (CYRMS).

KEY STAKEHOLDER RELATIONSHIPS

- SLSQ Children and Youth Members,
- Parents, Guardians or Caregivers,
- Club and Branch Committees,
- SLSQ Officers.

APPENDIX "I"

COMPETITOR AGREEMENT (attached)



COOLANGATTA SLSC COMPETITORS AGREEMENT

I, _____

of address _____

as a competitor of Coolangatta Surf Life Saving Club (the Club) hereby agree to the following conditions:

1. I will abide by the Code of Conduct for members as found in **SLSA Policy 6.05 – Member Protection** and ensure Coolangatta Surf Life Saving Club is not brought into disrepute at anytime by my actions.
2. I will comply with the **SLSA Policy 5.04 - Competition Eligibility Policy** (see Members Area for copy) however will complete a minimum of 25 patrol hours per year. Patrol hours must be completed at Coolangatta Surf Life Saving Club. Competitors who have not completed patrol hours at the Club but wish to compete for the Club will be considered on a case-by-case basis via written requires to the Management Committee.
3. I will attend my rostered patrol and if not available, I will find a suitable qualified replacement member and I must notify my Patrol Captain and or the Director of Life Saving Services.
4. I will be a Proficient financial member with competitive rights to Coolangatta Surf Life Saving Club.
5. I will attend a minimum of 2 major fund-raising activities Cooly Rocks, Cooly Gold, Qld LifeSavers Appeal, and/or other nominated major activities throughout the year.
6. I will attend all rostered raffles and a minimum of 2 minor club activities to assist the Club, including and not limited to nippers, working bee's, work force and BBQ's.
7. I will compete in carnivals including Branch and State Titles in accordance with the **SLSA Australian Surf Sports Manual, Manual 37th edition**.
8. As a Club coach, boat sweep or trainer I will fill out club attendance forms and the SLSA Surf Risk Assessment for all water components of training.
9. I will abide by team selections as made by the Surf Sports Selection Committee.
10. I understand if I do not attend or fail to compete in an event or the Club incurs late entry fee(s), I will be responsible for the reimbursement to the Club for the cost of the entry fee(s) or the late entry fee portion for the nominated event/s except when injury, illness or unforeseen circumstances preclude me in fulfilling my nominated commitment. I understand I will not be able to nominate for any further events until reimbursement is received by the Club and any action deemed appropriate by the Management Committee is completed.

11. I will when selected in team events participate in all allocated events except when injury or illness precludes me in fulfilling my commitment.
12. I will hose all sand off craft and equipment and my body before entering the Club, gym and showers.
13. I understand if I borrow Club property, I am responsible for the safe keeping of such property and returning in the same condition. I understand any damage occurring to Club property whilst in my possession, caused by reckless behaviour or misuse of the equipment I will be responsible for the associated costs of repair and/or replacement of such property.
14. I will attend 75% of training sessions as agreed to by my coach, the team manager or sweep of the various discipline.
15. I understand any non-cash prize may or may not be given to the individual or team. Each individual case will be assessed by the Management Committee based on the advice of the Director of Surf Sports.
16. I understand cash prizes may or may not be given to the individual or team. Each individual case will be assessed by Management Committee based on the advice of the Director of Surf Sports.

.....
(Competitor Signature)

.....
(Signature of Parent/Guardian of competitor under 18 years)

Dated

Witnessed

Office Use Only

Membership Fee Paid		Date:
Director of Surf Sports		Date: