

South Narrabeen Surf Life Saving Club Inc

By-Laws

Adopted 8th June 2003

South Narrabeen SLSC Inc
By - Laws

1. These By Laws may be amended by the Club Committee.
2. **Member's Duties:**
 - a) It is the duty of every active member, subject to Club and SLSA exceptions, to participate in surf patrols at the direction of the Club Captain, or to participate in any other activity as directed by the Club Committee. Whilst performing surf patrols, members shall monitor the swimming area for signs of swimmers in difficulty. Members should wear patrol uniforms and swimming costumes, and be ready for instant response at all times. Any action taken by the patrol should be recorded in the Patrol Logbook by the Patrol Captain.
 - b) In the event of a rescue or other emergency the Patrol Captain has charge of the beach, and any member may be called upon to assist the Patrol Captain until the emergency has been dealt with. Any member performing such duties will be under the direct command of the Patrol Captain only. In the event of an emergency the Patrol Captain may deploy the Club's members and equipment as the Patrol Captain deems necessary in order to remove any threat to human life and treat injured persons.
 - c) All members are to ensure that the Clubhouse is cleaned regularly, and the gear storage areas are hosed out or swept clean as required.
 - d) All members must report the breakage or unsuitability of any equipment to the Club Captain or other office-bearer as appropriate.
 - e) All active members should, wherever possible, maintain the proficiency of their lifesaving awards each season.
 - f) All active members should, wherever possible, participate in Club Swims and Championship events at the direction of the Handicapper.
 - g) Members who are entered to compete on behalf of the Club in carnivals or other competition must compete fairly, comply with any reasonable direction of the Competition Manager, and observe the Codes of Conduct as set down by the Branch, State Centre, and SLSA. Any member who, without reasonable excuse, fails to compete in an event may be liable to refund to the Club the cost of any entry fees, at the absolute discretion of the Club Committee.
3. **Membership Categories:**
 - a) **Probationary Members** – are members who are aged 5 or 6 years and who participate in Nippers Activities on an educational basis, and new members of any age who are yet to pass their lifesaving award.
 - b) **Nipper Members** – are aged 7 to 13 years who participate in Nippers Activities through competition and educational events.

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- c) **Under 16 Active Cadet Members** – are aged 13 to 15 years, have obtained the SLSA Surf Rescue Certificate, Resuscitation Certificate, or Bronze Medallion, and who participate in surf patrols as directed by the Club Captain.
- d) **Under 19 Active Junior Members** – are aged 16 to 18 years, have obtained the SLSA Surf Rescue Certificate, Advanced Resuscitation Certificate, or Bronze Medallion, and who participate in surf patrols as directed by the Club Captain.
- e) **Active Senior Members** – are aged at least 19 years, have obtained the SLSA Surf Rescue Certificate, Advanced Resuscitation Certificate, or Bronze Medallion, and who participate in surf patrols (or if they are the parent of a Nipper Member, participate in Nippers Water Safety) as directed by the Club Captain.
- f) **Active Reserve Members** – are members who have satisfactorily completed at least eight years of patrols as an active member from the date of obtaining the Bronze Medallion, and who participate in a reduced number of surf patrols as determined by SLSA. Applications for Active Reserve status must be approved by the Club Committee.
- g) **Long Service Members** – are members who have satisfactorily completed at least ten years of patrols as an active member from the date of obtaining the Bronze Medallion, and who are excused from further patrolling duties at the discretion of the Club Captain.
- h) **Associate Members** – are members who (irrespective of whether they hold a lifesaving award or not) do not perform surf patrols or Nippers Water Safety. Associates may not vote at General Meetings or Club Committee meetings unless they hold a position on the Club Committee. Associates may vote at Sub-Committee meetings.
- i) **Life Membership** – Members who have rendered extraordinary service to the Club may be elevated to Life Membership only by Special Resolution of a General Meeting of the Club. The Club Committee may consider recommendations from an Awards Sub-Committee and, if the recommendation is accepted, by resolution place the nomination of the member on the agenda for the next General Meeting. Life Members are not required to perform patrol duties, do not pay an annual subscription fee, and will be presented with a suitable symbol of office. No member will be eligible for nomination as a Life Member until two years have elapsed since the date the member received the Club Honour Blazer.
- j) **Absentee Members** - Any Active Member, who becomes resident outside of the Metropolitan area may, during such residence be entitled to 'absentee' membership of the Club, and as such shall be relieved of all obligations of active membership, other than the payment of the annual subscription. Application for absentee membership shall be submitted to the Club Committee in writing.

4. **Club Office Bearers:**

The following will be voting Office Bearers on the Club Committee:

- a) the President
- b) the Deputy President
- c) the Vice-President (Sponsorship & Marketing)
- d) the Treasurer
- e) the Secretary
- f) the Club Captain
- g) the Chair of the Nippers Sub-Committee
- h) the Clubhouse Director
- i) the Chief Instructor
- j) the Competition Manager

5. **Other Club Officials:**

In addition to the voting Office Bearers, the Club Committee may elect the following Club Officials who are not on the Club Committee:

- a) Patrons
- b) Club Vice Captains
- c) Assistant Chief Instructors
- d) Inflatable Rescue Boat Captain
- e) Surfboat Captain
- f) Social Director
- g) Beach Event Captain
- h) Water Event Captain
- i) Club Handicapper
- j) First Aid Officer
- k) Radio Officer
- l) Gear Steward
- m) Youth Development Coordinator
- n) Merchandising Manager
- o) Club Historian
- p) Gym Manager
- q) Public Officer
- r) Coaches
- s) Honorary Auditor
- t) Bar Manager
- u) Resident Officer
- v) Patrol Captains (to be appointed by the Club Captain)
- w) Any other position which the Club Committee or General Meeting deems appropriate to further the interests of the Club.

6. **President**

The President shall be the official head of the Club and act as the Chief Executive Officer and shall act as Chairman at all Club Committee and General meetings. The President shall represent the club at the monthly Branch meetings any other meeting deemed fit. The President is an ex-officio member of all Committees.

7. **Deputy President**

The Deputy President shall assist the President in the discharge of his or hers duties, and, in the absence of the President shall have like powers and authority.

8. **Vice President (Sponsorship & Marketing)**

The Vice President (Sponsorship & Marketing) will support the activities of members by promoting the Club in the community and have the authority to negotiate sponsorship and marketing opportunities which further the interests of the Club. The Vice President (Sponsorship & Marketing) will also examine new initiatives to promote the corporate image of the Club.

9. **Treasurer**

The Treasurer shall receive and be responsible for all moneys and keep a membership roll, Cash Book and any other books that may be required to show the financial position of the Club, as well as the financial status of all members. He or she shall report to the Committee any members in arrears. He or she will submit a financial statement of income and expenditure at each Committee Meeting.

He or she shall submit an audited Balance Sheet and Statement of Receipts and Expenditure at the end of each season (as at the end of the financial year) to the Committee before publication. He shall keep inventory of the Club property and for such purposes may request any Officer to furnish him with a list of gear under his control.

10. **Secretary**

The Secretary shall attend all meetings of the Club. He/she shall write minutes of the business done there at, issue notices of the meeting, attend to correspondence, take charge of all papers, post notices in the Club House of all matters in connection with the Club as requested by the Committee. The secretary will prepare an Annual Report of the activities of the Club.

In addition, the secretary ,may receive members fees on behalf of the Club, for which moneys he/she shall account for to the treasurer. He/she shall be responsible for membership renewal forms and the maintenance of a membership register.

11. **Club Captain**

The Club Captain will have the management of all Active members and property and shall be responsible for the general conduct of members and all lifesaving activities within the club. He or she shall have the power to refuse the use of any club property to any member, as he or she sees fit. He/She will appoint Patrol Captains, arrange patrols, and keep a record in the Patrol Book of all rescues undertaken. He or she shall submit a report at each Committee Meeting referring to the Club's activities in respect of Patrols, Rescues, and the conduct of the members generally.

12. **Club Vice Captain/s**

The Club Vice Captain/s will assist the Club Captain in the discharge of his/her duties, and may be delegated such tasks as the Club Captain sees fit.

13. **Chief Instructor**

The Chief instructor shall arrange and encourage classes for members to qualify in Surf Life Saving Education Awards. He or she shall report any member who fails to attend such classes to the Committee. He shall keep a roll of attendance of Probationers and shall submit a report at each Committee Meeting of such attendance, conduct, and the progress of candidates. He or she will manage all proficiencies for all awards.

14. **Assistant Chief Instructor/s**

The Assistant Chief Instructor/s will assist the Chief Instructor with the discharge of his or her duties.

15. **Clubhouse Director**

The Clubhouse Director will be responsible for all activities and actions involving the building and grounds of the Surf Club. The Clubhouse Director cannot concurrently hold the positions of the Bar Manager or Resident Officer. He or she will submit reports at each Committee Meeting, including the status of long term projects, work in progress and a summarized report from the Bar Manager and Resident Officer showing income and expenses relating to the Clubhouse and Ocean View Room. He or she will also organise, submit, and follow through of all projects related to the building, concerning Architectural, Council, and Contractors involvement.

16. **Nippers Sub-Committee Chairperson:**

The Nippers Sub-Committee Chairperson shall be the head of the Nippers Sub-Committee. He/she will be responsible for the operation of Nipper social activities, competition and organise the training of Nippers 'surf ed' awards.

17. **Competition Manager**

The Competition Manger shall be responsible for all applications for entry into any Surf Life Saving sanctioned events. He or she shall encourage members to participate in events and to instruct them on rules, regulations, and requirements for competing in such events. He/she shall be involved in the selection of all competition teams, and will organise accommodation and travel of competitors as required.

The Competition Manager will organise weekly Club events, and may appoint Handicappers to run events such as Sunday Surf Races and Club Championships. The Competition Manager will also supervise coaches and promote the development of competition activities for Club members.

18. **Surfboat Captain**

The Surfboat Captain shall be responsible for the use and care of the surfboats, boat gear and the boat shed. He or she may refuse the use of the surfboat to any member or members should they see fit to do so. He or she shall also report any damage to the surfboat, boat gear, or boat shed to the Committee. In addition, he or she shall submit a report covering the operations of the boat at each Committee Meeting.

19. **IRB Captain**

The IRB Captain is responsible for the care and use of the IRB equipment. He or she may refuse the use of the IRB to any member or members should he or she see fit to do so. He or she shall report any damage to the IRB and its related equipment to the Committee.

The IRB Captain shall conduct classes for qualified members to achieve their IRB Drivers or IRB Crewmembers awards and liase with the Chief Instructor to assist, train, or make proficient all IRB related awards.

In addition, the IRB Captain shall work with the Club Captain, Chief Instructor, Nippers Chairperson and Club Handicapper in setting up buoys and providing water safety for club training and competition events.

20. **Beach Event Captain**

The Beach Event Captain shall encourage and support any members wishing to compete in Branch, State, or National competitions involving all beach related events. He or she shall liase with the Competition Manager to ensure all participants are enrolled and qualified to compete in each event. He or she shall also organize or assist in getting the needed equipment to each event where team members are competing.

21. **Water Event Captain**

The Water Event Captain shall encourage and support any members wishing to compete in Branch, State, or National competitions involving all Board, Swim, or Ski related events. He or she shall liaise with the Competition Manager to ensure all participants are enrolled and qualified to compete in each event. He or she shall also organize or assist in getting the needed equipment to each event where team members are competing.

22. **Club Handicapper**

The Club Handicapper shall organize and officiate all club swims and Club Championship events. He or she shall distribute the results of these events to the secretary and Competition Manager.

23. **First Aid Officer**

The First Aid Officer shall be responsible to the Club Captain for the care and management of the First Aid Room and equipment. The First Aid Officer shall maintain an inventory of all items needed in accordance with Surf Life Saving requirements, will inform the Club Captain of any shortages, and may take action to replenish stock immediately without reference to the committee.

24. **Radio Officer**

The Radio Officer shall be responsible to the Club Captain for the care and management of Radios and all related items. The Radio Officer will maintain an inventory of all items needed in accordance with Surf Life Saving Requirements, and will ensure that all radios are ready for patrol duties, including having the batteries charged.

25. **Gear Steward**

The Gear Steward shall be responsible to the Club Captain for the care and inventory of all Club lifesaving gear and incidentals thereto, exclusive of Boat gear and IRB gear. He or she shall report any loss or damage to such gear to the Club Captain. The Gear Steward shall also assist in the repair of the nippers and competition gear.

26. **Youth Development Coordinator**

The Youth Development Coordinator shall be responsible for the youth members (12 to 17 years) of the club. He/she shall co ordinate the development of these members into lifesaving and competition activities. He/she may organize activities, social functions, training courses and week ends away for these members.

27. **Social Director**

The Social Director shall be responsible for the conduct of all Social Functions. He or she may appoint assistants. The Social Director shall prepare and submit to the Treasurer a statement of receipts and payments for all such functions, together with the net proceeds. The Social Director must liaise with the Bar Manager and Resident Officer to arrange social functions in the "Ocean View Room" facility.

28. **Merchandising Manager**

The Merchandising Manager shall organize costumes and caps as well as offering a variety of clothing to Club members. They shall prepare and submit to the Treasurer a statement of receipts and payments for all purchases and sales, together with the net proceeds.

29. **Club Historian**

The Club Historian shall keep a record of all competitions, awards, and activities of the Club from year to year. He or she shall also keep particulars of activities and inter-club competitions where they may affect Club awards. He or she may request from any Officer information regarding any member.

The Club Historian shall also keep a register of past and present members showing particulars of time and nature of services rendered, conduct and suspensions, all awards held and gained and any other important details, which may be necessary.

30. **Branch Delegate**

The Branch Delegate shall represent the Club at Branch meetings.

31. **Honorary Auditor**

An Honorary Auditor shall be appointed by Club Committee and will audit the financial books of the Club annually before the Annual General Meeting or at any other time if requested. He or she shall report at the first meeting thereafter the results.

32. **Bar Manager**

The Bar manager shall be appointed by the Club Committee and report to the Clubhouse Director. He or she shall work with the Resident Officer in relation to all functions involving the bar. They shall prepare and submit to the Financial Director a monthly statement of receipts and payments for all purchases and sales, together with the net proceeds. The Bar Manager shall hold the liquor license, and may receive a gratuity for their voluntary services.

33. **Resident Officer/s**

The Resident Officer/s shall be appointed by the Club Committee and report to the Clubhouse Director. The Resident Officer/s main responsibility is to keep the hall facilities (“Ocean View Room”) and clubhouse grounds well maintained and to maximize the hall hire usage.

This position will be reviewed periodically (every three to six months) to ensure it is being fulfilled to the maximum potential. If the Resident Officer/s is not fulfilling the job satisfactorily, then after sufficient warnings, the Club may choose to remove the individual/s and appoint new Resident Officer/s.

The Resident Officer/s shall prepare and submit to the Treasurer a monthly statement of receipts and payments for all purchases and sales, together with the net proceeds no less than three days prior to the monthly Committee meeting. This report must also include details of all future bookings. The Resident Officer/s may receive a gratuity for their voluntary services.

34. **Patrol Captains**

The Club Captain will select all Patrol Captains. All Patrol Captains are automatically members of any Lifesaving Sub-Committee. They must be, or obtain, their Honorary Beach Inspectors certificate before their first patrol. They will also be encouraged to obtain an Advanced Resuscitation Certificate, Inshore Rescue Boat License, and Patrol Captains Silver Medallion. They will be responsible for their patrol, and if any member of their patrol fails to perform their duties or functions, they must report them to the Club Captain.

35. **Sub-Committees:**

- a) In accordance with Part 4 of the Constitution, the Club Committee may appoint Sub-Committees which may include, but are not limited to, the following:
 - i. Nippers Sub-Committee
 - ii. Lifesaving Sub-Committee
 - iii. Awards Sub-Committee
 - iv. Social Sub-Committee
 - v. Building Sub-Committee
 - vi. Other Sub-Committees as required
- b) The member chairing a meeting of a Sub-Committee is to ensure that minutes of those meetings are submitted to the Club Committee.
- c) Sub-Committees may operate bank accounts only in accordance with the directions of the treasurer.

36. **Care and Use of the Club House and Gear**

- a) The Club House shall be available for bona fide members of the Club for any purpose as may be determined by the Committee. The Ocean View Room will be available to Club Members for a reduced fee determined by the Club Committee
- b) It shall be the duty of the patrols to clean the Club House. Members are also requested to use their individual efforts in preserving the cleanliness of the premises
- c) The Club House premises shall be available for training or other purposes connected with the Club at all times (except when the hall being rented out by prior arrangement), as may be required by the Club Captain or Chief Instructor. No games or other forms of amusement will be permitted while training is in progress.
- d) Games liable to damage Club property shall not be permitted.

37. **Conduct of Members**

- a) Climbing on the roof of the Club House or other parts of the building is strictly prohibited
- b) No gear shall be removed from the Club House without the approval of a member of the executive committee.
- c) No conduct likely to interfere with the comfort of other Members of the Club will be permitted and Members are requested to assist in preventing such conduct.
- d) The Committee may deal with members who are proved guilty of disorderly or infamous conduct in any public place. All members are required to adhere strictly to Branch, State Centre, and SLSA codes of conduct.

38. **Patrols**

- a) Active members of the Club shall patrol the beach on Saturday and Sunday and all Public Holidays and such other times as the Committee may deem desirable from time to time as per SLSA requirements.
- b) Patrols shall be appointed by the Club Captain and shall be under the direction of the Patrol Captains, who shall be responsible to the Club Captain.
- c) No Member of a patrol shall leave the patrolling area during the period of his duty without first obtaining the sanction of the Patrol Captain. Members of patrols shall carry out their duties in a diligent manner and as instructed by the Captain of the Patrol, either in the actual work of Life-Saving, or in cleaning the Club House, or in any other work the Patrol Captain may deem fit.
- d) Any member unable to attend his allotted patrol may fill his or her place by arrangement with another member (of equivalent qualifications in regards to your Patrolling obligations) subject to the Club Captain's approval.

- e) Any Member required to attend classes during the period of his patrol shall be excused on notification to his Patrol Captain.
- f) Patrol Captains are held responsible for the efficiency of their patrols and are requested to report in the Patrol Book the absence of any Member of their Patrol, together with any other irregularities that may occur such as:
Being late; leaving early; not being in Patrol Uniform and ready for instant call during patrol. Patrol Captains are also instructed to put their members through the resuscitation methods regularly. The resuscitation practice can be done on the beach during the Patrol.
- g) In the event of a Patrol finishing its allotted time and no member of the succeeding patrol being present to carry on, the Patrol shall remain on duty until relieved by the next Patrol.
- h) Any member who fails to carry out his Patrol duties may incur the following penalties:
 - i. First Offence: The original patrol must be made up, one penalty patrol will apply, and the member will receive a warning of suspension.
 - ii. Second Offence: The original patrol must be made up, two penalty patrols will apply, and the member is suspended from carnival and Club Competition for one month.
 - iii. Third Offence: Must appear before the Club Committee for disciplinary action as deemed appropriate.

39. **Competitors**

- a) Any member who enters for a surf carnival and fails to start in any event, without a reasonable excuse, shall refund to the Club the cost thereof within seven days from the date of the carnival.
- b) No member may compete while they owe money to the Club.
- c) No member may compete while they are in patrol hours arrears, unless with the consent of the Club Captain in extenuating circumstances.

40. **Care and Use of the Surf Boat, Quad Bike, I.R.B. and related gear**

- a) The care and use of the Surfboat, Quad Bike, or IRB is to be vested in the Captain thereof. No member may use the Surfboat without the consent of the Surfboat Captain. Unless in an emergency, no member other than the Club Captain, a Patrol Captain on duty, or Chief Instructor shall be allowed the use of the Quad Bike or IRB without first obtaining permission from the IRB Captain. The Patrol Captain will be responsible for the Quad Bike and IRB during the patrol times.
- b) Any member authorized to use the Surfboat, Quad Bike, or IRB may call upon any member of the on Club to assist in launching and housing; any member refusing to do so shall be deemed guilty of a breach of the By Laws and may be dealt with accordingly.

- c) The member last in charge of the Surfboat, Quad Bike, or IRB shall be responsible for the safe return of that equipment and related gear, to the Boat shed, and shall report any damage that may have occurred, to the Captain thereof. The Surfboat, Quad Bike, and IRB and all related gear shall be housed in the Boat shed provided for that purpose and kept under lock and key.
- d) No more than the Surf Boats crew (5) is allowed in the Surf Boat unless under special circumstances such as a rescue or still-water training.
- e) Permission must be obtained from the Patrol Captain or the Club Captain to take the patrol IRB from the vicinity of the Patrol Area during patrol hours unless requested by Warringah Surf or a neighbouring surf club for emergency assistance.
- f) The Surfboats, Quad Bike, or IRBs shall not be altered structurally or mechanically without the permission of the relevant Captain.

41. **Distinguished Service Award**

A member or non-member may be awarded the Distinguished Service Award if they have rendered distinguished service to the Club. The Awards Sub-Committee will nominate suitable recipients to the Club Committee which will consider and determine the nomination. Each recipient will be given a suitable symbol of this award.

42. **Honour Blazer**

A member or non-member may be awarded the Club Honour Blazer if they have rendered honourable service to the Club. The Awards Sub-Committee will nominate recipients to the Club Committee which will consider and determine the nomination. Each recipient will be given an Honour Blazer bearing the Club's crest. Only persons awarded the Honour Blazer may wear the Honour Blazer.

43. **Honour Boards**

- a) Honour Boards may be provided in the Club Room and shall include the following: Life Members, Surf Champions, Beach Champions, State and Australian Champions and place getters and as determined by the Club Committee from time to time.
- b) All Life Members and Distinguished Service Members shall have their names inscribed on the Honour board provided for that purpose.
- c) The winners of the Club Surf Championships each year shall have their names inscribed, together with the year, on the relevant Honour Board provided for that purpose.

44. **Transfers**

All Transfers must be lodged with the Club Committee for approval. They cannot be refused without reasonable grounds.

45. **Uniforms**

Members on Patrol must wear a uniform as directed by the Club Captain. The Club competition uniform shall be blue and orange bathing costume, as determined from time to time. The Club competition cap will be orange.

46. **Club Championships**

The Club open championships consisting of: Surf Swim, Board, Ski, Sprint, Beach Flags and Ironman or Ironperson as deemed relevant, shall be decided not later than the end of March in each year. Beach Sprint, Junior Surf Swim Championships may also be conducted at the discretion of the Club Committee. Members eligible to compete shall be bona fide members whose names shall appear on the Club register not later than the first of December with the exception of new members. The number of rounds shall be determined by the Club Committee and the points are allocated as follows:

1st	63 points
2nd	31 points
3rd	15 points
4th	7 points
5th	3 points
6th	1 point

47. **Fees and subscriptions**

- a) In accordance with Part 2 of the Constitution, the Club Committee will set the membership fees for each category of membership at the first committee meeting after the Annual General Meeting each season.
- b) Members who have not paid their membership fees by the 1st November each season will be deemed 'unfinancial' and are not entitled to any privileges of membership until the outstanding fees are paid.

48. **Financial Year**

The financial year of the Club will be from 1st May each year until the 30th April in the following year.

49. **Nippers joining must have a Parent join** (added 20.11.03)

Every registered Nipper member must have at least one registered parent join the Club.
