



**MOOLOOLABA SURF LIFE SAVING CLUB INC**

**BY-LAWS**

**VERSION 8**

**PLEASE NOTE:**

Where the matter is sufficiently covered in the Association's constitution, it is not mentioned in the By-Laws. Where the constitution is referenced in the By-Laws, it is specified by the term, **Clause**. Where the By-Laws reference themselves, the term used is **By-Law**.

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 (hard copy and electronic on SLSA and SLSQ platforms).

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 published on SLSA or SLSQ platforms.

**Companion**

The Association must make available to the members its Constitution and By-Laws it should also provide them with all its position statements, policies, procedures, guidelines, templates etc. either via the Association's website, portal, or a Member's Handbook.

## Contents

SECTION 1 - THE CONSTITUENTS .....	3
SECTION 2 – MEMBERSHIP .....	6
SECTION 3 – ROLE OF THE MANAGEMENT COMMITTEE .....	14
SECTION 4 – MEETINGS.....	16
SECTION 5 – MANAGEMENT COMMITTEE, OTHER COMMITTEES AND CHAIRS .....	18
SECTION 6 – COMPLIANCE – LEGISLATIVE REQUIREMENTS .....	22
SECTION 7 – ADMINISTRATION – STAFF, INSURANCE AND FINANCE .....	24
SECTION 8 – SURF LIFE SAVING AFFILIATION .....	30
SECTION 9 – COMPETITIVE CONDITIONS.....	31
SECTION 10 - TOURS .....	33
SECTION 11 - AUXILIARY ORGANISATIONS .....	34
SECTION 12 – DISSOLUTION OF AFFILIATED BODIES .....	35
SECTION 13 – DISCIPLINE, PENALTIES AND APPEALS.....	36
APPENDIX 1 - ROLE DESCRIPTION – PRESIDENT .....	37
APPENDIX 2 - ROLE DESCRIPTION – SECRETARY .....	41
APPENDIX 3 - ROLE DESCRIPTION –TREASURER .....	45
APPENDIX 4 - ROLE DESCRIPTION – CLUB CAPTAIN .....	49
APPENDIX 5 - ROLE DESCRIPTION – JUNIOR ACTIVITIES CHAIR.....	52
APPENDIX 6 - ROLE DESCRIPTION – CHIEF TRAINING OFFICER .....	55
APPENDIX 7 - ROLE DESCRIPTION – DIRECTOR OF SURF SPORTS.....	58
APPENDIX 8 - ROLE DESCRIPTION – SURF BOAT CAPTAIN.....	61
APPENDIX 9 - ROLE DESCRIPTION – POWERCRAFT CAPTAIN.....	62
APPENDIX 10 - ROLE DESCRIPTION – GEAR AND EQUIPMENT OFFICER .....	63
APPENDIX 11 - ROLE DESCRIPTION – CRAFT CAPTAIN .....	64
APPENDIX 12 - ROLE DESCRIPTION – FIRST AID OFFICER .....	65
APPENDIX 13 - ROLE DESCRIPTION – SAFETY OFFICER.....	66
APPENDIX 14 - ROLE DESCRIPTION – COMMUNICATIONS OFFICER.....	68
APPENDIX 15 - ROLE DESCRIPTION – YOUTH DEVELOPMENT OFFICER.....	69
APPENDIX 16 - ROLE DESCRIPTION – TEAM MANAGER .....	70
APPENDIX 17 - ROLE DESCRIPTION – MASTERS OFFICER .....	71
APPENDIX 18 - ROLE DESCRIPTION – AWARDS OFFICER .....	72
APPENDIX 19 - ROLE DESCRIPTION – COMPLAINTS MANAGER .....	73
APPENDIX 20 - ROLE DESCRIPTION – MEMBER PROTECTION INFORMATION OFFICER (MPIO).....	74
APPENDIX 21 - ROLE DESCRIPTION – CHILD SAFETY OFFICER .....	75
APPENDIX 22 – CLUB BADGE .....	76
APPENDIX 23 – CODE OF CONDUCT .....	77

APPENDIX 24 – LIFE MEMBERSHIP.....	79
APPENDIX 25 – RULES OF DEBATE .....	80
APPENDIX 26 – PATROL RULES .....	83
APPENDIX 27 – JUNIOR (NIPPER) ACTIVITIES COMMITTEE RULES .....	87
APPENDIX 28 – MEMBER’S AREA RULES OF USE .....	94
APPENDIX 29 – GEAR RULES .....	95

## SECTION 1 - THE CONSTITUENTS

### 1.1 Management Committee

- 1.1.1 Management Committee Members shall be elected from the eligible voting members of the Association and shall comprise President, Treasurer, Secretary, Club Captain, Chief Training Officer, Director of Surf Sports, and Junior Activities Chairman.
- 1.1.2 Prospective Nominees for vacant Management Committee positions should demonstrate on the approved nomination form that they meet the prerequisites for the role as set out in the Role Description (see Appendices 1 - 7 of the by-laws).
- 1.1.3 Nominations will be assessed against the approved prerequisites and role description by the Governance & Advisory Committee.
- 1.1.4 The Management Committee Members shall be elected at the Annual General Meeting as provided for in Constitution Clauses 29 and 30.
- 1.1.5 Nomination/s for Junior Activities Chair shall be on recommendation by the Junior Activities Committee. At all times, the appointment is solely subject to election by the eligible voting members at the Annual General Meeting.
- 1.1.6 The Association has endorsed Role Descriptions for the Management Committee positions as set out in Appendices 1 – 7.

### 1.2 Officers

In addition to the Management Committee, all or any of the following officers shall be elected at the Annual General Meeting by the Association's eligible voting members:

- 1.2.1 Vice President, Assistant Secretary, Assistant Treasurer, Vice Club Captain, Assistant Director of Surf Sports, Assistant Chief Training Officer.
- 1.2.2 All Vice and Assistant roles shall deputise for the Management Committee member in their absence.
- 1.2.3 Assistant Vice President shall be a discretionary position determined each year by the Management Committee on an as needs basis to assist the President and Vice President as required and shall carry out special assignments at the direction of the Management Committee.
- 1.2.4 Prospective nominees for vacant Vice and Assistant positions shall demonstrate on the approved nomination form that they meet the prerequisites for the role as set out in the Role Description for Management Committee roles as per Appendices 1 - 7 of the by-laws.
- 1.2.5 Only those positions that are Vice and Assistants to Management Committee roles are eligible to attend Management Committee meetings at the discretion of the Management Committee but will not have voting rights.

- 1.2.6 Surf Boat Captain nominees shall demonstrate on the approved nomination form that they meet the prerequisites for the role as set out in the Role Description for Surf Boat Captain as per [Appendix 8](#) of the by-laws.
- 1.2.7 Powercraft Captain nominees shall demonstrate on the approved nomination form that they meet the prerequisites for the role as set out in the Role Description for Powercraft Captain as per [Appendix 9](#) of the by-laws.
- 1.2.8 Gear and Equipment Officer nominees shall demonstrate on the approved nomination form that they meet the prerequisites for the role as set out in the Role Description for Gear and Equipment Officer as per [Appendix 10](#) of the by-laws.
- 1.2.9 Craft Captain nominees shall demonstrate on the approved nomination form that they meet the prerequisites for the role as set out in the Role Description for Craft Captain as per [Appendix 11](#) of the by-laws.
- 1.2.10 First Aid Officer nominees shall demonstrate on the approved nomination form that they meet the prerequisites for the role as set out in the Role Description for First Aid Officer as per [Appendix 12](#) of the by-laws.
- 1.2.11 Safety Officer nominees shall demonstrate on the approved nomination form that they meet the prerequisites for the role as set out in the Role Description for Safety Officer as per [Appendix 13](#) of the by-laws.
- 1.2.12 Communications Officer nominees shall demonstrate on the approved nomination form that they meet the prerequisites for the role as set out in the Role Description for Communications Officer as per [Appendix 14](#) of the by-laws.
- 1.2.13 Youth Development Officer nominees shall demonstrate on the approved nomination form that they meet the prerequisites for the role as set out in the Role Description for Youth Development Officer as per [Appendix 15](#) of the by-laws.
- 1.2.14 Team Manager nominees shall demonstrate on the approved nomination form that they meet the prerequisites for the role as set out in the Role Description for Team Manager as per [Appendix 16](#) of the by-laws.
- 1.2.15 Masters Officer nominees shall demonstrate on the approved nomination form that they meet the prerequisites for the role as set out in the Role Description for Masters Officer as per [Appendix 17](#) of the by-laws.
- 1.2.16 Awards Officer nominees shall demonstrate on the approved nomination form that they meet the prerequisites for the role as set out in the Role Description for Awards Officer as per [Appendix 18](#) of the by-laws.
- 1.2.17 Complaints Manager nominees shall demonstrate on the approved nomination form that they meet the prerequisites for the role as set out in the Role Description for Complaints Manager as per [Appendix 19](#) of the by-laws.
- 1.2.18 Member Protection Information Officer nominees shall demonstrate on the approved nomination form that they meet the prerequisites for the role as set out in the Role Description for MPIO as per [Appendix 20](#) of the by-laws.

- 1.2.19 Child Safety Officer nominees shall demonstrate on the approved nomination form that they meet the prerequisites for the role as set out in the Role Description for Child Safety Officer as per [Appendix 21](#) of the by-laws.

### **1.3 Other Officers**

- 1.3.1 The Management Committee may appoint other Officers as it sees fit.
- 1.3.2 The process for nomination, election and filling vacancies of other officer positions will follow Constitution Clauses 30.1, 30.2, 31.3.
- 1.3.3 The Association shall appoint (by invitation) at its Annual General Meeting of the Association, Auditor and Association Solicitor.

### **1.4 Honorary Roles**

All or any of the following may be appointed as required:

- 1.4.1 Patron(s)/Vice Patron/s – patron/s shall be nominated at the Annual General Meeting and shall be a person of significant public standing.
- 1.4.2 People appointed to the above positions must consent to the appointment prior to being appointed.

### **1.5 Branch Councillor**

The Branch Councillor shall be the Association President and shall:

- 1.5.1 Attend all Branch Council Meetings as the elected Association representative on that body.
- 1.5.2 Act as liaison between the Branch and the Association and report to the Association in writing or in person on the Branch activities.
- 1.5.3 Appoint a Management Officer as proxy as and when required.

## SECTION 2 – MEMBERSHIP

### 2.1 General

- 2.1.1 Membership of the Association shall be available to all persons provided that active subcategories within the Active Membership Category shall be limited to holders of the Bronze Medallion, and subject to an annual skills maintenance test.
- 2.1.2 All members shall apply for membership (annually) on the prescribed Association Application for Membership Form.

Note: - Other conditions as provided for in Constitution Clauses 14, 15, 16, 17, 18 & 19.

- 2.1.3 Subject always to the constitution Clause 11 and the SLSA membership directives in Section 4 of the SLSA Regulations, the Association is recognised to establish such categories of members as it requires and considers necessary in the context of the Association and the requirements of SLSQ.

### 2.2 Composition

The composition of the Association shall consist of its Officers, Active Members, Past Active Members, Reserve Active Members, Award Members, Long Service Members, Life Members, Cadet Members, General Members, Associate Members, Junior Activity Members, Probationary Members; Honorary Members, Community Members, Nipper Parents, Life Governors, Members of the Association, all of which categories are defined in the Constitution or these by-Laws and membership shall be unlimited.

### 2.3 Membership

The age for any category of membership is based on the member's age as at midnight on 30 September of the applicable season and may include additional membership categories prescribed by SLSA from time to time.

The membership of the Association shall consist of the following primary categories of individual membership:

#### 2.3.1 Junior Membership

Junior membership includes the following sub-membership categories:

- a. Junior Activities Members ("Nipper")  
A Junior Activity Member shall be a person who shall be a minimum age of five (5) years up to a maximum age of thirteen (13) years and such person shall be required to gain the relevant Surf Education Certificate for that person's age group. Junior Activity Members shall not have voting rights.

b. Cadet Members

A Cadet Member shall be as defined in SLSA and SLSQ Manuals (13 -15) who has obtained the Surf Rescue Certificate or has passed an annual Skills Maintenance test. Cadet Members shall not have voting rights.

2.3.2 Active Membership

Active membership includes the following sub-membership categories:

a. Active Members

Where Active Members shall:

- i. Be a current Bronze Medallion holder.
- ii. Fulfil patrol and Association obligations.
- iii. Qualify in an annual Skills Maintenance test unless the Member has obtained their Bronze Medallion in that season.
- iv. Have the right to be present, to debate and to vote at General Meetings subject to Constitution Clause 25 and having performed a minimum of 25 hours per patrol season made up of a minimum of 10 patrol hours and up to 15 hours of service for other activity as endorsed by the Association.

b. Junior Active Members

Where Junior Active Members shall:

- i. Be a Bronze Medallion holder (aged 15 to 17 years).
- ii. Fulfil patrol and Association obligations.
- iii. Qualify in an annual Skills Maintenance test unless the Member has obtained their Bronze Medallion in that season.
- iv. Have the right to be present but not to vote, subject to Constitution Clause 25 at General Meetings.

c. Reserve Active Members

Reserve Active Membership may be granted to Active Members who have satisfactorily completed (from the gaining of the Bronze Medallion) at least eight (8) years of patrol and Association obligations as provided by SLSA and the Association Constitution. Reserve Active Membership shall not be automatic but shall be granted by resolution of the Management Committee. Patrol service and Association obligations for consideration include but are not limited to patrol service hours in the order of 240 hours over 8 years.

Reserve Active Members shall:

- i. Perform a minimum of fifteen (15) hours per patrol season and further patrol duties at the discretion of the Club Captain and/or the Management Committee.
- ii. Complete the annual Skills Maintenance test.
- iii. Have the right to be present, to debate and to vote at General Meetings subject to Constitution Clause 25 and having performed a minimum of 15 hours per patrol season made up of a minimum of 5 patrol hours and up to 10 hours of service for other activity as endorsed by the Association.

d. Award Members

Award Membership may be granted to a member who holds a proficient award of one or more of the following qualifications: Surf Rescue Certificate, Radio Award/s, Resuscitation Certificate, Advanced Resuscitation Certificate or First Aid Certificate. If called upon to patrol, Award Members will also require an Observers award.

- i. Award Members may be called upon to perform patrol and/or other Association obligations within the scope of their qualifications.
- ii. Such Members shall have the right to be present at general meetings.
- iii. Award Members shall not have voting rights unless elected to office or to a position which is provided with voting rights by the Constitution or are performing a minimum of 25 hours lifesaving patrol duties per patrol season.

2.3.3 Associate Membership

Associate membership includes the following sub-membership categories:

a. Associate Members

Associate Membership may be granted to persons who may or may not hold an SLSA award.

- i. Associate Members shall have the right to be present at general meetings but will not have voting rights unless elected to office or to a position which is provided with voting rights, subject to Clause 25, of the constitution.
- ii. Associate Membership may be granted to a parent or guardian of a Junior Activity Member.

b. Probationary Members

Probationary Membership shall be the designation of any person for the period between applying for membership and the gaining of an award and/or pending the granting of another formal category of membership by the Management Committee. Probationary Members shall not have voting rights.

c. Community Members

Community membership provides for individuals who are interested in beach and sport recreation but are unwilling or unable to be physically active within the movement.

Community members:

- i. Are not required to patrol.
- ii. Do not have voting rights.
- iii. Are not covered by WorkCover.
- iv. May participate in come and try events, swim clubs, community education programs, family events etc. i.e. activities not requiring SRC or Bronze Medallion.
- v. May hold roles as defined by the Management Committee.
- vi. Will be considered on an invitation only basis.
- vii. Must be submitted annually for endorsement by the Association at a General Meeting.

#### 2.3.4 Honorary and Service Membership

Honorary and Service membership(s) includes the following sub-membership categories:

##### a. Life Governors

On the passing of an existing Life Governor or Governor, Life Governor status may be granted to a maximum of two (2) members within the Association who have contributed to the Association with extraordinary service over and above that of Life Membership.

- i. Life Governor status may be granted to a Life Member who has contributed to the Association with extraordinary service over and above that of Life Membership.
- ii. Life Governor Appointments, up to a maximum of two (2) Life Governors, are for the term of the recipient's life and are not transferable.
- iii. New Life Governors can only be appointed upon the passing of an existing Life Governor.
- iv. In all other respects, Life Governors have the same rights and privileges as Life Members.
- v. Life Governors have an open invitation to attend at meetings of all Committees.

##### b. Life Members

- i. The Management Committee may recommend to the Annual General Meeting that any person who has rendered sustained distinguished/special service to the Association and surf lifesaving, as detailed in [Appendix 24](#), where such service is deemed to have assisted the advancement of the Association and surf lifesaving be appointed as a Life Member by special resolution of the Annual General Meeting.
- ii. A resolution of the Annual General Meeting to confer life membership on the recommendation of the Management Committee must be a Special Resolution.
- iii. Upon life membership being conferred the person's details shall be entered in the register, and from the time of entry on the register the person shall be a Life Member.
- iv. The Association shall recognise and subsidise an annual function for life members and their partners ([Appendix 24](#)).
- v. Life Members are entitled to be nominated and hold office in the Association if elected by the members and are entitled to all rights and privileges of the Association.
- vi. Life members may be provided with a Badge and/or Certificate and Club Blazer.
- vii. Life members have the right to be present, to debate and to vote, subject to Clause 25 at General Meetings.

##### c. Long Service Members

Long Service Membership may be granted to Members who have completed ten (10) years consecutive active service (including 2 years at MSLSC) or to Members who have completed eight (8) years active service plus four (4) years Reserve Active service. Patrol service and Association obligations for consideration include but are not limited to:

- i. patrol service hours in the order of three hundred (300) hours over ten (10) years,
- ii. positions held within the Association, such as Committee, Assessor, Trainer, and Age Manager.

Such Members may be exempted from all patrol obligations and may be granted other special privileges of Membership as provided in the Constitution.

Long Service Members have the right to be present, to debate and to vote, subject to Clause 25, at General Meetings.

Should a member join from another Surf Life Saving Club where they are a long Service Member then such a Member's Long Service may be recognised by the Management Committee, following the completion of 25 hours of patrol or equivalent duties at MSLSC within 12 months of joining.

Note: Notwithstanding the above, Long Service Membership may be granted under exceptional circumstances to active members irrespective of years of service.

d. Past Active Members

Past Active Membership may be granted to a Member who has held an SLSA Bronze Medallion and been an active patrol member at MSLSC for a minimum of three (3) years.

- i. Such Members shall have the right to be present at general meetings.
- ii. Past Active Members shall not have voting rights unless elected to office or to a position which is provided with voting rights by this constitution.

e. Honorary Membership

- i. Honorary Membership may be granted to persons who may or may not hold an SLSA award. Honorary Members shall not have voting rights.
- ii. Honorary Members may be nominated by the Management Committee or at the Annual General Meeting by voting members.
- iii. Life Members partners shall be endorsed for annual Honorary Membership of the Association and need to be registered on surf guard each year.
- iv. Honorary members shall be appointed annually and shall entail no membership fees.

## **2.4 Voting Rights**

All registered Active (over 18 years of age), Long Service, Active Reserve, Life Members and Officers, who meet patrol and Association obligations as per their membership status, shall have the right to attend and vote at the Annual General Meeting, General Meetings and Special General Meetings. Award members may be given voting rights subject to Bylaw 2.3.2 d.

## **2.5 Duties and Privileges of Membership**

- 2.5.1 All registered Active members who fulfill patrol and Association obligations as per their membership status shall have access to all Association facilities as per Constitution Clause 17.
- 2.5.2 All Active and Junior members may apply in writing for leave of absence from their duties, stating the reasons and time for such leave.
- 2.5.3 Members using Association facilities must meet Queensland Government legislative requirements, SLSQ and SLSA requirements.
- 2.5.4 All members shall abide by the Constitution, by-Laws and Rules of the Association, as per Constitution Clause 17.

## **2.6 Application for Membership**

- 2.6.1 Members shall apply annually for membership by submission of the prescribed Association Form and payment of the prescribed fee, payable by 31st August each year. An additional administration fee may be charged for membership renewals and transfers that occur after 31st August each year.
- 2.6.2 For a member to be eligible to vote at the Annual General Meeting they shall be required to be a current registered member subject to By-law 2.4.
- 2.6.3 Any member who fails to renew their subscription by the required date shall lose all rights and privileges in the Association 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 Management Committee shall have the sole right to grant or refuse such application.

## **2.7 Transferring Members**

Any applicant transferring from another association shall have their membership approved by the Management Committee in line with Association requirements for all categories of membership as determined in the Constitution and these by-laws under categories of membership and noting the requirements for years of continuous service and patrol hour requirements. Transferring members are subject to Constitution Clause 15.4.c.

## **2.8 Dual Membership**

In relation to dual or multi-club membership, the following applies:

- 2.8.1 Any member of a club or Association can be admitted as a member of other Associations or clubs, providing such member has a “clearance” as provided for in “clearances” refer to SLSA Policy contained in the [SLSA Surf Sports Manual](#) current edition.

- 2.8.2 Any competing member must not participate in any inter-club competition as a representative of more than one club or Association during any competition season unless and until their “competitive rights” have been transferred as provided for in “Competitive Rights Transfer”) ” refer to SLSA Policy contained in the [SLSA Surf Sports Manual](#) current edition.
- 2.8.3 Any competing member who is a member of more than one club or Association is entitled to compete in intra-club events of all such clubs or Associations.

## **2.9 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 conditions contained in the [SLSA Surf Sports Manual](#) current edition.

## **2.10 Code of Conduct**

All members, Officers and staff shall comply with the SLSQ Code of Conduct for Members as outlined in [SLSQ Code of Conduct Members](#) and as attached [Appendix 23](#).

## **2.11 Social Media Use**

All members, Officers and staff shall comply with the SLSQ Social Media Policy as outlined in [SLSQ Policy 6.20 – Social Media Policy](#).

## **2.12 Member Protection**

All members, Officers and staff shall comply with the [SLSQ Member Protection Policy 6.05 – Member Protection](#) and Policy [6.05A – Inclusion & Diversity Statement](#).

## **2.13 Member Clearances**

- 2.13.1 Any member who desires to join another affiliated club but still retain membership of their existing club(s), and any person who has ceased to be a member of an affiliated club but who desires to join another affiliated club, must first obtain from their present affiliated club(s) or from the affiliated club of which they were last a member, a clearance which must clearly indicate –
- a. any awards that may be held by such person;
  - b. that such person is not in debt in any way to such affiliated club(s);
  - c. that such person is not expelled or under suspension from such affiliated club(s);
  - d. the destination of such person’s competition rights.
- 2.13.2 The “losing” club or its executive must, within fourteen (14) days of receiving the application, approve or reject the application and after recording its decision on the application, immediately forward with the Association’s decision to the controlling authority.

- 2.13.3 If the “losing” club objects to the application, the application may be considered by the next level controlling authority for a decision. Such controlling authority decisions are final. The decision must be recorded and advised to the winning club and member forthwith. A copy must be retained by the authority with a notation of the decision. The “losing” Club must be advised, in writing, of the controlling authority’s decision.
- 2.13.4 If the controlling authority does not receive a decision from the “losing” club within twenty-one (21) days of the receipt of the application, it must be dealt with by the controlling authority for a decision. Any decision made is final. The “losing” club and the member must be advised of such decision in writing.
- 2.13.5 Clearance of transferring members automatically takes effect from the date when the application is approved by the controlling authority, until such time; the applicant is not deemed a member of the winning club and should not undertake any lifesaving activity.

## SECTION 3 – ROLE OF THE MANAGEMENT COMMITTEE

### **3.1 Management Committee Members and Charity Compliance**

The Management Committee Members shall be responsible to ensure the Association fulfills its endorsed charitable purpose and that the Association adheres to the SLSA and SLSQ Governance Standards.

### **3.2 Management Committee Members and Officer Responsibilities**

All Management Committee Members and Officers of the Association shall be required to understand the needs of the Association and their legal responsibilities as Officers. Association Officers owe a fiduciary duty to the Association and shall exercise their rights and powers in good faith and for the benefit of the Association.

All Officers shall comply with the following principle statutory and common law duties:

- 3.2.1 To act honestly and in good faith in the interests of the Association.
- 3.2.2 To exercise a degree of care, skill, and diligence that a reasonable person in a like position would exercise in the Association's circumstances.
- 3.2.3 To exercise powers honestly and for the purposes for which they were conferred and not for collateral purposes.
- 3.2.4 To avoid any actual or potential conflict between their obligations owed To the Association and their personal interests and other duties.
- 3.2.5 To keep confidential information obtained, and not to disclose advantage or business opportunities acquired, during that office; and
- 3.2.6 To prevent insolvent trading by the Association.

### **3.3 Interests and Disclosure of Interests**

#### 3.3.1 Interests

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

#### 3.3.2 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 Management Committee 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 Management Committee held after the Officer becomes so interested.

3.3.3 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.

3.3.4 Recording disclosures:

It is the duty of the Secretary to record in the minutes any declarations made.

3.3.5. Where conflicts are present:

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

## SECTION 4 – MEETINGS

### 4.1 Annual General Meeting

- 4.1.1 The Annual General Meeting of the Association shall be held at least two weeks prior to the Annual General Meeting of the Branch on a date determined by the Management Committee. The purpose of such a meeting shall be the presentation and adoption of the Annual Report and Financial Statements, the Election of Officers for the ensuing year, and to deal with Notices of Motion correctly moved and submitted as per Clause 23.
- 4.1.2 Written notice of the meeting shall be forwarded to each member at least 14 days prior to the meeting and the publishing of such notice shall be deemed as notice received as per Clause 21.
- 4.1.3 The business to be transacted at the Annual General Meeting shall be as per Clause 22. The order of business shall be:
- a. recording of attendance and apologies;
  - b. confirmation of the previous Annual General Meeting minutes;
  - c. the motion for affiliation with the Branch, SLSQ and SLSA;
  - d. the motion for affiliation with the Mooloolaba Surf Life Saving Supporter's Club Inc;
  - e. presentation of the reports of the Management Committee;
  - f. presentation and adoption of the Audit Report and Financial Statements;
  - g. presentation and adoption of the Annual Report;
  - h. election of Management Committee Members and Officers;
  - i. election of Judiciary Committee, Governance and Advisory Committee and any other Committees;
  - j. endorsement of Branch Councilor;
  - k. election of Life Members (if any);
  - l. the appointment of auditors for the present financial year;
  - m. Notices of Motion.
- 4.1.4 All members may attend and participate as determined by the Chairperson but voting rights are as provided in Clause 25.

### 4.2 Quarterly General Meetings and Special General Meetings

Quarterly General Meeting and Special General Meetings shall be conducted in accordance with Clauses 20 to 26 of the constitution.

### 4.3 Management Committee Meetings

- 4.3.1 At meetings of the Management Committee as per Clause 32, the order of business shall be: -
- a. apologies;
  - b. disclosure of Interest;
  - c. matters of Safety (including Child Safety);
  - d. confirmation of Previous Minutes;
  - e. business Arising out of Minutes;

- f. correspondence;
- g. finance;
- h. membership;
- i. delegates' Sub-Committee's and other Reports;
- j. Notices of Motion;
- k. General Business.

- 4.3.2 The responsibility of the Management Committee shall be managing the day-to-day business of the Association, and the allotment of items to Management Committees, committees, and/or staff.
- 4.3.3 Issues relating to major policies, constitutional change, incorporation responsibilities and authority, or major financial borrowings and strategic issues shall be referred to the Management Committee.
- 4.3.4 The President of the Supporter's Club may attend as a guest with non-voting rights. It is his/her choice to attend.

#### **4.4 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 Management Committee or Committee Chair.

#### **4.5 Rules of Debate**

The attached Rules of Debate (see [Appendix 25](#)) shall apply to the conduct of all meetings of the Association, Management Committee and Other Committees.

For the purpose of these Rules, the word "member" shall refer to members of the Association.

**SECTION 5 – MANAGEMENT COMMITTEE, OTHER COMMITTEES AND CHAIRS****5.1 General**

- 5.1.1 Composition and membership shall be as prescribed in the respective by-Laws.
- 5.1.2 Membership may be drawn from members of the Association.
- 5.1.3 A member appointed to a committee shall retain their appointment only whilst they retain their membership of the Association.
- 5.1.4 In the event of the absence of the Chair from any meeting the meeting shall appoint one of its members to act during such absence.
- 5.1.5 It shall be the duty of the Club Secretary to refer for consideration and recommendation all matters as properly relate to the jurisdiction of each Committee.
- 5.1.6 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 Management Committee thereon.
- 5.1.7 Unless specified otherwise in these by-laws, a quorum for a meeting of a committee shall be a simple majority of the members thereof.
- 5.1.8 A committee may, at its discretion, co-opt the services of any member of the Association 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.
- 5.1.9 Reports and recommendations of the committees shall be presented in writing to the Secretary or appointing body.
- 5.1.10 All office holders who participate in committees shall be required to sign a confidentiality agreement before participation in relevant committee meetings.
- 5.1.11 Where Management Committee members, Assistant and Vice positions to the Management Committee do not complete Governance Training as required by Clause 30.11(iii) within three months of the AGM, will be required to step away from their role until such time as Governance Training is completed.
- 5.1.12 Such Governance training required as per section 5.1.11 is to be completed on an annual basis.

## **5.2 Committees**

### 5.2.1 Committees

The following committees are required:

- a. Management Committee
  - i. The Management Committee shall comprise the positions listed above in 1.1.1.
- b. Building Committee
  - i. The Building Committee shall be formed as required by the Management Committee.
  - ii. Membership of the building committee will be determined by the management committee ensuring a relevant mix of necessary skills and experience.
  - iii. The Building Committee shall be responsible for the Association assets, leases, contracts, maintenance, capital improvements, five-year capital plan and property.
- c. Finance Committee
  - i. The Finance Committee shall be formed as required by the Management Committee.
  - ii. The Finance Committee shall comprise the Treasurer who shall be chair, Supporter's Club Treasurer, Assistant Treasurer and can include other members at the discretion of the Management Committee.
  - iii. The Finance Committee shall be responsible for finances relating to major capital works agreed to by the Management Committee.
- d. Junior Activities Committee
  - i. The Junior Activities Committee shall operate as per [Appendix 27](#).
- e. Lifesaving Committee
  - i. The Lifesaving Committee shall comprise the Club Captain (Chairperson), Vice-Club Captain, Chief Training Officer, Patrol Captains, Radio Officer, and other officers as determined by the Management Committee.
  - ii. It shall be responsible for:
    - maintaining and improving lifesaving patrols and services;
    - conducting training, instructional and proficiency programs for members;
    - disseminating lifesaving information;
    - dealing with matters referred to it from the Management Committee;
    - making recommendations relating to lifesaving to the Management Committee.

- f. Surf Sports Committee
- i. The Surf Sports Committee shall comprise Director of Surf Sports (Chairperson), Asst. Dir. Surf Sports, Team Manager(s), Master's Officer, and other Officers as determined by the Management Committee.
  - ii. Club Coaches both volunteer and paid may act as advisors to the Committee.
  - iii. The committee shall be responsible for:
    - promoting involvement in surf sports activities;
    - conducting training and coaching programs for members;
    - dealing with matters referred to it from the Management Committee; and
    - making recommendations related to surf sports to the Management Committee.
    - team selection.
- g. Surf Sports Selection Committee
- i. The Surf Sports Selection Committee shall comprise the Director of Surf Sports (Chairperson), Assistant Director of Surf Sports and Team Managers.
  - ii. Team selections will be made as per the Competitors Manual and members shall be notified of all selections. These selections shall be final and binding.
- h. Governance and Advisory Committee
- Shall comprise the Life Governors, and between two (2) and four (4) eligible voting members of the Association. Members of the Management Committee are not eligible to be on the Governance and Advisory committee. At times positions may be needed from other committees of the Association to help in different circumstances. Positions will ideally be filled by the most suitably qualified candidates including some of the following:
- i. minimum of 5 years continuous Association Membership;
  - ii. understanding of the structure, culture, policies, procedures of the Association;
  - iii. experience on Boards/committees and/or experience in the area of responsibility of the Governance and Review Committee;
  - iv. ability to operate as part of a team;
  - v. ability to manage change.
- All nominations for Governance and Advisory to be reviewed by two Life Governors based on the suitability of above criteria. The Committee will elect their own Chairperson. Their responsibilities shall include;
- vi. constitution and Bylaw updates;
  - vii. recommendations on Association policy matters as this committee determines are required;

- viii. assess whether candidates for Management Committee positions meet the criteria for their position and advise the candidate and members accordingly;
  - ix. review of the Association's Performance Management practices and effectiveness making recommendations where necessary;
  - x. review Governance processes to ensure they provide accountability and transparency;
  - xi. review financial reports prior to Quarterly General Meetings.
- I Judiciary Committee
- i. Judiciary Committee Members shall be endorsed by the eligible voting members at a General Meeting following a recommendation of persons submitted by the Management Committee.
  - ii. The Judiciary Committee shall comprise up to nine (9) voting members and shall function in accordance with SLSA Policies and Rules of Procedure. The Judiciary Committee members shall select a Chairperson and Secretary from the endorsed Judiciary Committee Members.
  - iii. Members must have a working knowledge of SLSQ and SLSA Policies and Procedures or the ability to obtain same.
- j Other Committees
- i. The Association Management Committee may appoint other Committees, Sub-Committees, panels, or groups to deal with particular items or projects from time to time.
  - ii. In such circumstances, the Management Committee shall clearly define the composition, responsibilities, and terms of reference of such Committees, panels, groups etc.

## SECTION 6 – COMPLIANCE – LEGISLATIVE REQUIREMENTS

### 6.1 Charity Regulations

#### 6.1.1 Collection Sanction

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

#### 6.1.2 Fund Raising

- a. The Association and any affiliated auxiliary organisation shall comply with the legislation of Queensland and Australia with respect to fundraising.
- b. Fundraising authority is vested in the Management Committee 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.
- c. The Association is authorised to solicit monetary donations, canvass to any company, firm, newspaper or other business operation or trading or any person within the area of the Association as defined. Similar fund raising shall be permitted outside these areas after prior negotiation and with approval of SLSQ.
- d. The area of the Association referred to in c. above is all that area designated by the Branch.
- e. In the event of any breach of the foregoing provisions of this By-Law, it shall be referred to the complaints manager for investigation and action.

#### 6.1.3 Financial audits

- a. The books and accounts of the Association and any affiliated auxiliary organisations shall be audited at such intervals as may be required by law and/or the appropriate Government Departments 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.

- 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 –

- i. must be formally qualified;
- ii. must be a member of a recognised professional accounting body;
- iii. must not be a past or present employee of the entity being audited;
- iv. must not be related to the Association Treasurer or President of the entity being audited;
- v. must not be related to any person employed as the Administrator or Accountant of the entity being audited; and
- vi. must declare if they are a past or present member of the entity being audited, and such declaration must be included in the minutes of the meeting at which the auditor was appointed.

#### 6.1.4 Audit Declarations

The audit of a Surf Life Saving Club in Queensland must meet the requirements of the *Associations Incorporation Act (Qld)* and the *Collections Act*, both administered by the Office of Fair Trading Queensland, and the *Australian Charities and Not-for-profit Commission Act (Cth.)*. The *Declarations by members of the Committee* in the audit report is required to include statements that meet the requirements of the Association.

## SECTION 7 – ADMINISTRATION – STAFF, INSURANCE AND FINANCE

### 7.1 Staff

#### 7.1.1 Staff Appointments

- a. The Management Committee may appoint paid employees for specific assignments.
- b. The Management Committee may provide for the appointment of a Chief Operations Officer (COO or equivalent) and other employees required from time to time in the conduct of its affairs. The Management Committee shall maintain an Organisation Chart and associated Position Descriptions which together set out the responsibilities of all paid staff and their relationship to the elected Officers of the Club.

#### 7.1.2 Lifesaving Administration Staff

- a. Chief Operations Officer (COO)
  - i. The Chief Operations Officer is a senior paid position and subject to the directions of the Club President and the Management Committee.
  - ii. The position is accountable to the Club President.
  - iii. The duties of the Chief Operations Officer are detailed in their position description and require a strategic focus to implement directions from the management committee and ensuring the efficient functioning of the administration office.
  - iv. All lifesaving administration staff are under the direction of the Chief Operations Officer and report to that position.
- b. The Lifesaving Administration Staff are paid positions (non-lifesaving / volunteers) and subject to the directions of the Management Committee, and shall perform the duties outlined in their specific job descriptions.
- c. Lifesaving Administrators are responsible for delivering timely, high quality and efficient administration support and managing stakeholder relationships for Association portfolios which may include a combination of:
  - i. General Lifesaving Administration;
  - ii. Education and Training;
  - iii. Nippers;
  - iv. Surf Sports;
  - v. Member services;
  - vi. Member and community engagement.
- d. The roles will ensure a high standard and solutions-based approach to administrative support while adhering to relevant policies and legislation.
- e. Carry out and implement decisions of the General Meetings, the Management Committee as directed by the Chief Operations Officer and within the scope of such.
- f. Assist in the activities of the Association Officers and assist wherever possible or as directed.

- g. Be responsible to the Chief Operations Officer on matters of day-ti-day routine business and work performance.
- h. Be responsible to the President or their delegate on matters of day-to-day routine business and work performance.
- i. Be available at reasonable times for consultation with and assistance in matters which are within the jurisdiction of the Association to the Officers and members.
- j. Maintain close contact with Branch and the State levels of the Association as required.
- k. Assist and develop Association donors and sponsors with the assistance of the Management Committee Members, and assist in fund-raising activities as directed by the Management Committee and Chief Operations Officer.
- l. In all aspects of their activities observe and comply with existing procedures of the Association as regards correspondence and communications.
- m. Assist in the preparation and presentation of the Annual Report, or any other prepared matter for Association distribution.
- n. All appointments are to be based on merit and approved by the management committee.
- o. Permanent paid employees who are also members of the Association shall not:
  - i. hold Officer positions in the Association (Bylaw 3.3);
  - ii. hold other positions in the Association with leadership or organisational responsibilities such as patrol captain, training officer, assessor, Nipper positions. Voluntary contribution is restricted to other lifesaving activities, performed outside work hours, such as patrols, water safety, fund raising;
  - iii. all contractors and casual employees are to be approved by the management committee.

The Association expects all members to be respectful and courteous to staff members at all times. The Association will take a ZERO tolerance stance against verbal and physical abuse toward staff. The Association Code of Conduct applies to all members' interactions with all permanent paid staff, contractors, casual employees, suppliers, tradespeople and all Mooloolaba Surf Lifesaving Supporters Club staff per [SLSA Policy 6.05/06](#).

#### 7.1.3 Lifesaving Administration Staff – hierarchy of staff

Where more than one administration officer is employed by the Association, the Management Committee shall determine: -

- a. if a team leader is to be appointed who shall be the sole direct report to President in regard to all administration staff with all other administration staff reporting through the team leader; or
- b. if all staff with similar levels of duties and responsibilities should directly report to the President;

- c. It is advisable that any junior staff should report to an adult administration staff member where one is appointed and not direct to the President or the Management Committee.

#### 7.1.4 Coaching Appointments

Coaching remuneration is not to exceed 8% of gross revenue from the preceding year. Where practicable all coaching appointments will be funded by sponsorship or fundraising activities.

- a. All appointments need to provide coaching for all interested members (not only to competitors).
- b. No coaching contracts to extend beyond 36 months.
- c. All contracts to be reviewed annually on the basis of performance indicators, agreed at the commencement of contract.
- d. All appointments are to be based on merit and approved by the full Management Committee.
- e. Coaches will report to the Director of Surf Sports for all coaching specific activities.
- f. Coaches will report to the Chief Operations Officer for all other operational or HR matters.
- g. Where a coach is engaged by the Association and the coach is an individual and not an incorporated business:
  - i. the Association will review any proposed arrangements prospectively for compliance with relevant ATO legislation.; and
  - ii. if ruled to be a contractor, the contractor must provide proof of professional indemnity insurance before commencing any such engagement.

## **7.2 Honorariums**

An Honorarium may be granted to an Officer, Member or Supporter of the Association for a service on the decision of the Management Committee. Any such Honorarium paid may be subject to Income Tax in accordance with the Australian Taxation Office.

## **7.3 Insurance**

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

### 7.3.1 Personal Accident Insurance

- a. Paid Staff and Employees - a Workcover policy shall be effected by the Association with Workcover Queensland to cover all paid staff of the Association.
- b. Members - Personal Accident Insurance is granted under the SLSQ'S Workcover policy for all registered members of Surf Life Saving Queensland (except Junior Activity (Nipper) members aged 5 to 14

- years – i.e., non-BM holders) whilst engaged in Surf Life Saving activities.
- c. Cover/benefits - The benefits and conditions applying under the policy are described in the relevant Government Act and/or contracts of insurance. An application for compensation is valid and enforceable only if the application is lodged in accordance with policy requirements.
  - d. Junior Activity Members (5-14 years) - a Personal Accident Policy shall be effected by SLSQ to cover all registered Junior Activity members (non-BM holders). The benefits cover exceptional items (refer Insurance Manual), e.g., Death, Liability, Medical (restricted), Dental, Ambulance.
  - e. Volunteer Workers - a Personal Accident Policy shall be arranged by SLSQ to cover all persons engaged in voluntary work for the Association, and/or who are not eligible for workers' compensation. The benefits cover exceptional items (refer Insurance Manual), e.g., death, liability, medical (restricted), dental, ambulance. A register of workers shall be established for each relevant activity, which should be signed by all volunteer workers prior to commencement of work.
- 7.3.2 Public Liability Insurance
- a. A Public Liability policy shall be negotiated by SLSQ to cover the Association and Auxiliary Organisations against legal action instigated by a member of the public during activities approved by SLSQ.
  - b. Whilst the cover can apply to normal Surf Life Saving Association activities, a separate cover may need to be taken out by the Association or Auxiliary Organisations entering into some activity away from the association facilities or beach, such as a display or fundraising activity where the public are involved. The Insurance Brokers should be consulted in these situations.
- 7.3.3 Insurance on Property
- a. SLSQ shall negotiate on behalf of the Association insurance policies to cover loss or damage to its own property, or upon goods in transit destined for one of its affiliated bodies.
  - b. It is mandatory for the Association to hold property insurances to be held with a reputable Insurance Company approved by the SLSQ, and it is a requirement that such policies, if not managed by SLSQ'S brokers, be submitted to SLSQ for its endorsement to ensure that the protection provided is adequate and serves the interest of the Association.
  - c. Branches and Association and Auxiliary Organisations shall be responsible for the cost of their own insurance and shall be well advised to reassess values at least every second year.
- 7.3.4. Directors and Officers Insurance
- a. A Directors & Officers policy shall be negotiated by SLSQ to cover officers of SLSQ and its affiliated Branches, Associations and Clubs

and auxiliary organisations against claims made against an officer during the policy period for a wrongful act.

- b. It is noted that this is a "claims made" policy, e.g., no claim can be made against the policy once it has expired or has been cancelled. In addition, if a case exists where a claim may be possible, immediate notification must be given to SLSQ'S Insurance Broker.

#### 7.3.5 Professional Indemnity Insurance

- a. A Professional Indemnity policy shall be negotiated by SLSQ to cover members whilst engaged in authorised Association activities.
- b. The indemnity covers claims the insured is legally liable to pay for, e.g., breach of professional duty or by reason of any negligent act, error, or omission.

### **7.4. Capital Expenditure**

- 7.4.1 The Association shall notify SLSQ of any proposed capital expenditure over \$100,000.00.
- 7.4.2 Capital expenditure includes alterations, additions or improvements to existing facilities, acquisition of any land, buildings or other property, the building of any new facilities, the building or refurbishment of any other facilities either singularly or in partnership.
- 7.4.3 Capital expenditure also includes capital expenditure to purchase or invest in any business venture, community project, or other project using Association (including affiliated Supporters Club) funds or borrowings.
- 7.4.4 Such notification is to include –
  - a. a brief outline of the proposed expenditure clearly stating the intended purpose;
  - b. details of architectural plans (where necessary)
  - c. cost estimates with recommendation and justification (3 quotes);
  - d. details of recommendation of the above proposal in General Meeting Minutes;
  - e. latest financial information (Profit & Loss & Balance Sheet) prepared in accordance with accrual accounting requirements; and
  - f. any other information considered relevant.
- 7.4.5 Where financing is required to support the capital expenditure, the Association is to provide details of the proposed financing arrangements, and appropriate financial data supporting the capacity to service the proposed debt.
- 7.4.6 In the situation where future anticipated income (e.g. future distributions from Supporters Club including gaming, meals and bar revenue) is being relied

upon to service the debt, an independent professionally prepared financial analysis will also be required, including the following –

- a. a detailed business plan;
- b. cash flow projections for at least five (5) years;
- c. market survey/sensitivity analysis confirming the feasibility of the proposal;
- d. funding arrangements.

7.4.7 Such proposals shall be dealt with in the following manner:

- a. proposals shall be assessed by SLSQ Board's Audit, Finance and Compliance Committee upon receipt of all relevant information. The Committee may seek external advice.

7.4.8 Any such review forms part of 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.

## **7.5 Business Development Venture**

In order to protect and enhance the Association's objective, the Association (including Supporters Clubs and related entities) shall inform and consult with SLSQ about any developments or redevelopments, or any developments or commercial or non-commercial venture – on existing property or elsewhere – which involve expenditures over \$100 000.00.

7.5.1 Examples of such developments or ventures where SLSQ needs to be advised include:

- a. major development or re-development of a clubhouse;
- b. development or re-development of any property;
- c. land and/or property acquisition (Freehold or lease);
- d. negotiation and/or renewal of leases; and
- e. a commercial or non-commercial venture on either side (e.g. at the Clubhouse) or off-site, either singularly or in partnership.

7.5.2 The Association shall notify SLSQ immediately when considering any development or venture outside the existing scope of operations of a Surf Life Saving Club;

7.5.3 SLSQ may request further information such as plans, contractual arrangements, financial and feasibility studies (as per the Capital Expenditure Policy) etc. to ensure the project/venture is in keeping with the aims and objects of the Association, and is financially sound;

7.5.4 SLSQ shall be kept informed on a regular basis where such developments/ventures have been reviewed by the Committee; and

7.5.5 SLSQ shall respect and comply with any commercial in confidence issues.

## SECTION 8 – SURF LIFE SAVING AFFILIATION

### 8.1 Association Policies, Rules, Regulations

- 8.1.1 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 Association.
- 8.1.2 The Association affiliates with the Surf Life Saving Sunshine Coast Branch Inc, Surf Life Saving Queensland Inc. and Surf Life Saving Australia Ltd and agrees to abide by the Constitutions, Rules and Regulations, Policies, and resolutions together with the awards and equipment of Surf Life Saving Queensland Inc. and Surf Life Saving Australia Ltd.
- 8.1.3 Without limiting the current and future scope of SLSA and SLSQ policies, rules and regulations, the Association acknowledges and accepts SLSA and/or SLSQ policies, rules, and regulations.

### 8.2 Fees and Charges

Fees may be payable annually for affiliation, examination, registration, carnival entry and other general lifesaving costs for the Association and shall be determined by the Branch, SLSA or SLSQ from time to time.

### 8.3 Affiliation

The Association and its affiliates agree:

- 8.3.1 that they are bound by this Constitution and by-Laws, and that the constitution and these by-Laws operate to create a single, uniform entity through and by which the objects of the Association and Surf Lifesaving are to be conducted, promoted and administered;
- 8.3.2 in all other respects the provisions of the Constitution, Clauses 3.2, 10 and 11 shall apply.

## SECTION 9 – COMPETITIVE CONDITIONS

### 9.1 Competition

All Members shall comply with the provisions [of ss 2.1 of the current edition of the SLSA Surf Sports Manual](#). The Association shall only participate in competitions endorsed by Branch, SLSQ or SLSA.

### 9.2 Competitive rights, obligations, and qualifications

All members shall comply with [SLSA Policy 5.04 Competition Eligibility](#) as well as the provisions [of ss. 2.2.1 of the current edition of the SLSA Surf Sports Manual](#).

### 9.3 Trophies Prizes & Eligibility

All members shall comply with [SLSA Policy 5.11 Competition Manipulation and Gambling](#) as well as the provisions [of ss 12.4 of the current Surf Sports Manual](#).

### 9.4 Team Management

- 9.4.1 The Association when participating in any carnival or similar function shall appoint a Manager of its competitors and other members of the Association selected to represent and/or assist the Association at such carnival.
- 9.4.2 Every Manager so appointed shall be responsible for the proper conduct of himself/herself and of the members under his/her control and attend all briefings.
- 9.4.3 A Manager shall, as far as practicable, remain with the party under his/her control during the entire period of his/her managership. In the event of the party under his/her, control separating into sections the Manager shall be responsible for appointing a member of each section to act as his/her Manager of the section.
- 9.4.4 In the case of mixed gender teams including minors, a chaperone or chaperones shall also be appointed.
- 9.4.5 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.
- 9.4.6 The Manager shall remain in attendance with his/her team during the course of such carnival or similar function and shall take action to ensure that competitors under his/her control report to the Check Marshal immediately they are called upon to do so.

- 9.4.7 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 given to him or her.

## SECTION 10 - TOURS

### **10.1 Tours**

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, State Centre, Branch or Club, the SLSA directions are mandatory requirements [SLSA Visits & Tours Guideline](#).

### **10.2 Tours**

Where an individual member is undertaking a tour, they are responsible for their own arrangements, insurances, costs, and personal safety.

**SECTION 11 - AUXILIARY ORGANISATIONS**

- 11.1 The Association may authorize the formation and/or affiliation of Auxiliary Organisations for such purposes and for such periods as may be determined from time to time by the association.
- 11.2 The activities of such organisations are subject to the approval of the Management Committee and shall have similar aims and objects as the association and are subject to the overall control of the Association.
- 11.3 Each such organisation's formation and function shall be reviewed annually and shall be compatible with the "Objects and Powers" provisions contained in the Constitution.
- 11.4 It is further provided that delegate representation to and from such organisation shall be as determined by the association from time to time.

**SECTION 12 – DISSOLUTION OF AFFILIATED BODIES**

- 12.1 The constitution of every affiliated body shall contain a dissolution clause similar to that set out in Clause 9.
- 12.2 In the event of any affiliated body becoming inactive, going into recess, or having its affiliation terminated, the Association is empowered to require such body to implement the requirements of Clause 9 regarding dissolution.
- 13.3 Upon the dissolution of an affiliated body in terms of the preceding Rules, the books, accounts, and assets of the affiliated body shall be handed over to or taken possession of by the Association to deal with as it may, in its absolute discretion, see fit.

**SECTION 13 – DISCIPLINE, PENALTIES AND APPEALS**

All rules, policies and regulations previously enacted by the association concerning the handling of Complaints are withdrawn to the extent they deal with the handling of Complaints and are replaced by [SLSA Complaints Resolution Policy 6.06](#) and [SLSA 6.06A Complaints Handling Guideline](#).

## APPENDIX 1 - ROLE DESCRIPTION – PRESIDENT

### **Purpose of the position**

The President provides strategic guidance and leadership in support of all functions of the Association including providing assistance to other Association members in relation to their roles.

The main level of focus is to ensure the Association functions in a professional and corporate manner and its corporate governance and constitutional functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland, Sunshine Coast Branch, and the members of Association.

### **Objectives of the President**

- Motivate the Management Committee to maintain a positive, modern, forward – thinking approach to the growth and development of the Association through the implementation of modern governance, a modern constitution and updated policies and procedures.
- As the leader, represent the Association in a professional, positive, and appropriate manner in accordance with each situation.
- As the leader of the Management Committee, ensure a high standard of volunteer management practices are maintained.
- Ensure the Association is working towards the mission and vision of the strategic plan and implementing the operational plan in accordance with the association's policies and procedures.
- Facilitate and encourage positive, effective, and efficient decision-making processes based on sound information and clear judgment.

### **Responsible to:**

- Management Committee
- Branch Council
- SLSQ
- SLSA
- Association Members

### **Functional relationships:**

- Management Committee
- Association Members
- Branch Council
- Administration Staff
- Sponsors & Stakeholders

### **Governance responsibilities:**

- Preside at all relevant meetings and functions of the Association
- The President shall be chair at Management Committee Meetings
- The President shall attend Committee Meetings of the Supporter's Club in a non-voting capacity
- Be responsible to lead through personal demonstration and compliance with, all policies, rules and by-laws of the Association, SLSQ and SLSA, and to ensure

that all Association office bearers in carrying out their duties, act in accordance with the same.

- Be an ex-officio member of all Committees formed under these policies, rules and by-laws.
- Represent the Association as Branch Councilor and to SLSQ and SLISA as required.
- Ensure that the Association meets its endorsed charitable purpose.
- Ensure the Association at all times is governed in accordance with the SLSQ Governance Standards in order to meet the ACNC Regulations.
- Be responsible for Association financial management and planning, including business planning and succession.
- Ensure all Association activities are carried out within the laws of Queensland.
- Produce the Association Management Plan and ongoing review and management of this plan.
- Facilitate meetings, including committee, general and annual general meetings.
- Ensure planning and budgeting is completed in accordance with the needs and interests of the Association members.
- Ensure financial, social and structural viability of the Association is established and maintained.
- Be the spokesperson of the Association.
- Responsible for paid staff in their day to day routine, business and work performance.
- Ensure all rules and regulations of the Association are upheld.
- Develop and maintain the link between the Association and the Mooloolaba Surf Life Saving Supporter's Club Inc.

#### **General responsibilities and duties:**

- Function as the principal leader with overall responsibility for the Association's administration.
- Set the overall Management Committee standing agenda and help the committee prioritise its goals and ensure office bearers work within this framework.
- Represent the Association appropriately at local, regional, state and national levels.
- Function as a coordinator for Association activities and voice members views at appropriate forums.
- Engage sponsors and supporters.
- Identify and communicate to members opportunities available at Association, Branch, state and national levels.

#### **Prerequisites:**

- Be a registered member of the Association.
- Have a minimum of two (2) years proficient active membership with the Association.
- Experience as an active patrolling member and competitor in a Surf Lifesaving club.
- Hold a current positive Blue Card, CYRMS and CSA.
- Not be disqualified from managing a corporation, within the meaning of the Corporations Act 2001 (Cth).

- Not be disqualified by the Australian Charities and Not-for-profits Commissioner at any time during the previous year from being a 'responsible person' of a registered charity.
- Not be ineligible to be elected as a member of an Incorporated Association's Management Committee pursuant to the Associations Incorporation Act 1981 (Qld).
- Undertake to complete Governance Training within three months of AGM.

**Knowledge and skills required:**

- Leadership experience in a Not-for-Profit organisation.
- Effective communication and interpersonal skills.
- Well informed of the organisations activities.
- Aware of future directions and plans of members.
- Demonstrate a high level of enthusiasm when representing the Association to members, other organisations and the general public.
- Maintain a level of privacy (certain details) to the Association and its activities whilst maintaining confidentiality and respect towards members.
- Maintain effective and efficient administration.
- Have a good working knowledge of Surf Lifesaving objectives, policies and procedures, or the ability to quickly assimilate that knowledge.
- Have a good knowledge of the Association constitution, by-laws, the duties of all office holders and subcommittees, or the ability to quickly assimilate that knowledge.
- Must be a supportive leader for all Association's members.
- Have a good knowledge of organisational governance including risk management and be able to organise and delegate tasks.

**Desirable attributes:**

- Have a minimum of one (1) year as a Management Committee member of the Association.
- Demonstrated rapport with Association personnel.
- Strong leadership skills.
- Strong organisational skills.
- Strong time management skills.
- Ability to prioritise tasks and handle multiple job workloads.
- Strong computer skills - Microsoft Office and Outlook.
- Strong oral and written communication skills.
- Public speaking ability.
- Good negotiation skills.
- Willingness to learn new skills.
- Ability to work in a team environment.
- Motivational.
- Efficient people management skills.
- A sense of justice.
- Neat and tidy presentation.
- Work or other experiences relevant to the role.
- Demonstrated commitment to the Association.
- Demonstrated interpersonal and communication skills.
- Ability to manage change.

**Time commitment:**

The position of President is a voluntary position which requires a commitment of time and energy required to complete the duties of the position. It would be anticipated that the role would require a time commitment of 25 to 40 hours per week across both days and evenings.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this document, I acknowledge that I have read the contents of this position description and agree to the duties and responsibilities of this position, that I am able to commit to sufficient hours per week to ensure smooth and efficient running of the Association and I am able to commit to the full term in office as noted in Clause 30.3 of the Constitution upon election.

## APPENDIX 2 - ROLE DESCRIPTION – SECRETARY

### **Purpose of the position**

The Secretary provides strategic guidance and support of all administrative functions of the Association with assistance from the President and administration staff in relation to their roles.

The primary focus is to ensure that all administrative functions of the Association are operating along contemporary lines, in a professional and corporate manner and its corporate governance and constitutional functions are operating efficiently and effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland, Sunshine Coast Branch and the members of Association.

### **Objectives of the Secretary**

- Support the Management Committee in maintaining a positive, modern, forward – thinking approach to the growth and development of the Association, through the implementation of contemporary administrative systems, modern governance, a modern constitution and updated policies and procedures.
- Represent the Association in a professional, positive, and appropriate manner in accordance with each situation.
- Ensure the Officers of the operational committees of the Association are given the level of administrative support needed to manage their portfolios efficiently and effectively.
- Ensure the Association is working towards the mission and vision of the strategic plan and implementing the operational plan in accordance with the association's policies and procedures.
- Encourage positive, effective, and efficient decision-making processes based on sound information and clear judgment.

### **Responsible to:**

- President
- Management Committee
- SLSA
- SLSQ
- Association Members

### **Functional relationships:**

- President
- Management Committee
- Association Members
- Administration Staff
- Sponsors & Stakeholders

### **Governance responsibilities:**

- Provide a professional level of administrative leadership to the Association.
- Develop and maintain a cohesive link between the Association and administration staff.
- Fulfil the role of Secretary as defined in the Associations Incorporations Act 1981.

- Ensure the responsibilities of Registrar, as defined in the Association constitution and by-Laws, are fulfilled including utilisation of SurfGuard membership database.
- Bank account signatory and approver.
- Chair sub-committees e.g. membership (where applicable).
- Ensure that the Association meets its endorsed charitable purpose.
- Perform the role of Public Officer carrying out all such duties in regards to the Office of Fair Trading, the Australian Securities and Investments Commission, the Australian Charities And Not For Profit Commission, the Australian Sports Commission and the Australian Taxation Office.
- Ensure the Association at all times is governed in accordance with the Associations Incorporations Act 1981, the Corporations Act 2001, the anti-discrimination Act 1991, the Information Privacy Act 2009, the Child Protection Act, The Fair Work Act and the SLSQ Governance Standards in order to meet the ACNC Regulations 2022.

### **Responsibilities and Duties:**

- Make arrangements for Association meetings including agenda, venue, date, etc., in consultations with the Chair and advise members accordingly.
- Attend all meetings and functions of the Association.
- Take minutes of meetings and maintain a copy for records.
- Ensure circulation of minutes to Management Committee members within seven calendar days of the meeting.
- Collect and collate reports from office bearers.
- Call for and receive nominations for committees and other positions for the Association Annual General Meeting.
- Receive, record, read, reply and file correspondence promptly.
- Provide a copy of all correspondence in and out to the monthly meetings.
- Complete all Association (Club) returns as required by the Office of Fair Trading, the Australian Securities and Investments Commission, the Australian Charities And Not For Profit Commission, and the Australian Taxation Office.
- Oversee the preparation and printing of the annual report.
- Maintain data entry SurfGuard and ensure records are current.
- Overall responsibility for all documents, records and books belonging to the Association including the preparation of agendas and the production of minutes for all Management Committee Meetings.
- Maintain files and management of documentation, including (but not limited to) legal documents, constitutions, leases and titles.
- Ensure achievement of relevant sections of the Association management plan.
- Ensure Management Committee members fulfill ongoing requirements as to Blue Cards and Working with Children requirements.
- Manage the Management Committee Members ongoing compliance as a responsible person to not be disqualified from Managing a corporation under the Corporations Act 2001 or disqualified by the Australian Charities and Not for Profit Commissioner.
- Manage the Management Committee Members and Assistant and Vice Management Committee members' compliance with Governance Requirements as per Clause 30.1 (c) (iii).

**Prerequisites:**

- Be a registered member of the Association.
- Have a minimum of two (2) years proficient active membership with the Association.
- Experience as an active patrolling member and competitor in a Surf Lifesaving club.
- Hold a current positive Blue Card, CYRMS and CSA.
- Not be disqualified from managing a corporation, within the meaning of the Corporations Act 2001 (Cth).
- Not be disqualified by the Australian Charities and Not-for-profits Commissioner at any time during the previous year from being a 'responsible person' of a registered charity.
- Not be ineligible to be elected as a member of an Incorporated Association's Management Committee pursuant to the Associations Incorporation Act 1981 (Qld).
- Undertake to complete Governance Training within three months of AGM.

**Knowledge and Skills Required**

- Strong oral and written communication skills.
- Well organised and able to work unsupervised and be self-motivated.
- Delegates tasks well.
- Able to work in a logical orderly manner.
- Have a good working knowledge of the Association constitution and by-laws.
- Demonstrate a high level of enthusiasm when representing the Association to members, other organisations and the general public.
- A good business sense.
- Thorough knowledge of computer systems and programs and Microsoft Office applications.
- Manage accurate and up to date records.
- Maintain confidentiality and respect towards members.
- Ability to acquire a thorough knowledge of Surfguard.

**Desirable Attributes:**

- Demonstrated rapport with Association personnel.
- Strong leadership skills.
- Strong time management skills.
- Public speaking ability.
- Good negotiation skills.
- Willingness to learn new skills.
- Ability to work in a team environment.
- Work or other experiences relevant to the role.
- Demonstrated commitment to the Association.
- Demonstrated interpersonal and communication skills.
- Ability to manage change.

**Time Commitment:**

The position of Secretary is a voluntary position which requires a commitment of time and energy required to complete the duties of the position. It would be anticipated that the role would require a time commitment of 12 to 20 hours per week across both days and evenings.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this document, I acknowledge that I have read the contents of this position description and agree to the duties and responsibilities of this position, that I am able to commit to sufficient hours per week to ensure smooth and efficient running of the Association and I am able to commit to the full term in office as noted in Clause 30.3 of the Constitution upon election.

## APPENDIX 3 - ROLE DESCRIPTION –TREASURER

### **Purpose of the Position**

The Treasurer provides strategic guidance and leadership in support of all financial functions of the association including providing assistance to other Management Committee members in relation to their roles.

The main responsibility is to ensure that the Association functions in a professional, corporate, and financially secure manner and its corporate governance and constitutional functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland, Sunshine Coast Branch and the members of Association.

### **Objectives of the Treasurer**

- Support the Management Committee in maintaining a positive, modern, forward-thinking approach to the development of the Association, through the implementation of conservative financial management, contemporary governance practices, a modern constitution and regularly updated policies and procedures.
- Represent the Association in a professional, positive, and appropriate manner in accordance with each situation.
- Ensure the Officers of the operational committees of the Association are given the level of financial support needed to manage their portfolios efficiently and effectively.
- Ensure the Association is working towards the strategic objectives set out in the strategic plan and is implementing the operational plan in accordance with the Association's policies and procedures.
- Encourage and facilitate effective and efficient decision-making processes based on sound information and clear judgment.

### **Responsible to:**

- President
- Management Committee
- SLSA
- SLSQ
- Association Members

### **Functional Relationships:**

- Management Committee
- President
- Secretary
- Administration Staff
- Association Members
- Supporter's Club Treasurer

### **Governance responsibilities:**

- Maintain and comply with all statutory and legislative requirements of an Association.
- Fulfil the role of Treasurer as defined in the Associations Incorporations Act 1981.
- Attend all relevant meetings and functions of the Association.

- Bank account signatory and approver.
- Ensure the recording of the financial dealings of the Association meet Australian Accounting Standards and Management Committee requirements relevant to the size and status of the Association.
- Ensure the Association's financial statements are promptly and properly prepared and audited by a suitable auditor.
- Lodge all required annual information and returns required by their due date for all current statutory bodies and legislation, and maintain the Association's details on all statutory bodies Portals.
- Chair sub-committees (where applicable).
- Ensure that the Association meets its endorsed charitable purpose.
- Ensure Privacy Act 1988 principles and confidentiality are upheld at all times by all persons with access to Association and member records and correspondence.
- Ensure the Association at all times is governed in accordance with the Associations Incorporations Act 1981, the Corporations Act 2001, the anti-discrimination Act 1991, the Information Privacy Act 2009, the Child Protection Act, The Fair Work Act and the SLSQ Governance Standards in order to meet the ACNC Regulations 2022.
- Effective working relationship with the Treasurer of the Mooloolaba Surf Life Saving Supporter's Club Inc.

**General responsibilities and duties:**

- Is the Chief Financial Officer for the Association.
- Provide financial leadership to the Management Committee to prepare annual budgets with assumptions for their respective areas.
- Collate and consolidate the area/department budgets into an overall Association budget.
- Ensure that all money due to the Association is collected and received and that all payments authorised by Management Committee are made; and correct books and accounts are kept showing the financial affairs of the Association including full details of all receipts and expenditure connected with the activities of Association.
- Cause all money to be lodged to the credit of Association at the approved financial institution.
- Establish and maintain adequate internal controls are in place to protect the assets of the Association.
- Ensure an inventory of all assets of the Association is maintained.
- Ensure insurance coverage is arranged on assets and for all risks that SLSCC may require.
- Produce or cause to be produced, relevant and timely financial reports and submit these to each Management Committee meeting as required and ensure they are understood.
- Monthly preparation of bank reconciliation and Profit & Loss comparing actual to budget.
- Monitor the actual versus budget results monthly seeking explanation for material variation >10% so the Management Committee can be advised.
- Maintain the Association's accounting records including detailed records of all payments and monies received ensuring it is logically filed with authorised supporting documentation.
- Once in every year oversee the preparation of a statement of income and expenditure together with balance sheet showing the position of the Association

as at the date of the close of the financial year and arrange for presentation to the auditors for audit.

- Liaise with Association auditor regarding the annual audit and preparation of compliant financial statements for presentation to members at the Annual General Meeting.
- Ensure the preparation of statutory returns and reports as required, specifically including Activity Statements for the ATO.
- Ensure all taxes are reported and paid promptly.

**Prerequisites:**

- Be a registered member of the Association.
- Prior bookkeeping experience essential.
- Prior experience in the preparation of bank reconciliations essential.
- Prior experience in the preparation of balance sheet and Profit & Loss statements highly desirable.
- Strong computer skills in Excel and Xero (or like) or the ability to quickly acquire skills.
- Well organised and able to work unsupervised and be self-motivated.
- Awareness of information and processes involved in the audit of financial statements for corporate bodies and not-for-profit organisations.
- Be the holder of a current, positive Working with Children Check (Blue Card).
- Not be disqualified from being a Director of a Corporation under the Corporations Act 2001.
- Not have been disqualified from being a Responsible Person of a Charity under the Australian Charities Commission Regulation Act 2013.
- Not be ineligible to be elected as a member of an Incorporated Association's Management Committee pursuant to the Associations Incorporation Act 1981 (Qld).
- Undertake to complete Governance Training within three months of AGM.

**Knowledge and skills required:**

- Understanding of the need for proper controls and governance over Association finances, including strong knowledge of accounting software.
- Ability to manage accurate and up to date records.
- Able to work in a logical orderly manner.
- Maintain confidentiality and respect towards members.

**Desirable Attributes:**

- Demonstrated rapport with Association personnel.
- Strong leadership skills.
- Strong organisational skills.
- Strong time management skills.
- Strong oral and written communication skills.
- Public speaking ability.
- Good negotiation skills.
- Willingness to learn new skills.
- Ability to work in a team environment.
- Efficient people management skills.
- Work or other experiences relevant to the role.

- Demonstrated commitment to the Association.
- Demonstrated interpersonal and communication skills.
- Ability to manage change.

**Time Commitment:**

The position of Treasurer is a voluntary position which requires a commitment of time and energy required to complete the duties of the position. It would be anticipated that the role would require a time commitment of 12 to 20 hours per week across both days and evenings.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this document, I acknowledge that I have read the contents of this position description and agree to the duties and responsibilities of this position, that I am able to commit to sufficient hours per week to ensure smooth and efficient running of the Association and I am able to commit to the full term in office as noted in Clause 30.3 of the Constitution upon election.

## APPENDIX 4 - ROLE DESCRIPTION – CLUB CAPTAIN

### **Purpose of the Position**

The Club Captains provides strategic guidance and leadership in support of all Life Saving functions of the Association including providing assistance to other Management Committee members in relation to their roles.

The primary focus is to ensure the Association functions in a professional and corporate manner and its Surf Life Saving functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland, Sunshine Coast Branch and the members of the Association.

### **Objectives of the Club Captain**

- Motivate the Management Committee to maintain a positive, modern, forward – thinking approach to the growth and development of the Association, through the implementation of modern governance, a modern constitution and updated policies and procedures.
- As a Portfolio Officer, represent the Association in a professional, positive, and appropriate manner in accordance with each situation.
- As the Club Captain, ensure a high standard of volunteer management practices are maintained.
- Ensure the Association is working towards the mission and vision of the strategic plan and implementing the operational plan in accordance with the association's policies and procedures.
- Facilitate and encourage positive, effective and efficient decision-making processes based on sound information and clear judgment.

### **Responsible to:**

- President
- Management Committee
- SLSA
- SLSQ
- Sunshine Coast Branch Director of Lifesaving
- Association Members

### **Functional Relationships:**

- Management Committee
- President
- Director of Surf Sports
- Chief Training Officer
- Administration Staff
- Lifesaving sub-committee
- Association Members

### **Governance responsibilities:**

- Attend all relevant meetings of the Association.
- Effective working relationship with the local Council.
- Chair sub-committees e.g. Lifesaving (where applicable).

- Ensure that the Association meets its endorsed charitable purpose.
- Ensure the Association at all times meets its obligations under the Surf life Saving Sunshine Coast Branch and Local Government Lifesaving Services Agreement.
- Ensure the Association at all times is governed in accordance with the Associations Incorporations Act 1981, the Corporations Act 2001, the anti-discrimination Act 1991, the Information Privacy Act 2009, the Child Protection Act, The Fair Work Act and the SLSQ Governance Standards in order to meet the ACNC Regulations 2022.

**General responsibilities and duties:**

- Ensure implementation of all SLSA, SLSQ and Association policies relating to lifesaving.
- Approve annual Association patrol hours in consultation with the State Lifesaving Officer.
- Ensure effective management of Lifesaving Committee in all of its operations.
- Administer and organise patrols (rosters, experience/qualification spread).
- Manage adherence to requirements as per LSA (Lifesaving Services Agreement) and POM (Patrol Operations Manual) (quality assurance).
- Ensure Association prepares and implement an effective Beach Management Plan adhering to the LSA and POM.
- Ongoing management or service deliver standards and issue resolution.
- Coordinate pre-season preparation phase (equipment/uniforms, rostering, communication etc.).
- Responsible for the conduct of members in the Association.
- Oversee the Gear & Equipment Officer/Powercraft Officer concerning lifesaving gear, ensuring it is well maintained and managed, including the annual gear and equipment inspection.
- Provide regular communication and support to PC's and members.
- Work with Chief Training Officer to address training requirements and deficiencies.
- Recommend actions to Management Committee.
- Liaise with Branch Director of Lifesaving.
- Communicate with patrol defaulters to maintain efficiency of patrols.
- Ensure records are maintained of member re-qualifications each season – SurfGuard in consultation with Chief Training Officer.
- Keep a record of members performances at patrol duties.
- Prepare and submit monthly reports to the Management Committee.
- Develop and manage the annual budget for lifesaving services of the Association.
- Develop and maintain the Association's POM.
- Manage, in consultation with others, the annual lifesaving equipment grant (applications and acquittal).
- Shall select Patrol Captains, Vice Patrol Captains, and Patrol Teams in conjunction with the Vice Club Captain and Chief Training Officer.

**Prerequisites:**

- Be a registered member of the Association.
- Have a minimum of two (2) years proficient active membership with the Association.
- Current Bronze Medallion and Silver Medallion: Patrol Captain.
- Have a minimum 1-year experience as a Patrol Captain of the association.

- Good understanding of Association culture and lifesaving operations.
- Be the holder of a current, positive Working with Children Check (Blue Card).
- Not be disqualified from being a Director of a Corporation under the Corporations Act 2001.
- Not been disqualified from being a Responsible Person of a Charity under the Australian Charities Commission Regulation Act 2013.
- Not be ineligible to be elected as a member of an Incorporated Association's Management Committee pursuant to the Associations Incorporation Act 1981 (Qld)
- Undertake to complete Governance Training within three months of AGM.

#### **Knowledge and Skills Required:**

- Maintain confidentiality on relevant matters.
- Thorough knowledge of the Constitution and by-Laws of the Association.
- Can communicate effectively and possess good interpersonal skills.
- Ability to organise and delegate tasks.
- Proficient computer skills and administration.
- Awareness of Work Health & Safety policy.
- Thorough knowledge of the POM.
- Thorough knowledge of the SLSA and SLSQ regulations and policies.
- Thorough knowledge of SLSA, SLSQ and Association's Code of Conduct.

#### **Desirable Attributes:**

- Demonstrated rapport with Association personnel.
- Strong leadership skills.
- Strong time management skills.
- Strong oral and written communication skills.
- Willingness to learn new skills.
- Ability to work in a team environment.
- Motivational.
- Positive and enthusiastic.
- Efficient people management skills.
- Demonstrated interpersonal and communication skills.
- Work or other experiences relevant to the role.
- Demonstrated commitment to the Association.
- Ability to manage change.

#### **Time Commitment:**

The position of Club Captain is a voluntary position which requires a commitment of time and energy required to complete the duties of the position. It would be anticipated that the role would require a time commitment of 12 to 20 hours per week.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this document, I acknowledge that I have read the contents of this position description and agree to the duties and responsibilities of this position, that I am able to commit to sufficient hours per week to ensure smooth and efficient running of the Association and I am able to commit to the full term in office as noted in Clause 30.3 of the Constitution upon election.

**APPENDIX 5 - ROLE DESCRIPTION – JUNIOR ACTIVITIES CHAIR****Responsible to:**

- President
- Management Committee
- SLSA
- SLSQ
- Junior Activities Committee

**Functional Relationships:**

- Management Committee
- President
- Chief Training Officer
- Age Managers
- Team Managers
- Team Chaperones
- Water Safety Officers
- Administration staff
- Association Members
- Junior Activities Committee members

**Governance responsibilities:**

- Attend all relevant meetings and functions of the Association.
- Chair Junior Activities sub-committee.
- Ensure that the Association meets its endorsed charitable purpose.
- Ensure the Association at all times is governed in accordance with the Associations Incorporations Act 1981 and the SLSQ Governance Standards to meet the ACNC Regulations 2013.

**General responsibilities and duties:**

- Oversee the coordination of Junior Activities.
- Ensure the effective implementation of the SLSA, SLSQ and the Association's working with children requirements, Child and Youth Risk Management Strategy (CYRMS) and Child Safe Awareness (CSA).
- Identify issues and potential solutions to recommend to the Management Committee.
- Responsible for providing advice, direction, and coordination for Age Managers.
- Monitoring the implementation of new initiatives.
- To work with Junior Activities Committee to set the agenda for each season's activities.
- Chair the Age Managers meetings and regularly report to the Management Committee on the progress of the junior groups.
- Work as required with the Chief Training Officer, Coaching Coordinator, March Past, Surf and Beach Coaches, Water Safety Coordinator, and the Membership Coordinator to ensure satisfactory outcomes for the Association.
- Distribute relevant correspondence to the Age Managers.
- Submit reports to the Management Committee.

**Prerequisites:**

- Be a registered member of the Association.
- Have a minimum of two (2) years proficient active membership with the Association.
- Be a current financial member of the Association.
- Be the holder of a current, positive Working with Children Check (Blue Card).
- Not be disqualified from being a Director of a Corporation under the Corporations Act 2001.
- Not have been disqualified from being a Responsible Person of a Charity under the Australian Charities Commission Regulation Act 2013.
- Not be ineligible to be elected as a member of an Incorporated Association's Management Committee pursuant to the Associations Incorporation Act 1981 (Qld)
- Undertake to complete Governance Training within three months of AGM.

**General knowledge and skills required:**

- Ability to identify situations that require Member Protection policy and procedure under SLSA and SLSQ policies and procedure.
- Capacity to negotiate and resolve issues with a range of people.
- Good organisation and problem-solving skills with the ability to delegate tasks.
- Excellent communication and interpersonal skills.
- Ability to work as part of a team.
- Maintain confidentiality and discretion on relevant matters.
- Good time management.

**Desirable attributes:**

- Demonstrated rapport with Association personnel.
- Strong leadership skills.
- Strong organisational skills.
- Strong time management skills.
- Strong oral and written communication skills.
- Public speaking ability.
- Good negotiation skills.
- Willingness to learn new skills.
- Ability to work in a team environment.
- Friendly, positive, and enthusiastic.
- Efficient people management skills.
- Work or other experiences relevant to the role.
- Demonstrated commitment to the Association.
- Demonstrated interpersonal and communication skills.
- Ability to manage change.

**Time Commitment:**

The position of Junior Activities Chair is a voluntary position which requires a commitment of time and energy required to complete the duties of the position. It would be anticipated that the role would require a time commitment of 12 to 20 hours per week.

By signing this document, I acknowledge that I have read the contents of this position description and agree to the duties and responsibilities of this position, that I am able to commit to sufficient hours per week to ensure smooth and efficient running of the Association and I am able to commit to a full one-year term in office upon election.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX 6 - ROLE DESCRIPTION – CHIEF TRAINING OFFICER

### **Purpose of the Position**

The Chief Training Officer provides strategic guidance and leadership in support of all Life Saving Awards Training functions of the Association including providing assistance to other Management Committee members in relation to their roles.

The primary focus is to ensure the Association functions in a professional and corporate manner and its Surf Life Saving functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland, Sunshine Coast Branch and the members of the association.

### **Objectives of the Chief Training Officer**

- Motivate the Training and Assessment Committee to maintain a positive, modern, forward –thinking approach to the growth and development of the Association, through the implementation of modern governance, a modern constitution and updated policies and procedures.
- As a Portfolio Officer, represent the Association in a professional, positive, and appropriate manner in accordance with each situation.
- As the Chairperson of the Training and Assessment committee, ensure a high standard of volunteer management practices are maintained.
- Ensure the Association is working towards the mission and vision of the strategic plan and implementing the operational plan in accordance with the association's policies and procedures.
- Facilitate and encourage positive, effective, and efficient decision-making processes based on sound information and clear judgment.

### **Responsible to:**

- President
- Management Committee
- SLSA
- SLSQ
- Association members

### **Functional Relationships:**

- Management Committee
- President
- Club Captain
- Administration Staff
- Association Members

### **Governance responsibilities:**

- Attend all relevant meetings and functions of the Association.
- Attend sub-committees e.g., Lifesaving (where applicable).
- Ensure that the Association meets its endorsed charitable purpose.
- Ensure the Association always is governed in accordance with the Associations Incorporations Act 1981 and the SLSQ Governance Standards to meet the ACNC Regulations 2013.

- Operate in accordance with SLSQ RTO.

**General responsibilities and duties:**

- Lead and develop a team of trainers who will develop personnel to meet the operational needs of the Association.
- Assist in development of youth within the Association.
- Coordinate all instruction squads, their trainer/s, and the resources.
- Assess, develop, and coordinate delivery of training solutions to meet the Standard Operating Procedures and service quality issues.
- Positively support the policies, culture, operation and management of the Association, Branch, SLSQ and SLSA.
- Follow procedures and protocols as outlined in SLSA and SLSQ Training Operations Manual (TOM).
- Ensure all training sessions are efficient, records completed and filed.
- 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 Association and develop training solutions where needed.
- Submit reports to the Management Committee.
- Arrange assessments through the Branch as required, ensuring follow-up as required.
- Attend Branch meetings (as required) and report to Branch and/or Association all relevant information.
- Liaise with Branch Education Officer.
- Develop and manage annual budget for education and training.
- Ensure all equipment listed in inventory is maintained in a serviceable condition.

**Prerequisites:**

- Be a registered member of the Association.
- Have a minimum of two (2) years proficient active membership with the Association.
- SLSA Training Officer Certificate.
- Hold a current Bronze Medallion, Cert II Public Safety (Aquatic Rescue).
- Proficient computer skills and administration.
- Minimum 12 months experience on a sub-committee.
- Be the holder of a current, positive Working with Children Check (Blue Card).
- Not be disqualified from being a Director of a Corporation under the Corporations Act 2001.
- Not have been disqualified from being a Responsible Person of a Charity under the Australian Charities Commission Regulation Act 2013.
- Not be ineligible to be elected as a member of an Incorporated Association's Management Committee pursuant to the Associations Incorporation Act 1981 (Qld)
- Undertake to complete Governance Training within three months of AGM.

**Knowledge and skills required:**

- Ability to organise and delegate tasks.
- Aware of Work Health & Safety policy.

- Maintain confidentiality on relevant matters.
- Can communicate effectively and possess good interpersonal skills.
- Thorough knowledge of the TOM (Training Operations Manual).
- Ability to organise and delegate tasks.

**Desirable Attributes:**

- Current Silver Medallion: Patrol Captain.
- Registered Training Organisation, Educational Qualification, i.e., Certificate IV in Workplace Training and Assessment or Certificate IV in Training and Assessment
- Assessor Units of Competency
- Good understanding of Association culture and lifesaving operations.
- Maintain confidentiality on relevant matters.
- Demonstrated rapport with Association personnel.
- Strong leadership skills.
- Strong organisational skills.
- Strong time management skills.
- Willingness to learn new skills.
- Ability to work in a team environment.
- Motivational.
- Friendly, positive, and enthusiastic.
- Efficient people management skills.
- Work or other experiences relevant to the role.
- Demonstrated commitment to the Association.
- Demonstrated interpersonal and communication skills.
- Ability to manage change.

**Time Commitment:**

The position of Chief Training Officer is a voluntary position which requires a commitment of time and energy required to complete the duties of the position. It would be anticipated that the role would require a time commitment of 12 to 20 hours per week across both days and evenings.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this document, I acknowledge that I have read the contents of this position description and agree to the duties and responsibilities of this position, that I am able to commit to sufficient hours per week to ensure smooth and efficient running of the Association and I am able to commit to the full term in office as noted in Clause 30.3 of the Constitution upon election.

## APPENDIX 7 - ROLE DESCRIPTION – DIRECTOR OF SURF SPORTS

### **Purpose of the Position**

The Director of Surf Sport provides strategic guidance and leadership in support of all Surf Sport functions of the association.

The primary focus is to ensure the association functions in a professional and corporate manner and its Surf Sport functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland, Sunshine Coast Branch and the members of the Association.

### **Objectives of the Director of Surf Sports**

- Motivate the Surf Sport Committee to maintain a positive, modern, forward – thinking approach to the growth and development of the Association, through the implementation of modern governance, a modern constitution and updated policies and procedures.
- As a Portfolio Officer, represent the Association in a professional, positive, and appropriate manner in accordance with each situation.
- As the Portfolio Chairperson of the Surf Sport committee, ensure a high standard of volunteer management practices are maintained.
- Ensure the Association is working towards the mission and vision of the strategic plan and implementing the operational plan in accordance with the association's policies and procedures.
- Facilitate and encourage positive, effective and efficient decision-making processes based on sound information and clear judgment.

### **Responsible to:**

- President
- Club Captain
- Management Committee
- SLSQ
- SLSA
- Association Members

### **Functional relationships:**

- President
- Association coaches
- Boat Captain
- IRB Officer
- Director of Junior Activities
- Surf Sports Officers
- Surf Sports Advisers
- Carnival Referees
- Branch Surf Sports Officer
- Representative Team Management

### **Governance responsibilities:**

- Attend all relevant meetings and functions of the Association.

- Attend sub-committees e.g., Lifesaving, Selection Committee (where applicable)

**General responsibilities and duties:**

- Ensure implementation of relevant policies relating to Surf Sports.
- Conduct regular communication with Association's surf sports representatives.
- Ensure policies and procedures of the Association are followed.
- Prepare reports for presentation to Management Committees, and other Association meetings as required.
- Provide leadership and strategic direction relating to Surf Sports.
- Contribute to the Business Plan relating to Surf Sports in consultation with appropriate staff.
- Act as Chair of meetings, conferences, committees relating to surf sports matters.
- Represent the Association at Branch and State Surf Sports and other meetings.
- Develop programs and reports as requested by the Association and Management Committee.
- Initiate visits to Clubs to discuss items of a strategic nature.
- Oversee programs relating to Surf Sports.

**Prerequisites:**

- Be a registered member of the Association.
- Have a minimum of two (2) years proficient active membership with the Association.
- Have served on an association committee for a minimum of 12 months.
- Have held a Bronze Medallion for a minimum of 2 years as a member of the Association.
- Proficient computer skills and administration.
- Thorough knowledge of the Surf Sports Manual.
- Understanding of the requirements for Coach and Official Accreditation.
- Excellent communication and interpersonal skills.
- Adequate computer skills including all Microsoft programs.
- Be the holder of a current, positive Working with Children Check (Blue Card).
- Not be disqualified from being a Director of a Corporation under the Corporations Act 2001.
- Not have been disqualified from being a Responsible Person of a Charity under the Australian Charities Commission Regulation Act 2013.
- Not be ineligible to be elected as a member of an Incorporated Association's Management Committee pursuant to the Associations Incorporation Act 1981 (Qld).
- Undertake to complete Governance Training within three months of AGM.

**Knowledge and skills:**

- Knowledge of Surf Life Saving objectives, policies, and procedures as they relate to Youth development activities or the ability to quickly assimilate that knowledge.
- An understanding of and commitment to the achievement of Association values, goals, and objectives as described in the Association Strategic Plan.
- Ability to motivate, mentor and lead the Youth Development team.
- Ability to organise and delegate tasks.
- Ability to maintain confidentiality on relevant matters.

- Ability to participate in Management Committee meetings and support Management Committee decisions.
- Strong leadership skills.
- Strong organisational skills.
- Strong time management skills.

**Desirable Attributes:**

- Good understanding of Association culture and lifesaving operations.
- Motivational.
- Aware of Work Health & Safety policy.
- Demonstrated rapport with Association personnel.
- Willingness to learn new skills.
- Ability to work in a team environment.
- A sense of justice.
- Work or other experiences relevant to the role.
- Ability to manage change.

**Time Commitment:**

The position of Director of Surf Sports is a voluntary position which requires a commitment of time and energy required to complete the duties of the position. It would be anticipated that the role would require a time commitment of 12 to 20 hours per week across both days and evenings over a 12-month period.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this document, I acknowledge that I have read the contents of this position description and agree to the duties and responsibilities of this position, that I am able to commit to sufficient hours per week to ensure smooth and efficient running of the Association and I am able to commit to the full term in office as noted in Clause 30.3 of the Constitution upon election.

APPENDIX 8 - ROLE DESCRIPTION – SURF BOAT CAPTAIN**Responsibilities and Duties:**

The Surf Boat Captain shall:

- Be responsible for the care, maintenance and housing of the surf boat(s) and all gear pertaining thereto.
- At all times be subject to the direction of the Director of Surf Sports.
- Be responsible for the training and supervision of all surf boat crews in consultation with the Director of Surf Sports.

**Prerequisites:**

- Be a current financial member of the Association.
- Hold a current Bronze Medallion.
- Thorough knowledge of the Surf Sports Manual.
- Ability to commit necessary time to Surf Boat activities.
- Be the holder of a current, positive Working with Children Check (Blue Card).
- To not be disqualified from being a Director of a Corporation under the Corporations Act 2001.
- To not have been disqualified from being a Responsible Person of a Charity under the Australian Charities Commission Regulation Act 2013.

**Desirable Attributes**

- Have no less than two (2) years surf boat experience as a surf boat sweep or surf boat rower.
- Work or other experiences relevant to the role.
- Demonstrated commitment to the Association.
- Demonstrated interpersonal and communication skills.
- Ability to manage change.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this document, I acknowledge that I have read the contents of this position description and agree to the duties and responsibilities of this position, that I am able to commit to sufficient hours per week to ensure smooth and efficient running of the Association and I am able to commit to a full one-year term in office upon election.

APPENDIX 9 - ROLE DESCRIPTION – POWERCRAFT CAPTAIN**Responsibilities and Duties:**

The Powercraft Captain shall:

- Be a current qualified IRB Driver.
- Hold current SLSA Bronze Medallion / Certificate II in Public Safety Aquatic Rescue.
- At all times be subject to the direction of the Club Captain.
- In consultation with the Club Captain ensure that powered surf rescue craft are ready for all operations including IRB ready for patrols and adequate fuel available in storage facility.
- Be responsible for the care, maintenance, and housing of Association IRB.
- Be responsible for the provision of IRBs for training, assessment, water safety for competition and special events in consultation with the Club Captain.
- In consultation with the Club Captain be responsible for supervision of IRB drivers and crew.
- Ensure compliance with the SLSQ PowerCraft Code of Conduct.

**Prerequisites:**

- Be a current registered member of the Association.
- Working knowledge of the Surf Sports Manual.
- Be the holder of a current, positive Working with Children Check (Blue Card).
- To not be disqualified from being a Director of a Corporation under the Corporations Act 2001.
- To not have been disqualified from being a Responsible Person of a Charity under the Australian Charities Commission Regulation Act 2013.

**Desirable Attributes**

- Work or other experiences relevant to the role.
- Demonstrated commitment to the Association.
- Demonstrated interpersonal and communication skills.
- Ability to manage change.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this document, I acknowledge that I have read the contents of this position description and agree to the duties and responsibilities of this position, that I am able to commit to sufficient hours per week to ensure smooth and efficient running of the Association and I am able to commit to a full one-year term in office upon election.

APPENDIX 10 - ROLE DESCRIPTION – GEAR AND EQUIPMENT OFFICER**Responsibilities and Duties:**

The Gear and Equipment Officer shall:

- Be responsible for the housing and maintaining of all Association lifesaving gear and equipment in a serviceable condition;
- Reports to the Club Captain any damage which they are unable to repair. Any expense shall require the approval of the Management Committee in line with the Association Financial Delegations Policy;
- In consultation with the Club Captain and CTO, permit or prohibit the use of any Association lifesaving gear and equipment;
- At the request of the Club Captain, in collaboration with the Team manager, prepare gear, other than Competition Craft, required for carnivals and competitions of all kinds and be responsible for its transport to and from such carnivals or competitions.

**Prerequisites:**

- Be a current financial member of the Association.
- Be the holder of a current, positive Working with Children Check (Blue Card).
- To not be disqualified from being a Director of a Corporation under the Corporations Act 2001.
- To not have been disqualified from being a Responsible Person of a Charity under the Australian Charities Commission Regulation Act 2013.

**Desirable Attributes**

- Work or other experiences relevant to the role.
- Demonstrated commitment to the Association.
- Demonstrated interpersonal and communication skills.
- Ability to manage change.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this document, I acknowledge that I have read the contents of this position description and agree to the duties and responsibilities of this position, that I am able to commit to sufficient hours per week to ensure smooth and efficient running of the Association and I am able to commit to a full one-year term in office upon election.

APPENDIX 11 - ROLE DESCRIPTION – CRAFT CAPTAIN**Responsibilities and Duties:**

The Craft Captain shall:

- Oversee the housing of boards & skis belonging to members in line with the Association Club Craft Storage Policy.
- In consultation with the Director of Surf Sports permit or prohibit the storage of any competition craft on the Association premises in line with the craft storage policy.
- In consultation with the Director of Surf Sports permit or prohibits the use of Association competition craft.
- Maintain all Association Competition Craft in a serviceable condition.
- At the request of the Director of Surf Sports, in collaboration with the Team Manager and Surf Boat Captain, be responsible for the transport of competition craft to and from carnivals.

**Prerequisites:**

- Be a current financial member of the Association.
- Be the holder of a current, positive Working with Children Check (Blue Card).
- To not be disqualified from being a Director of a Corporation under the Corporations Act 2001.
- To not have been disqualified from being a Responsible Person of a Charity under the Australian Charities Commission Regulation Act 2013.

**Desirable Attributes**

- Work or other experiences relevant to the role.
- Demonstrated commitment to the Association.
- Demonstrated interpersonal and communication skills.
- Ability to manage change.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this document, I acknowledge that I have read the contents of this position description and agree to the duties and responsibilities of this position, that I am able to commit to sufficient hours per week to ensure smooth and efficient running of the Association and I am able to commit to a full one-year term in office upon election.

APPENDIX 12 - ROLE DESCRIPTION – FIRST AID OFFICER**Responsibilities and Duties:**

The First Aid Officer shall:

- Possess a current SLSA First Aid Award.
- Maintain adequate stocks of approved first aid material and equipment provided that they must first obtain the approval of the Management Committee for the purchase of materials.
- Maintain the first aid room in an orderly condition providing operational readiness.

**Prerequisites:**

- Be a current registered member of the Association.
- Be the holder of a current, positive Working with Children Check (Blue Card).
- To not be disqualified from being a Director of a Corporation under the Corporations Act 2001.
- To not have been disqualified from being a Responsible Person of a Charity under the Australian Charities Commission Regulation Act 2013.

**Desirable Attributes**

- Work or other experiences relevant to the role.
- Demonstrated commitment to the Association.
- Demonstrated interpersonal and communication skills.
- Ability to manage change.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this document, I acknowledge that I have read the contents of this position description and agree to the duties and responsibilities of this position, that I am able to commit to sufficient hours per week to ensure smooth and efficient running of the Association and I am able to commit to a full one-year term in office upon election.

## APPENDIX 13 - ROLE DESCRIPTION – SAFETY OFFICER

### **Responsibilities and Duties:**

The Safety Officer shall:

- Understand the Association's duties and obligations under the Work Health and Safety Act 2011.
- Have a primary duty of care to ensure, so far as is reasonably practicable, the health and safety of workers under the definition of the Act.
- Maintain places of work under their control in a safe condition and ensuring safe ingress and egress points.
- Make arrangements for ensuring the safe use, handling, storage and transport of plant and substances.
- Provide and maintain systems of work and working environments that are safe and without risks to health.
- Provide the information, instruction, training, and supervision necessary to ensure the health and safety of workers.
- Provide adequate facilities for the welfare of workers.
- Have a duty to consult with workers and other relevant bodies.
- Exercise due diligence by keeping up to date on WHS matters.
- Resolve WHS issues promptly.
- Notify serious WHS incidents to WHSQ and record all incidents.
- Report to the Management Committee.

### **How does the Safety Officer assist the Association with the above-mentioned duties and obligations?**

- Through regular inspections of premises and providing the findings to the Management Committee with recommendations.
- Managing the incident notification process and subsequent incident investigation.
- Researching issues, providing the Management Committee with specific information as it relates to work health and safety.
- Acting as the consultation and collaboration point between workers and the Management Committee on matters of work health and safety.
- Ensuring that the Association is complying with their WHS obligations.

### **Required Training for Safety Officer (Available through the SLSQ Hub)**

- Completion of Club Safety Advisor Training Package that covers the following areas:
- Fundamentals of Club Safety- Application of legislation in a Lifesaving context.
- Risk Management.
- Introduction to the Principles of Incident Management.

### **Prerequisites:**

- Be a current registered member of the Association.
- Be the holder of a current, positive Working with Children Check (Blue Card).
- To not be disqualified from being a Director of a Corporation under the Corporations Act 2001.
- To not have been disqualified from being a Responsible Person of a Charity under the Australian Charities Commission Regulation Act 2013.

**Desirable Attributes**

- Work or other experiences relevant to the role.
- Demonstrated commitment to the Association.
- Demonstrated interpersonal and communication skills.
- Ability to manage change.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this document, I acknowledge that I have read the contents of this position description and agree to the duties and responsibilities of this position, that I am able to commit to sufficient hours per week to ensure smooth and efficient running of the Association and I am able to commit to a full one-year term in office upon election.

**APPENDIX 14 - ROLE DESCRIPTION – COMMUNICATIONS OFFICER**

**Responsibilities and Duties:**

The Communications Officer shall:

- Be a qualified Radio Officer and be competent in the use of other communications devices used on patrol.
- At all times be subject to the directions of the Club Captain.
- Be responsible for the care, maintenance and availability of serviceable equipment used for communication purposes on patrol.

**Prerequisites:**

- Be a current registered member of the Association.
- Be the holder of a current, positive Working with Children Check (Blue Card).
- To not be disqualified from being a Director of a Corporation under the Corporations Act 2001.
- To not have been disqualified from being a Responsible Person of a Charity under the Australian Charities Commission Regulation Act 2013.

**Desirable Attributes**

- Work or other experiences relevant to the role.
- Demonstrated commitment to the Association.
- Demonstrated interpersonal and communication skills.
- Ability to manage change.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this document, I acknowledge that I have read the contents of this position description and agree to the duties and responsibilities of this position, that I am able to commit to sufficient hours per week to ensure smooth and efficient running of the Association and I am able to commit to a full one-year term in office upon election.

APPENDIX 15 - ROLE DESCRIPTION – YOUTH DEVELOPMENT OFFICER**Responsibilities and Duties:**

The Youth Development Officer shall:

- 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 Association as youth members.
- At all times be subject to the direction of the Club Captain and Vice Club Captain to provide educational and other worthwhile experiences in a wide range of subjects and skills for members within Youth Lifesaving groups;
- In conjunction with the captain, co- ordinate all matters pertaining to the responsibilities and obligations of Youth Lifesaving group;
- Assist with the enhancement of membership recruitment and retention through the age levels;
- Pursue issues and activities of benefit to Youth Lifesavers;
- Foster recognition of the important role Youth Lifesavers play within the Association.
- Be responsible for promoting and delivering development programs, mentoring programs and other activities for youth members.
- Oversee youth recruitment and retention programs/activities within the Association.

**Prerequisites:**

- Be a current registered member of the Association.
- Be the holder of a current, positive Working with Children Check (Blue Card).
- To not be disqualified from being a Director of a Corporation under the Corporations Act 2001.
- To not have been disqualified from being a Responsible Person of a Charity under the Australian Charities Commission Regulation Act 2013.

**Desirable Attributes**

- Work or other experiences relevant to the role.
- Demonstrated commitment to the Association.
- Demonstrated interpersonal and communication skills.
- Ability to manage change.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**APPENDIX 16 - ROLE DESCRIPTION – TEAM MANAGER****Responsibilities and Duties:**

The Team Manager shall:

- Report to and liaise with Director of Surf Sports regarding unplanned expenditure.
- Submit progress reports at the request of the Director of Surf Sports to the Management Committee.
- Be responsible for the team members in accordance with the duties required as per SLSA, SLSQ and Branch policies and procedures.
  - Submit a statement of any unplanned expenditure to the Director of Surf Sports together with relevant receipts and invoices within thirty (30) days following completion of events.
- They or their appointed proxy attend all Team Manager briefings at events where the Association is represented.
- Ensure carnival entries are submitted for entering into the approved SLS program prior to the closing date by Administration Staff or by the Team Manager.

**Prerequisites:**

- Be a current registered member of the Association.
- Be the holder of a current, positive Working with Children Check (Blue Card).
- To not be disqualified from being a Director of a Corporation under the Corporations Act 2001.
- To not have been disqualified from being a Responsible Person of a Charity under the Australian Charities Commission Regulation Act 2013.
- Thorough knowledge of the Surf Sports Manual.

**Desirable Attributes**

- Work or other experiences relevant to the role.
- Demonstrated commitment to the Association.
- Demonstrated interpersonal and communication skills.
- Ability to manage change.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this document, I acknowledge that I have read the contents of this position description and agree to the duties and responsibilities of this position, that I am able to commit to sufficient hours per week to ensure smooth and efficient running of the Association and I am able to commit to a full one-year term in office upon election.

APPENDIX 17 - ROLE DESCRIPTION – MASTERS OFFICER**Responsibilities and Duties:**

The Masters Officer shall:

- Report to the Director of the Surf Sports and Team Manager.
- Be responsible for all matters relating to the surf sports pursuits of Masters.
- Sit on Master's selection committee.
- Be responsible for liaising / organizing with relevant Association departments for Masters surf sports pursuits.

**Prerequisites:**

- Be a current registered member of the Association.
- Be the holder of a current, positive Working with Children Check (Blue Card).
- To not be disqualified from being a Director of a Corporation under the Corporations Act 2001.
- To not have been disqualified from being a Responsible Person of a Charity under the Australian Charities Commission Regulation Act 2013.
- Thorough knowledge of the Surf Sports Manual.

**Desirable Attributes**

- Work or other experiences relevant to the role.
- Demonstrated commitment to the Association.
- Demonstrated interpersonal and communication skills.
- Ability to manage change.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this document, I acknowledge that I have read the contents of this position description and agree to the duties and responsibilities of this position, that I am able to commit to sufficient hours per week to ensure smooth and efficient running of the Association and I am able to commit to a full one-year term in office upon election.

APPENDIX 18 - ROLE DESCRIPTION – AWARDS OFFICER**Responsibilities and Duties:**

The Awards Officer shall:

- Ensure Association's meritorious awards and recognition align with SLSA and SLSQ criteria where required.
- Develop and maintain an independent process for nominating and selecting meritorious award winners.
- Coordinate and update criteria to assess meritorious award nominees including but not limited to the annual prestigious and lifesaving awards.
- Coordinate the list of meritorious award nominees in consultation with the Director of Surf Sports and Club Captain for consideration by the Management Committee.
- Ensure Association awards are kept up to date and displayed according to Management Committee requirements.
- Organize trophies and engraving prior to presentation at the Annual and Captains dinner.
- NOTE: The position does not carry responsibility for the determining or deciding of any meritorious award or variation thereof.

**Prerequisites:**

- Be a current registered member of the Association.
- Be the holder of a current, positive Working with Children Check (Blue Card).
- To not be disqualified from being a Director of a Corporation under the Corporations Act 2001.
- To not have been disqualified from being a Responsible Person of a Charity under the Australian Charities Commission Regulation Act 2013.

**Desirable Attributes**

- Work or other experiences relevant to the role.
- Demonstrated commitment to the Association.
- Demonstrated interpersonal and communication skills.
- Ability to manage change.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this document, I acknowledge that I have read the contents of this position description and agree to the duties and responsibilities of this position, that I am able to commit to sufficient hours per week to ensure smooth and efficient running of the Association and I am able to commit to a full one-year term in office upon election.

APPENDIX 19 - ROLE DESCRIPTION – COMPLAINTS MANAGER**Responsibilities and Duties:**

The Complaints Manager shall:

- Manage Complaints in accordance with the SLSA Complaints Resolution Policy (6.06).
- Not be the same person as the MPIO for the relevant complaint.
- Have a comprehensive understanding of the SLSA Member Protection Policy (6.05) and Complaint Resolution Policy (6.06).
- This position can be selected via invitation or application.

**Prerequisites:**

- Experience in conducting investigations.
- Be a current registered member of the Association.
- Be the holder of a current, positive Working with Children Check (Blue Card).
- To not be disqualified from being a Director of a Corporation under the Corporations Act 2001.
- To not have been disqualified from being a Responsible Person of a Charity under the Australian Charities Commission Regulation Act 2013.
- Strong knowledge of the Association By-Laws and Constitution.

**Desirable Attributes**

- Work or other experiences relevant to the role.
- Demonstrated commitment to the Association.
- Demonstrated interpersonal and communication skills both written and verbal.
- Ability to manage change.
- Professionalism and objectivity

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this document, I acknowledge that I have read the contents of this position description and agree to the duties and responsibilities of this position, that I am able to commit to sufficient hours per week to ensure smooth and efficient running of the Association and I am able to commit to a full one-year term in office upon election.

**APPENDIX 20 - ROLE DESCRIPTION – MEMBER PROTECTION INFORMATION OFFICER (MPIO)**

**Responsibilities and Duties:**

The MPIO shall:

- Provide information about the rights, responsibilities, and options under the member protection policy to an individual seeking to make a Complaint. This person is not responsible for managing/conducting the formal complaints process and is only to help with complaints.
- Have a comprehensive understanding of the SLSA Member Protection Policy (6.05) and Complaint Resolution Policy (6.06).
- This position can be selected via invitation or application.

**Prerequisites:**

- Be a current registered member of the Association.
- Be the holder of a current, positive Working with Children Check (Blue Card).
- To not be disqualified from being a Director of a Corporation under the Corporations Act 2001.
- To not have been disqualified from being a Responsible Person of a Charity under the Australian Charities Commission Regulation Act 2013.

**Desirable Attributes**

- Work or other experiences relevant to the role.
- Demonstrated commitment to the Association.
- Demonstrated interpersonal and communication skills.
- Ability to manage change.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this document, I acknowledge that I have read the contents of this position description and agree to the duties and responsibilities of this position, that I am able to commit to sufficient hours per week to ensure smooth and efficient running of the Association and I am able to commit to a full one-year term in office upon election.

**APPENDIX 21 - ROLE DESCRIPTION – CHILD SAFETY OFFICER**

**Responsibilities and Duties:**

The Child Safety Officer shall:

- Understand the SLSA & SLSQ Child Safe Policy.
- Be a point of contact for Child Safe Communication.
- Ensure Child Safe Practices are complied with at the Association.
- Have a thorough understanding of the requirements of Working with Children (Blue Card) and Child Safe Policies.
- 

**Prerequisites:**

- Be a current registered member of the Association.
- Be the holder of a current, positive Working with Children Check (Blue Card).
- To not be disqualified from being a Director of a Corporation under the Corporations Act 2001.
- To not have been disqualified from being a Responsible Person of a Charity under the Australian Charities Commission Regulation Act 2013.

**Desirable Attributes**

- Work or other experiences relevant to the role.
- Demonstrated commitment to the Association.
- Demonstrated interpersonal and communication skills.
- Ability to manage change.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this document, I acknowledge that I have read the contents of this position description and agree to the duties and responsibilities of this position, that I am able to commit to sufficient hours per week to ensure smooth and efficient running of the Association and I am able to commit to a full one-year term in office upon election.

APPENDIX 22 – CLUB BADGE



APPENDIX 23 – CODE OF CONDUCT

This Code of Conduct (Code) outlines the behaviour expected of, and by, Relevant Persons involved in, and interactions between, all such persons in the SLS community.

The Code must be followed at all times and by all Members and all people involved in SLS. As part of a Member's commitment to observing this Code of Conduct, each Relevant Person must acknowledge their commitment to the Code of Conduct.

There may be exceptional situations where the Code does not apply, for example, in an emergency situation. It is crucial however that, where possible, authorisation is sought from the Relevant Organisation prior to taking action that may contravene the Code or the Relevant Organisation is advised as soon possible of any incident which may breach the Code

Members and all people involved in any way with SLS will:

- a. respect the rights, dignity and worth of others—treat others as you would like to be treated yourself;
- b. be ethical, considerate, fair, courteous, and honest in all dealings with other people and organisations;
- c. be professional in, and accept responsibility for your actions;
- d. be aware of and follow—at all times—SLS rules, regulations, policies and procedures and promote those laws, standards, rules, policies and procedures to others;
- e. raise concerns arising under this Policy through the appropriate channels and report any breaches of the Code or this Policy, in line with the Complaint Resolution Policy via <http://complaints.sls.com.au/>;
- f. refrain from any form of Bullying, Abuse, Harassment, Discrimination and Victimisation towards others;
- g. provide a safe environment for the conduct of activities in accordance with any relevant SLSA policy;
- h. ensure SLS is an inclusive organisation that is open to all who wish to participate regardless of age, gender, disability, cultural and linguistic background, or sexual orientation;
- i. provide a safe and nurturing environment for all participating in SLS by actively promoting the principles of equal opportunity, social justice, and cultural safety so that all individuals are treated with respect and dignity;
- j. show concern, empathy and caution towards others that may be sick or injured;
- k. strive to be a positive role model to all;
- l. respect and protect confidential information obtained through SLS activities or services; whether individuals and/or organisational information;



- m. maintain the required standard of accreditation and/or licensing of professional competencies, as applicable to the role(s);
- n. ensure that any physical contact with others is appropriate to the situation and necessary for the person's skill development;
- o. refrain from intimate relations with persons over whom you have a position of authority;
- p. maintain a duty of care towards others; and
- q. be impartial and accept responsibility for all actions taken.

Date: 15<sup>th</sup> March 2025

## APPENDIX 24 – LIFE MEMBERSHIP

### **1. Guidelines of time frames of sustained distinguished / special service are:**

- 1.1 Members with normally a minimum of 20 years of continuous voluntary service.
- 1.2 Active, Active Reserve, Long Service members with consideration of Patrol duties, competition, further lifesaving training, patrol captain, administrative duties, nipper involvement, committee activity.
- 1.3 Award, Associate, Honorary membership may be considered.
- 1.4 Other areas of distinguished/special services that may be considered are:
  - a. Patrols as per their relevant award. e.g., Radio, First Aid, ART, IRB.
  - b. Involvement with Nippers. e.g., Coaching, managing, JAC.
  - c. Involvement with carnivals. e.g., Official, water safety.
  - d. Involvement in fundraising.
  - e. Committee involvement e.g., Management, JAC, Judiciary, Supporters Club, Surf Sports, managing, coaching, gear maintenance.

### **2. Life Member Function**

The Management Committee shall organise and subsidise an Annual Function for and on behalf of the Life Members and partners, as detailed below.

- 2.1 A Life Member function subcommittee may be formed and report back to the Management Committee including budget, attendance and agenda.
- 2.2 Costs shall be approved by the Management Committee prior to confirming arrangements.
- 2.3 The President shall attend the function and address the life Members on matters such as association operations, budgets, financial situation, and future proposals.
- 2.4 The Life Member function shall be held at the Mooloolaba Surf Live Saving Supporters Club.

## APPENDIX 25 – RULES OF DEBATE

### 1. General

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

### 2. Chairperson's Authority

- 2.1. Whenever the Chairperson rises during debate, the member then speaking shall be silent and resume his/her seat.
- 2.2. In the case of any remark considered by the Chairperson to be offensive or imputing improper motives, the Chairperson may call upon a speaker to withdraw and apologise.
- 2.3. The Chairperson may call a member to order. If such member persists in being disorderly, he/she may call upon such member to withdraw from the meeting.
- 2.4. It shall not be permissible to dispute the Chairperson's rulings or move a motion of dissent from his/her ruling, on matters of procedure and points of order.

### 3. Debate

- 3.1. Any member desiring to speak shall stand up and address the Chairperson.
- 3.2. If two or more members rise to speak at the one time, the Chairperson shall decide which is entitled to priority.
- 3.3. 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.
- 3.4. No member shall interrupt another while speaking except to raise to a point of order.
- 3.5. No speaker shall digress from the subject under discussion.
- 3.6. No member shall use offensive or unbecoming words.
- 3.7. During the debate, a member may raise a point of order whereupon the member then speaking shall resume his/her seat until the point of order has been decided.
- 3.8. It shall be competent for any member to move a motion of dissent from the Chairperson's ruling other than on matters of procedure and points of order. The mover of a motion of dissent shall concisely state his/her point. The seconder and Chairperson only may then speak to the motion;
  - a. At any time during the debate, a member may move "that the question be now put" provided the Chairperson 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".

- b. 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.
- c. 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.

#### **4. Motions and Amendments**

Any member proposing a motion or an amendment shall state its nature before addressing the meeting thereon.

- 4.1. 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.
- 4.2. No member may speak more than once to a motion except with the Chairperson's permission, in explanation or reply, or to ask a question provided that he may speak again on any amendment to the motion.
- 4.3. The mover of a motion's right of reply shall be exercisable at the end of the debate.
- 4.4. The mover of an original motion must get the consent of his/her seconder, and the approval of the meeting, before making any alteration to the wording of his/her motion.
- 4.5. 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.
- 4.6. 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.
- 4.7. A particular member may move or second one amendment only to each motion but may speak on amendments moved by others.
- 4.8. 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.
- 4.9. 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.
- 4.10. The mover of an amendment has no right of reply.
- 4.11. A member who formally seconds a motion or amendment without speaking may speak in support at subsequent stage of the debate.
- 4.12. 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.
- 4.13. 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.

- 4.14. 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 recommittal.

## **5. Voting**

- 5.1. Voting shall be by the voices, or at the discretion of the Chairperson or at the request of any eligible voting member, by show of hands or by secret ballot.
- 5.2. Any eligible voting 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 Chairperson, as directed by him.
- 5.3. In the event of a division any eligible voting member declining to vote shall elect to retire behind the Chairperson or have his/her vote counted in the negative.
- 5.4. The Chairperson may appoint tellers to assist him/her in counting a vote.

## APPENDIX 26 – PATROL RULES

The patrol season shall be as decided by SLSA/SLSQ/Branch annually. The method of patrol duties, including patrol hours and patrol area shall be determined by the Patrol Service Contract, which is certified by the Club President, Club Captain, Sunshine Coast Council, Branch President, Branch Director of Lifesaving and State Lifesaving Officer prior to the commencement of each season. All Members shall comply with the provisions of the [SLSQ Lifesaving Patrol Operations Manual \(POM\)](#).

1. Active and Award Members shall attend Patrols as rostered:
  - a) All patrolling members shall be eligible for duties only commensurate with their qualifications.
  - b) Any member wishing to transfer from one patrol team to another patrol shall do so only after consultation and approval from the Club Captain.
  - c) It is a requirement of the patrol member to arrange a substitute when unable to attend. The member requesting such substitute shall be responsible in the event of the substitute not attending. The substitute must have the same awards(s) status, or better, than the person they are substituting for, and the substitute must remain on duty for the duration of the patrol. All substitutes must be confirmed with the Patrol Captain.
  - d) Representation at any carnival as a competitor or Carnival Official or at any demonstration or meeting of SLSA does not constitute patrol attendance and it shall be the responsibility of the individual to arrange substitution in these instances as per Sub-Para (1.c) above. Should a substitute not be confirmed, a make-up patrol may be required prior to their next rostered patrol.
  - e) Exemption for patrol duty may be granted by the Club Captain in special circumstances. For extended periods of exemption, a written application to the Management Committee shall be made.
  - f) At each Meeting of the Management Committee a report, taken from the Patrol Register, shall be tabled by the Club Captain or their proxy indicating any breaches that require investigation.
2. The first patrol on duty shall see that all Lifesaving gear including operational IRB (RWC as appropriate) is placed in position on the beach as per the POM and the last patrol on duty shall return such gear to the Clubhouse, having ensured all gear, equipment and vehicles are washed down.
3. First patrols of each day shall assemble 30 minutes prior to patrol commencement to allow for patrol set up. Subsequent patrols of the day are to assemble 5 minutes prior to commencement or as per the direction of the Patrol Captain.

NOTE: Volunteers and substitutes must report to the Patrol Captain before signing on.

4. Patrol members shall wear SLSA patrol caps, patrol shirts and patrol shorts as provided by SLSA. Patrol caps MUST always be worn whilst on patrol. Patrol members should comply with SLSA sunsafe attire.
5. Patrol Duties:
  - a) Before each patrol commences, the Patrol Captain shall allocate positions each member is to take in the event of any rescues, (e.g. allocate qualified Powercraft personnel to the IRB) and shall detail patrol members who hold the appropriate Awards to the fixed patrol tower for lookout duty.

- b) As directed by the Patrol Captain, a maximum of two (2) patrol members shall be in the patrol tower at any one time. No club members are to be in the tower if not on patrol.
6. In the absence of the Patrol Captain, the Patrol Vice-Captain shall assume the function of the Patrol Captain. Both must have the SMPC and/or SMBM award.
7. Patrol Commitment:
- a) Members on patrol or doing other activities of the patrol are under the control and direction of the Patrol Captain and shall not leave the patrol unless approved by the Patrol Captain.
- b) Training whilst on patrol: Patrol Members must not participate in water safety, skills maintenance, award training or Surf Sport training while signed onto patrol. Patrol scenario-based skills, development and relevant refreshing of CPR & patrol knowledge is acceptable when conditions and beach attendance allow, at the discretion of the Patrol Captain.
- NB: For official training sessions and/or water safety, members are to sign off patrol and then sign on to training with the approval of the Patrol Captain. It is not acceptable to sign on to both at the same time.
8. Powered equipment:
- a) Club SSVs and Tractor:
- i) Only club members with appropriate SLSA/SLSQ Awards and driver's licences are permitted to drive the Club's SSV, 4WD and Tractor. This is the responsibility of the Patrol Captain.
- ii) Non-Licensed members are not covered for insurance purposes, both to themselves, members of the public, or damage to property.
- iii) For those members who are on 'P' Plate driving licences, the appropriate 'P' Plate must be displayed on all Club vehicles before use.
- b) IRB:
- i) Only members with IRBD Award (or under approved training) are permitted to drive the IRB.
- ii) Only members with IRBC and/or IRBD awards are to crew the IRB.
- iii) Only members with IRBD or IRBC (or IRBC under approved training) are to be used as a patient for training/practice purposes.
- iv) The IRBD is responsible to notify the Club Captain of any incidents/injuries involving the use of the IRB, complete required paperwork and notify maritime authority if required.
- v) Members are required to wear SLSA long sleeve rash shirt, PFD and shorts or wet suit when operating the IRB.
- c) RWC - Rescue Water Craft:
- i) Only members with the RWC award are permitted to operate the RWC.
- ii) Prerequisites for the SLSQ RWC Course are:  
Must be at least 17 years of age at commencement and at least 18 years of age on completion of RWC course, hold a Bronze Medallion, SSV, JetSki licence.  
\*IRBD award is a desirable though not compulsory prerequisite, and an exemption must be sought from the Club Captain before commencing the RWC course.  
\*If a member has their RWC qualification from being in Ops Support and/or Lifeguard and no IRBD, they are required to get approval from the Club Captain to operate the RWC.

- iii) The RWC will only be on the beach (on the trailer) if there is a qualified RWC operator on patrol.
  - iv) When the RWC is available for patrol use, an operational IRB and qualified crew must be available as a backup.  
NOTE: The RWC operator can also be counted as an IRBD driver - refer 8c)i). (The IRB is still part of the normal patrol rostered equipment on the beach.)
  - vi) The RWC can be used for roving patrols as well as rescues.
  - vii) The RWC operator will be responsible for pre and post operation checks and completion of the RWC Log Book.
  - viii) If there is an operator on the morning patrol and not on the afternoon patrol, the morning operator will be required to remove the RWC from the beach, wash and flush motor at end of the morning patrol. In the absence of the RWC, an IRB must be brought down to the patrol area and an operational backup IRB made available.
  - ix) The RWC operator is responsible to notify the Club Captain of any incidents/injuries involving the use of the RWC, complete required paperwork and notify maritime authority if required.
  - x) The RWC operator must wear a helmet, PFD, rash shirt and shorts/wetsuit when operating the RWC.
9. In the event of the patrol having finished its rostered patrol, and the oncoming patrol fails to relieve it, the Patrol Captain shall ensure that an adequate patrol is maintained whilst they report to the Club Captain.
10. Patrol Captains are held responsible for the efficiency of their patrols. They are required to ensure that LIMSOC Patrol Attendance Log and IRB Log and/or RWC Log are completed. Absentees from patrols, and any irregularity such as being late, or leaving early should also be logged.
11. Patrol Captains are to undertake a patrol induction for any new member of their patrol, particularly new award holders.
12. Patrol Captains shall regularly test their patrol members on their ability and knowledge of skills associated to the awards held, including resuscitation, rescue procedures and any other knowledge required.
13. Members shall obey their Patrol Captain, either in the actual work of Lifesaving, or any other duty associated with the activities of their patrol.
14. With the exception of Bylaw 2.3.2.c and 2.3.4.c, Reserve Active and Long Service members, all Active members are to be rostered to a rostered patrol. However, members, because of work commitments or family reasons, who are unable to fulfil their obligation to a rostered patrol may apply to the Club Captain in writing to show cause why they should be allocated Roving Patrol status. It is recommended that Roving Patrol Members shall patrol at an average of one patrol per month.
15. Patrol Exemption Policy: In relation to patrol duties, the following shall apply:
- a) Exemptions from patrol, or other duties, may only be granted in the most exceptional of circumstances, and applications shall be made in writing to the Club Captain.

- b) The Club may provide exemptions for senior Club Officers and members whose Club duties are such that exemption is provided in the Club By-Laws.
  - c) Under no circumstances shall competitors be granted patrol, or club duty exemptions, solely upon competition reasons.
16. All active/proficient members, including Cadets (U/15 SRC or BM), are expected to fulfil their Rostered Patrol obligations. For those members wishing to compete on behalf of the Club at Senior and National Championships, there is no exemption from Rostered Patrol obligations.

NOTE: U/14 Nippers, may be allocated to rostered patrols. Minimum patrol hours are not required for competition purposes (SLSA Competition Eligibility Policy 5.04 refers).

17. Reserve Active members (including competitive members) are expected to perform a minimum of fifteen (15) patrol hours as per by Law 2.3.2 c. i.
18. Long Service competitive members may be exempt from patrol hours.
19. Patrolling members must be aware of, and follow, the current MS09 SLSQ Code of Conduct for members which is available in Appendix 23, on the Mooloolaba SLSC website and on the SLSQ website.
20. Member service hours may be recognised as a contribution to or in lieu of the minimum patrol hour requirement. Approval for the use of service hours for competition eligibility will be at the discretion of the Management Committee. Service hours include but are not limited to water safety, training (Trainer only), assessing, volunteer coaching and committee members.

## APPENDIX 27 – JUNIOR (NIPPER) ACTIVITIES COMMITTEE RULES

### 1. Appointment, Objects, Competition, Meetings and Procedures

- a. Appointment. The Association, at its Annual General Meeting shall endorse the appointment of a Junior Activities Chairman, as provided for in By-Law 1.1.5. The Junior Activities Chairman shall be the chair shall be the Junior Activities Committee as provided in By-Law 5.2.1. The Junior Activities Committee is referred to as the JAC in this appendix.
- b. The Objects and Duties of the JAC shall be:
  - i. The responsibility for the conduct and co-ordination of all matters relating to Junior Activities.
  - ii. To provide for Junior (Nipper) members an educational experience in a wide range of subjects and skills within the aquatic/marine environment.
  - iii. To prepare Junior (Nipper) members for their eventual transition to the marine and patrol environment of the Senior section of the Movement
  - iv. To provide for the instruction and the conduct of examinations of Junior (Nipper) members willing to gain the Junior Age Awards.
  - v. To organize, in conjunction with the Association, the instruction and/or examination of Junior (Nipper) members willing to gain the Resuscitation Certificate, and/or the Surf Life Saving Certificate of the SLSA.
  - vi. To provide rules and regulations for the conduct of Junior Activities for Junior (Nipper) members who have attained the age of five (5) but who have not attained the age of fourteen (14) years. (Clause 2.3.1 of these By-Laws).
  - vii. To endeavor to raise finance to provide for the foregoing objects.

### 2. Management and Composition

- a. The JAC shall be responsible for the management of Junior Activities and shall be comprised of current registered members who have applied for membership of the JAC and been endorsed by the Association Management Committee.
- b. The JAC shall elect all or any of the following officers to conduct the activities of the JAC – Deputy Chairperson, Secretary, Treasurer, Registrar, Education Officer, Team Manager, Water Safety Coordinator, Surf Sports Coordinator, Publicity Officer, Safety & Welfare Officer, Awards Officer, Two Age Group Managers per age group and may appoint Assistant Age Group Managers as required.
- c. The JAC decisions shall be subject to ratification of the Association and the general rules of Management Committee control as provided for in By-Law 5.1.
- d. The JAC shall be responsible for JAC decisions and shall be comprised of the Chairperson, the Deputy Chairperson, the Secretary, the Treasurer, the Team Manager.

### **3. Meetings of the JAC**

- a. The Annual Meeting of the JAC shall be held prior to the Association Annual General Meeting with the following agenda:
  - Attendances, Apologies, Annual Report of Activities, Endorsement of Junior Activities Officer Nomination(s), Election of Officers, Meeting dates.The annual meeting of the JAC shall be open to registered members of the association with an interest in Junior Activities. Voting at the Annual Meeting of the JAC shall be in accordance with By-Law 2.4.
- b. JAC meetings which shall be held at the discretion of the Chairperson of the JAC with the following agenda:
  - i. Apologies
  - ii. Disclosure of Interest
  - iii. Safety
  - iv. Confirmation of Previous Minutes
  - v. Business arising out of Minutes.
  - vi. Correspondence
  - vii. Finance
  - viii. Membership
  - ix. Delegates' Sub-Committee's and other Reports
  - x. Notices of Motion
  - xi. General Business
- c. JAC Committee Meetings may be held as required to deal with matters.
- d. A quorum shall be as provided for in the Association Constitution.
- e. Voting at meetings of the JAC shall be limited to currently endorsed members of the JAC.

### **4. Elections**

- a. Nominations for the Election of Officers shall be made in writing, signed by two Members entitled to vote at the relevant meeting and accompanied by the written consent of the nominee signifying his/her willingness to stand for election and lodged with the JA Secretary three (3) weeks prior to the Annual Meeting of the JAC.
- b. If the number of candidates for any one office exceeds one, a decision shall be determined by secret ballot of the voting members present and voting at the meeting.

### **5. Finance**

- a. The Association Treasurer, with support from the JA Treasurer, shall oversee all financial transactions relating to Junior Activities. All income shall be collected via approved digital payment platforms and recorded within the Association's accounting systems.

- b. All funds shall be managed through the Association's nominated banking and financial platforms, including online banking systems and the Association's accounting software, ensuring transparency, auditability and compliance.
- c. Payment of accounts shall be processed by the Association Treasurer via approved digital workflows, following review and endorsement by the JA Treasurer where applicable.
- d. Financial records, including income and expenditure reporting, shall be maintained within the Association's accounting system. The JA Treasurer shall assist in monitoring Junior Activities financial performance and provide regular reporting to the JAC and Association.
- e. The finance of the JAC shall be supported by means approved by the Association, including budget allocations, digital fundraising initiatives, grants, sponsorships, capitation levies, carnivals, socials and other activities.

## **6. Competition**

- a. The JAC shall have power to regulate all Intra-Club competitions providing such competition has been approved by the Association.
- b. No Inter-Club contest or competition shall be held without the approval of the Association and the Branch.
- c. All junior competitors shall wear protective clothing approved by the Association in all water activities as directed by the Branch.
- d. A Sub-Committee named the Selection Committee comprised of the:
  - Director of Surf Sports (Selection Committee Chairperson).
  - Surf Sport Coordinator
  - Coaches
  - Team Manager

shall be responsible for the selection of competitors and teams for all inter/intra Club competitions and carnivals and may alter such selections at its discretion. Age Managers and Association employed Coaching Staff may be requested to assist and provide input to team selections. In the case where the selection committee are unable to reach a decision on any team selection, the Director of Surf Sport (Selection Committee Chairperson) shall cast the deciding vote. All decisions made by the team selection committee shall be final.

## **7. Discipline**

The conduct of members who participate in Junior Activities shall be subject to the control of the JAC in the first instance, provided that any disciplinary actions are subject to review by the Association pursuant to the provisions of By-Law 13.

## **8. Officers and their Duties**

a. **The Junior Activities Chairperson** as [Per Appendix 5](#).

b. **The Junior Activities Deputy Chairperson:**

Purpose:

Operate weekly delivery; act for JAC when needed.

Key duties:

Run weekly run-sheet; confirm rosters (WS, Age Managers, setup); coordinate post-session debriefs; track actions.

Required: Financial member, Blue Card (if 18+), CSA & CYRMS.

c. **The Junior Activities Secretary:**

Purpose: Smooth communications and records.

Key duties:

Agendas/minutes; broadcast weekly updates; send parent communications; maintain channels (email, socials, app); incident note collation with Association Safety Officer.

Required: Financial member; Blue Card (if 18+), CSA & CYRMS.

d. **The Junior Activities Treasurer:**

Purpose: Support financial governance and oversight of Junior Activities in alignment with Association systems, controls and policies.

Key duties:

- Assist the Association Treasurer with monitoring Junior Activities finances.
- Review and track income and expenditure through the Association's digital accounting systems.
- Review and provide input on proposed JAC expenditure prior to commitment.
- Ensure all JAC expenditure and procurement activities are undertaken in accordance with Association financial delegations, procurement policies and approval processes.
- Monitor budget performance and highlight variances or risks.
- Assist with carnival reconciliations, grant and sponsorship acquittals.
- Support fundraising planning and financial forecasting activities.

Required: Financial member, Blue Card (if 18+), CSA & CYRMS.

e. **The Junior Activity Team Manager**

Purpose:

On-day athlete care and flow.

Key duties:

Roll call; marshal; communications to parents; hydration/shade; results capture; welfare escalation. Publish carnival calendar and EOIs; manage entries; logistics (transport, tents, boards, ice, water); circulate circulars; debrief/lessons learned.

Required: Financial member; Blue Card; CSA & CYRMS.

Works with: Surf Sports office administration, JA Surf Sports Coordinator, Coaches.

f. **The Junior Activities Safety & Welfare Officer**

Purpose:

Child safety, risk, and wellbeing.

Key duties:

Pre-season risk assessment; weekly beach risk checks; sunscreen/shade/stinger policy; incident reports and follow-up with MPIO; lost child protocol readiness.

Required: Financial member; Blue Card; CSA & CYRMS.

Works with: Patrol Captain, First Aid Officer.

**g. The Junior Activities Officials Coordinator**

Purpose:

Purpose build, roster and support a pool of accredited officials to ensure junior carnivals run safely, fairly and in line with SLSA/SLSQ rules.

Key duties:

He/she will assist nipper parents to enroll into and complete Officials training. Answer any questions relating to Official Duties at carnivals. Assist Team Manager and Office Admin to coordinate carnival requirements. Provide mentorship to all new Officials (parents and youth) during the season.

Required:

Financial member; Blue Card (if 18+), CSA & CYRMS.

Desirable: Active Official duties at carnivals

Works with: Association Surf Sports/Nippers office administrator/s, Junior Activities Team Manager/s.

**h. The Junior Activities Surf Sports Coordinator**

Purpose:

Plan and deliver training and carnival readiness.

Key duties:

Training schedule (swim/board/beach); manage selection guidelines; carnival EOI and teams; coordinate with Officials and Team Managers.

Required:

Financial member; Blue Card; CSA & CYRMS. Desirable: coaching qualifications.

Works with: Association Director of Surf Sports, Coaches.

**i. The Junior Activities Water Safety Coordinator:**

Purpose:

Compliant, adequate water cover.

Key duties:

Build WS roster; verify proficiencies (SRC/BM/IRB); allocate boards and positions; brief WS; monitor ratios and conditions; log incidents.

Required:

Financial member; Blue Card; CSA & CYRMS; ideally BM + IRB Crew/Driver.

Works with: Club Captain, On Duty Patrol Captain.

**j. The Junior Activities Registrar:**

Purpose: Accurate membership and age group data.

Key duties:

Process memberships, maintain respective age group lists, Blue Card register, SurfGuard sync; set up Nippers App groups.

Required: Financial member; Blue Card (if 18+), CSA & CYRMS.

Works with: Junior Activities office administrator.

**k. The Junior Activities Publicity Officer:**Key Duties:

Shall be responsible for the publicity of the Committee, to publish the results of the Committee Activities and Carnivals from time to time as well as points of interest from the Committee Meetings. He/she shall also work in conjunction with the Association's Marketing Officer.

Required: Financial member; Blue Card; CSA & CYRMS.

Works with: Association Publicity Officer.

**l. The Junior Activities Age Managers:**Purpose:

Care, safety and skills development for assigned age group.

Key duties:

Deliver lesson plans; mark attendance and awards; manage group safety; parent liaison, work closely with water safety and other personnel to ensure the safe delivery of activities.

Required (minimum): Financial member; 16+ (18+ for U6/U7); Blue Card (18+); CSA & CYRMS; Current Age Manager Award

Works with: JA Chairperson and JA Water Safety Coordinator.

**m. The Junior Activities Awards Officer:**Key Duties:

Work closely with office admin to finalise the winners of end of season annual Junior Activities awards. Ensuring fair and confidential outcomes of deserving winners in each category including perpetual awards. Ensuring all respective trophies, medals and prizes are ordered for the annual award presentation event.

Required: Financial member; Blue Card; CSA & CYRMS.

Works with: Office Administrator.

**n. The Junior Activities Clothing Coordinator**Purpose:

Ensure members can easily purchase and receive approved club apparel and patrol uniform (where applicable)/Nipper items, keeping stock tidy, on-brand and within budget.

Key Duties:

Assist office admin to maintain stock management; run clothing shop as per advertised times and assist with bi-annual stocktake where possible.

Required: Financial member; Blue Card; CSA & CYRMS.

Works with: Office Administrator of Club Merchandise.

**o. The Junior Activities Assistant Age Managers**Purpose:

Assist Age Managers in the care, safety and skills development for assigned age group.

Key duties:

Assist as directed by the Age Managers to deliver lesson plans; mark attendance and lessons within Nipper Tracker, and manage group safety.

Required: Financial member; 13 to 15 years of age, CSA & CYRMS, Current Assistant Age Manager Award

Works with: Respective Age Group Manager.

## **9. Membership**

- a. To participate in Junior Activities at the Association all shall be members of the Association.
- b. All applicants for membership of the Association shall be required to complete the prescribed SLSA form and pay the required fee as determined by the Management Committee.
- c. Any Nipper applicant for membership shall be accompanied by a Parent or Guardian applicant for membership of some type depending on their qualifications i.e. Associate, Award, Active Reserve, etc., provided that one parent or guardian is acceptable for more than one Nipper in the same family.

APPENDIX 28 – MEMBER’S AREA RULES OF USE

1. Treat people and property with respect at all times.
2. There will be certain times when the use of the area is reserved for active club members only. These times will include:
  - a. school holidays
  - b. when the Lifesaving Association is hosting functions, training events, open days or meetings
  - c. Nipper Sundays (until 2pm)
  - d. Nippers Wednesday evening BBQs (3.30 – 7.30pm)
3. Supporter’s Club Staff and Active Association members must remember that the Members Area is also a workspace for the Lifesaving Administration staff and so keep the noise to a minimum.
4. All users should ensure they put their rubbish in the bin and wipe down the tables after using and leave all furniture it was found.
5. Please do not put feet or lie on the furniture, all users should be respectful of this common space.
6. Supporters Club staff to use as a rest break area when at work and are not to bring outside visitors into the area.
7. Supporter’s Club Staff should not use the contents of the Members fridge.
8. All users are welcome to use the kitchen facilities – microwave, urn, toaster etc.

APPENDIX 29 – GEAR RULES

1. All gear and equipment, whether Association or privately owned, is to be stored and operated in accordance with the Association's current [Club Craft Storage Policy](#) as in force and updated from time to time and with SLSQ policies and procedures.
2. All Members are required at all times to comply with the current [SLSQ Patrol Operations Manual](#) as it relates to Patrol Equipment, First Aid Equipment and Supplies, Powercraft Operations, Surf Boat Operations, Radio Equipment Maintenance & Servicing and Vehicle Operations.
3. All Members are required at all times to comply with the current [SLSQ Use of Equipment-Craft Policy](#) in relation to the Use of Equipment and Craft for non SLSA Award Holders.
4. Gear Specifications and Usage. All members shall comply the provisions [of the current SLSA Surf Sports Manual](#).
5. Members shall not use association gear and equipment without the prior approval of authorised officers.