

Umina Surf Life Saving Club Incorporated Rules

1. NAME AND AFFILIATION

The name of the Club shall be "Umina Surf Life Saving Club Incorporated" thereafter to be known as "The Club" and shall be affiliated with SLS NSW and SLS Australia.

Charitable Act ABN: 51540929739

2. OBJECTS

The objects of the Club shall be:-

- (a) The study and practice of the methods of Surf Life Saving as taught by Surf Life Saving Australia.
- (b) To minimise the loss of life from drowning by providing efficient life saving apparatus.
- (c) To promote demonstrations and arrange classes of instruction, and to further the best interests of Surf Bathing and Surf Life Saving.
- (d) To appoint patrols to render all possible aid to those in distress.
- (e) To organise and conduct carnivals and social functions for the benefit and assistance of the Club in the attainment of the above objectives.
- (f) To exercise the power to acquire, lease or hire or in any way deal with any real or personal estate.
- (g) To carry on any other activity whatsoever calculated directly or indirectly to enhance or further the interests of the Club.

3. MEMBERSHIP

- (a) Subject to these Rules, the members of the Club shall be the members of the Club immediately prior to incorporation together with such other people as the Management Committee admits to membership.
- (b) Membership is open to all persons who accept the Objects, Rules, By-Laws and Regulations of the Club, and of Surf Life Saving Australia.
- (c) Persons wishing to become members of the Club shall apply on the Membership Application form, which, among other details, will require acceptance of the Club's, and Surf Life Saving Rules, By-Laws and Regulations.
- (d) The Management Committee shall determine whether or not to approve an application or a re-application for membership. The Management Committee is not required to supply reasons for approving or rejecting an application.
- (e) A New member wishing to join the club after season ends will remain a Probationary Member until the first management meeting after the Annual General Meeting. Probationary member will not be able to vote at any meeting or AGM.
- (f) Members shall pay such fees, and at such time, as has been determined by the Club at a Management Committee Meeting
- (g) For right of voting and disciplinary issues, membership shall be for a period 12 calendar months commencing from the date of payment. A concessional 1 period of 6 weeks after the 12th month anniversary of payment will be allowed after which the member ceases to be a member.
- (h) All Members wishing to be a member of the Executive or Management Committee must be paid up at the AGM.
- (i) All Patrolling and Competitive Members must be paid up by the start of the patrolling season or no later than the Third Weekend in October for Insurance Coverage.

4. CESSATION OF MEMBERSHIP

A person ceases to be a member if the person:-

- (a) Dies.
- (b) Resigns membership.
- (c) Is expelled from the Club, or is rejected by the Management Committee as provided for in Rule 3(d).
- (d) Suffers cancellation of membership under By-Laws relating to breaches concerning patrols, financial status or the gaining of awards or breaches of discipline.

5. EXECUTIVE OFFICE BEARERS AND DUTIES

The Executive Office Bearers shall be a President, Vice President, Director of Administration Director of Finance, Director of lifesaving, and together with the Public Officer (see Rule 6(a) shall constitute the Executive Committee and shall be nominated to Corporate Affairs Commission in conjunction with the application for incorporation of the Club. They shall be ex-officio members of the Management Committee.

- (b) **THE PRESIDENT – (EXECUTIVE)** shall administer and be responsible for all affairs of the Club. The President shall chair all meetings as required appertaining to the administration and general affairs and operations of the Club, except as provided for in these rules, and shall attend Branch Council meetings and report to each Management Committee meeting those activities undertaken on behalf of the Club
- (c) **THE VICE PRESIDENT - (EXECUTIVE)** shall assist the President, deputise as required and in the President's absence shall assume the responsibility and authority of that office.

Should the President and Vice President both be absent from a meeting or are unwilling to act as Chairman; the members present at the meeting shall elect one of their own numbers to act as Chairman.

Minutes of proceedings at a meeting shall be signed by the Chairman of the meeting or by the Chairman of the succeeding meeting.

- (d) **DIRECTOR OF ADMINISTRATION – (Executive)**, shall conduct all the correspondence of the Club, be responsible for the clerical administration of the Club and for the exhibiting of all instructions and notices on the notice board.

Director of Administration, shall ensure that records are kept of the business of the Club, including the Rules, By-Laws and Regulations, Register of Members, Minutes of all general and Committee meetings and a file of correspondence. These records shall be held in the custody of the Director of Administration.

- (e) **DIRECTOR OF FINANCE (EXECUTIVE) shall:-**
 - i) Control all financial aspects of the Club as authorised and outlined in the rules and pay such accounts which have been presented to the Management Committee and approved for payment.
 - ii) Ensure that all money received by the Club is paid into an account in the Club's name as soon as practicable and without deduction, and a receipt is issued.
 - iii) Ensure that correct books and accounts are kept, showing the financial affairs of the Club. These records shall be held in the custody of the Director of Finance. At each meeting of the Management Committee produce the Club bank pass book(s), cheque book(s), a list of accounts for payment, un presented cheques and a full reconciliation.
 - iv) Audited Annual Financial Statement will be presented at the Club's AGM, detailing the financial year. The financial year will run from 1st April – 30th March.

- v) Shall be involved with all sponsorship meetings and discussions
 - vi) Shall be required to sit on all finance Committee meetings
- (f) **DIRECTOR OF LIFESAVING (Executive)** shall:-
- i) be responsible for the conduct of members in the Club.
 - ii) shall be responsible for all senior Surf lifesaving/patrol Operation.
 - iii) In collaboration with Deputy Director of Lifesaving shall be responsible for the rostering of and management of all patrolling members.
 - iv) Shall be responsible for the conduct of lifesaving members in all lifesaving activities including Junior senior, and master's competition on their club beach .
 - v) Shall assist Coordinator Under 14 Team Managers with the safe running of junior activities
 - vi) In collaboration with Gear Steward Life Saving Equipment shall be responsible for the care and maintenance of relevant Lifesaving equipment
 - vii) Shall report directly to the Management Committee

6. **PUBLIC OFFICER**

- (a) The Management Committee shall appoint a person, who is 18 years of age or older and resident of N.S.W., to the position of Public Officer. If the person appointed is not already a member of the Executive Committee, he or she shall become a member of that Committee.
- (b) The first Public Officer shall be the person who completed the application for incorporation of the Club.
- (c) The Management Committee may at any time remove the Public Officer and appoint a new one.
- (d) The Public Officer shall be deemed to have vacated the position in the following circumstances:-
 - (i) Death.
 - (ii) Resignation.
 - (iii) Removal by the Management Committee or at a general meeting.
 - (iv) Bankruptcy or financial insolvency.
 - (v) Mental illness.
 - (vi) Residency outside New South Wales.
- (e) When a vacancy occurs in the position of Public Officer, the Executive Committee shall within 14 days notify the Corporate Affairs Commission by the prescribed form and appoint a new Public Officer
- (f) The Public Officer is required to notify the Corporate Affairs Commission by the prescribed form concerning:-
 - (i) Appointment (within 14 days).
 - (ii) A change of residential address (within 14 days).
 - (iii) A change in the Club's Objects or Rules (within 14 days).
 - (iv) A change in the membership of the Executive Committee (within 14 days).

- (v) The Club's financial affairs (within one month after the Annual General Meeting).
 - (vi) A change in the Club's name (within one month).
- (g) Service of documents on the Club is affected by serving them on the Public Officer or by serving them personally on two members of the Executive Committee.

7. **DISCIPLINE**

- (a) Cancellation of Membership.
- (b) Removal from Office.
- (c) Expulsion.
- (d) Reprimand.
- (a) Suspension.

Reporting of incidents/breaches shall be done via the guidelines as set out by SLS and or the Membership Protection Policy direct to the Executive or via Team Manager or Sectional Managers or Member Protection Officer. The National Council of Surf Life Saving Australia's Constitution shall be followed in relation to any and all meetings called to conduct Disciplinary or Judicial proceedings or the like proceedings in relation to the conduct of a member or a group of members. The National Council Constitution shall be the Constitution that is current at the time that the incident or incidents complained of took place, and in the event of there being two or more incidents, it shall be the Constitution that is current at the time that the last incident of all incidents under review took place.

8. **APPEALS**

Appeals within the Association's structure shall lie in accordance with the National Council Constitution that is current at the time the Judiciary or Disciplinary Meeting is called and conducted in accordance with item 7.

9. **GENERAL MEETINGS**

- (a) An Annual General Meeting of the Club shall be held each year within six months from the end of the financial year of the Club (except the first Annual General Meeting which shall be held two months from the end of the first financial year and within 18 months of incorporation).
- (b) At least 14 days notice of all general meetings and notices of motion shall be given to members. In the case of general meetings where a special resolution is proposed, notice of the resolution shall be given to members at least 21 days before the meeting.
- (c) Written notice of all general meetings shall be given either personally, by post or by electronic means
- (d) In the case of the Annual General Meeting, the following minimum business shall be transacted: -
 - (i) Confirmation of the minutes of the last Annual General Meeting and any minutes of a special general meeting.
 - (ii) Receipt of the Management Committee's report upon the activities of the Club in the last financial year.
 - (iii) Election of office bearers of the Management Committee and members of sub Committees.
 - (iv) Receipt and consideration of a statement from the Management Committee which is not misleading and gives a true and fair view for the last financial year of the Club's:-
 - Income and Expenditure.
 - Assets and liabilities.

- Mortgages, charges and other securities.
 - Trust properties.
- (e) The quorum for a general meeting shall be 10 position holders to be represented by at least 6 persons to form a quorum at the General/Management Committee meetings. The persons attending the meeting respective of number of positions held represent only 1 vote per person. If within an hour of the time appointed for a general meeting a quorum is not present, the meeting shall be postponed to a date, time and place to be determined by the Management Committee.
- (f) Nominations for Club positions be written nominations with a seconder and returned to Clubs Director of Administration 1 week prior to the Annual General Meeting, also that the nomination list be on display at the club house prior to the meeting.
- (g) Annual General Meeting Agenda is to be on display at the clubhouse 2 weeks prior the meeting.
- (h) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (i) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (j) If insufficient nominations are received to fill all vacancies, the candidates nominated shall be deemed to be elected, and further nominations shall be received and dealt with at a Management Meeting.
- (k) Voting at general meetings shall be by a show of hands unless a secret ballot is demanded. Decisions shall be made by a simple majority vote except for those matters which must be decided by a special resolution where a three quarter majority is required.
- (l) All votes shall be given personally and there shall be no voting by proxy.
- (m) In the case of equality of votes, the person appointed to chair a meeting shall have a second or casting vote.
- (n) The chairman of a general meeting at which a quorum is present may, with the consent of the majority of members present and voting at the meeting, adjourn the meeting to a time (not exceeding 14 days) and place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (o) Active Members (re-qualified or patrolling) only to vote on matters pertaining to active membership at any general meeting.

10. **SPECIAL RESOLUTIONS**

- (a) A special resolution must be passed by a general meeting of the Club to effect the following changes:-
- (i) A change to the Club's name.
 - (ii) A change of the Club's Rules.
 - (iii) A change of the Club's Objects.
 - (iv) An amalgamation with another incorporated association.
 - (v) To voluntarily wind up the Club and distribute its property.
 - (vi) To apply for registration as a company or a co-operative.
- (b) A special resolution shall be passed in the following manner:-
- (i) A notice must be sent to all members advising that a general meeting is to be held to consider a special resolution.

- (ii) The notice must give details of the proposed special resolution and give at least 21 days notice of the meeting.
- (iii) A quorum must be present at the meeting.
- (iv) At least three quarters of those present and voting must vote in favour for the resolution to be successful.

11. **NOTICES**

Notices sent by post shall be deemed to have been received two working days after the date of posting.

12. **COMMITTEES**

- (a) The Club shall have its affairs controlled and managed by office bearers known as the Management Committee.
- (b) Notice of Committee meetings shall be given at the previous Committee meeting or by such other means as the Committee may decide upon.
- (c) Questions arising at any meeting of a Committee shall be decided by the majority of votes of those present and voting. In case of an equality of votes, the person appointed to chair the meeting shall have a second or casting vote.
- (d) The quorum for meetings of Committee and Sub-Committees shall be one half of the number of members of the Committee.

13. **EXECUTIVE COMMITTEE**

The Executive Committee shall comprise the offices outlined in Rule 5(a). They shall be responsible for dealing with the Corporate Affairs Commission and with matters requiring attention between Management Committee Meetings and shall meet as and when required as decided upon by the President or Director of Administration.

All decisions and deliberations of the Executive shall be reported to the next Management Committee Meeting.

14. **MANAGEMENT COMMITTEE**

- (a) The office bearers of the Management Committee, except the Public Officer, shall be elected at each Annual General Meeting. Any casual vacancy occurring in the Management Committee may be filled by a member appointed by the Management Committee.
- (b) Each member of the Management Committee shall hold office from the date of their election or appointment until the next Annual General Meeting.
- (c) Retiring Management Committee members are eligible for re-election.
- (d) The Management Committee shall meet as often as necessary to conduct the business of the Club and not less than once in each month.
- (e) If within half hour of the time appointed for a Management Committee Meeting a quorum is not present, the meeting will stand adjourned to the same place and the same hour of the day in the following week.
- (f) Additional meetings of the Management Committee may be convened by the President and/or the Director of Administration or by resolution of that Committee.
- (g) The Management Committee may, whenever it thinks fit, convene a special general meeting of the Club. A special general meeting must be convened by the

Management Committee on receiving a written request to do so from at least five percent of the membership of the Club.

- (h) A requisition of members for a special general meeting:-
 - (i) Shall state the purposes of the meeting.
 - (ii) Shall be signed by the members making the requisition.
 - (iii) Shall be lodged with the Director of Administration
 - (iv) May consist of several documents in a similar form, each signed by one or more of the members making the requisition.

15. **SUB-COMMITTEES**

A general meeting or a Management Committee Meeting may appoint officers and/or members to a sub-Committee to undertake any matter referred to it and to report back to the body appointing it.

A sub-Committee may meet and adjourn as it thinks proper.

16. **CASUAL VACANCIES**

For the purposes of these Rules, a casual vacancy in the office of a member of a Committee or sub-Committee occurs if the member:-

- (a) Dies.
- (b) Ceases to be a member of the Club.
- (c) Becomes an insolvent under administration within the meaning of the Companies (New South Wales) Code.
- (d) Resigns office by notice in writing given to the Director of Administration
- (e) Is removed from Office.
- (f) Becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health.
- (g) Is absent without consent of the Committee from all meetings held during the period of three months.

Any such vacancy occurring shall be filled by the Management Committee.

17. **REGISTER**

The Club showing the Name, Address and date of commencement of membership for each member shall keep a register of members. The Surf guard programme shall be used to keep records. Provision for noting the date of cessation of membership shall also be contained in the register.

18. **INSPECTION OF BOOKS, ETC**

The records, books, register and other documents of the Club shall be open for inspection, free of charge, by a member of the Club at any reasonable hour.

19. **FINANCE**

- (a) The financial year of the Club shall be determined by the Club from time to time.
- (b) The funds of the Club shall be derived from the fees of members, donations, grants and other such sources approved by the Club.
- (c) The income and property of the Club shall be used only for promotion of the Objects of the Club and shall not be paid or transferred to members by way of dividend, bonus

or profit, providing always that a member of the Club may be employed for specific duties.

- (d) Payments shall be made through a petty cash system or by cheque signed by two signatories authorised by the Management Committee. Major or unusual expenditures shall be authorised by the Management Committee or by a general meeting.

20. **MEMBERS LIABILITY**

The members of the Club shall have no liability to contribute towards the payment of debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club except to the amount of any unpaid membership fees.

21. **INSURANCE**

The Club shall effect and maintain insurance as is required under the Association Incorporation Act together with any other insurance which may be required by law or regarded necessary by Surf Life Saving Australia.

22. **SURPLUS PROPERTY**

The Gosford City Council is to become possessed of the Club being wound up as per Rule 10(a) (v).

23. **COMMON SEAL**

The Common Seal of the Club shall be kept in the custody of the Public Officer and shall only be affixed to a document with the approval of the Executive Committee. The stamping of the Common Seal shall be witnessed by the signatures of two members of the Executive Committee.

24. **ALTERATIONS TO RULES**

The Objects and these Rules may be altered only by a special resolution in accordance with Rule 10.

25. **PROVISO**

The forgoing Rules are intended to not conflict with the New South Wales Corporate Affairs Commission's Association Incorporation Act 1984 (No.143) 'Model Rules' and where conflict may seem to occur, the Model Rules shall apply.

26. **INTERPRETATION**

Where reference is made to the Surf Life Saving Association, to the Association, or to the SLSA, it shall refer to 'Surf Life Saving Australia.

27. **PAYMENT, ETC. OF OFFICE BEARERS AND MEMBERS**

A member of the Committee shall not be appointed to any salaried office of the association or any office of the association paid by fees, and no remuneration or other benefit in moneys worth shall be given by the association to any member of the Committee except:-

- (a) Repayment of out-of-pocket expenses;
- (b) Interest at a rate not exceeding interest at the rate for the time being which is or would be charged by the association's bankers for money lent to the association; and
- (c) Reasonable and proper rent for premises let to the association.

28. **VACATION OF OFFICE**

Without limiting the operation of Rule 16, the office of a member of the Committee shall become vacant if:-

- (a) The member holds an office of profit in the association;
- (b) The member is directly or indirectly interested in any contract or proposed contract with the association.

29. **NOTIFICATION OF PROPOSED ALTERATION OF RULES**

A proposed alteration of the Rules or of the statement of objects of the association shall be notified to the Minister administering the Charitable Collections Act, 1934 in the manner required by the regulations under that Act.

30. **COMPLIANCE WITH CHARITABLE COLLECTIONS ACT, 1934**

The association shall comply with such of the provisions of the Charitable Collections Act, 1934 and the regulations there under as are applicable to it.

31. **MEMBERSHIP CATEGORIES**

(a) **PROBATIONARY MEMBERSHIP**

Probationary Membership shall be the designation of any person for the time period between applying for membership granting of a formal category of membership by the Management Committee

(b) **UNDER 14 (NIPPER) MEMBERSHIP**

An Under 14 (Nipper) member shall be a person who may be a minimum of 5 years up to a maximum of 14 years on a seasonal basis and such person shall be required to gain the relevant Surf Awareness Award for that person's age group.

(c) **UNDER 15 MEMBERSHIP**

An Under 15 Member shall be a person of the age qualification as defined in the Association's Manual and, who has obtained the Surf Rescue Certificate in that season or has passed an annual Proficiency Test.

(d) **UNDER 17 MEMBERSHIP**

An Under 17 Member shall be a person of the age qualification as defined in the Association's Manual and, who has obtained the Cert II in public safety (Bronze) in that season or has passed an annual Proficiency Test.

NOTE: Where in this constitution the definition of Cert II in Public safety can also be written as Bronze Medallion.

(e) **UNDER 19 MEMBERSHIP**

An Under 19 Member shall be a person of the age qualification as defined in the Association's Manual and, who has obtained the Cert II in Public Safety – Aquatic Rescue (Bronze) in that season or has passed an annual Proficiency Test.

(f) **ACTIVE MEMBERSHIP**

An Active Member shall be a Bronze Medallion Holder and shall fulfil the patrol and Club obligations, as provided by the Association and the Club Rules, By-Laws and Regulations, and shall qualify in an annual proficiency test each season, unless the member has obtained the Bronze Medallion in the current season.

(g) **RESERVE ACTIVE MEMBERSHIP**

- (i) Reserve Active Membership may be granted to Active Members who have satisfactorily completed (after the gaining of the Bronze Medallion) at least ten years of patrol and Club obligations as provided by the Association and Club Rules, By-Laws and Regulations providing the granting of Reserve Active Membership shall not be automatic, but shall be granted by a resolution of the appropriate Club Committee.
- (ii) Such members shall perform a minimum number of patrols as required by the Association and any further patrol duties as may be required at the discretion of the Club.
- (iii) Such members shall complete the annual proficiency test.

NOTE: Notwithstanding sub-clause (i) above, Reserve Active Membership may be granted under exceptional circumstances to Active Members irrespective of the years of service.

(h) **LONG SERVICE MEMBERSHIP**

- (i) Long Service Membership may be granted to members who have completed ten years Active service plus ten years Reserve Active service
- (ii) Such members shall be exempted from all patrol obligations and may be granted other special privileges of membership as may be provided in the Club Rules and By-Laws.

In exceptional circumstances it shall be competent to grant Long Service Membership to a Reserve Active Member irrespective of the number of years served as a Reserve Active Member.

(i) **AWARD MEMBERSHIP**

- (i) Award Membership may be granted to persons who hold an Association Award of one or more of the following designations.

Radio Award/s, Resuscitation Certificate, Advanced Resuscitation Certificate, First Aid Certificate.
- (ii) Such members may be called upon to perform patrol and/or other Club obligations within the scope of their qualifications.

(j) **ASSOCIATE MEMBERSHIP**

- (i) Associate Membership may be granted to persons who may, or may not, hold an Association award.
- (ii) Such membership shall have a minimum age qualification of 25 years.
- (iii) Has no voting rights unless holds a position on the Management Committee.

(k) **PARENT MEMBER/ GENERAL**

- (i) Has no voting rights unless holds a position on the Management Committee.

(l) **LIFE MEMBERSHIP**

- i) May be granted to members who have rendered distinguished service over a minimum period of ten years.
- ii) Life Membership may be conferred on any member of the Club who has displayed exceptional bravery in saving life, attempting to save life, or

any member who has served the Club with distinction and dedication befitting Life Membership.

- iii) Election shall be by a two-thirds majority at an annual meeting of the Club provided due notice was given in writing fourteen days prior to this meeting.
- iv) Life Members shall be entitled to vote at all meetings at which they are eligible to attend.
- v) Any nomination for Life Membership shall be submitted to The Executive with all documentation (resumes etc) and then forwarded onto a Life Membership Sub-Committee before officially being a Notice of Motion and The Executive may make recommendations to the proposer and seconder.

32. COMPOSITION OF THE MANAGEMENT COMMITTEE

The following shall comprise the Management Committee:-

President	Membership Co-Ordinator Seniors
Vice President	Membership Co-Ordinator Juniors
Director of Administration	Co-ordinator U14 Team Managers
Director of Finance	Assistant of Administration
Director of Lifesaving	Building Officer
Director of Education	Coaching Co-ordinator
Deputy Director of Lifesaving	Gear Steward (Lifesaving)
IRB Captain	Gear Steward (Competition)
Bar Manager	Publicity Officer
Surf Boat Manager	Member Protection Officer
Director of O.H & S	Board Captain
Ski Captain	Radio Officer
Deputy Director of Finance	Rookie Co-ordinator
Master's Team Manager	Social Secretary
Senior's Team Manager	Youth Development Officer *
	Public Officer

- * New Position created 2010/2011

Umina Surf Life Saving Club Incorporated By-Laws

41. **MAKING, REPEALING AND AMENDING BY-LAWS**

- (a) A general meeting of the Club may, by resolution, make by-laws, not inconsistent with Club and Surf Life Saving Australia Rules, for on with respect to any matter that by these rules is required or permitted to be prescribed by by-laws, or that is necessary or convenient to be prescribed for the just and efficient administration of the Club.
- (b) A by-law shall, until repealed or amended and after any amendment, as amended, be binding upon the Committees and all sub Committees and members.
- (c) A by-law that is made repealed or amended only by a notice of motion in accordance with by-law No.49.
- (d) A by-law that is made, repealed or amended shall be posted on the Club notice board within 7 days of such making, repealing or amending and remain so posted for one month.

42. **OFFICERS OF THE CLUB**

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

- Patron/s
- Vice Patron/s
- Solicitor
- Medical Officer/s
- Auditor

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

43. **DUTIES OF OFFICERS**

- (a) **DEPUTY DIRECTOR OF LIFESAVING** shall assist the Director of Lifesaving and shall oversee the gear steward in relation to all life saving gear and shall be directly responsible to ensure sufficient persons to man patrols and will communicate with patrol defaulters to maintain efficiency of patrols and in the absence of the Director of Lifesaving shall exercise that officer's functions.
- (b) **THE DIRECTOR OF EDUCATION** shall arrange and be responsible for classes of instruction in the methods of Surf Life Saving as laid down in the manuals of Surf Life Saving Australia and shall arrange for examinations for awards.
- (c) **THE SURF BOAT CAPTAIN** shall be responsible for the care, housing and maintenance of all surf boats and surf boat equipment and shall supervise and organise the training of members in surf boat practises, and shall at all times be subject to the direction of the Director of Lifesaving
- (d) **THE INFLATABLE RESCUE BOAT CAPTAIN** The IRB Captain shall be responsible for the care, housing and maintenance of the inflatable rescue boat/s and related gear and equipment plus all ATV and 4WD and any motorized vehicle, and shall also be responsible for the training, shall be qualified and currently proficient as an IRB driver in accordance with the manuals of Surf Life Saving Australia and shall at all times be subject to the direction of the. Director of Lifesaving
- (e) **THE PUBLICITY OFFICER** shall be responsible for the overall media coverage of relevant matters pertaining to events conducted by the Club, shall endeavour to create a good public relations image with the media, general public and supporters of the Club. The Publicity Officer shall maintain a full record of all publicity coverage and report same to the Management Committee. No mention shall be made of any domestic affairs of

members nor shall any media controversy be entered into involving any member, Club or the Association.

- (f) **PUBLIC RELATIONS** The Public Relations shall involve the comprehensive details involved in all Club Sponsorship matters in conjunction with the Director of Finance and shall report to The Management Committee
- (g) **THE RADIO OFFICER** shall be responsible for the upkeep, maintenance and supervision of all Club equipment relevant to communications and shall be responsible for the training of members in the proper use and care of this equipment and shall report to the Director of Lifesaving.
- (h) **THE GEAR STEWARD** shall be responsible for the care, repair and maintenance of all the Club's equipment except as elsewhere provided for, and shall report to the Deputy Director of Lifesaving and Club Management Committee
- (i) **ASSISTANT GEAR STEWARD LIFE SAVING EQUIPMENT** shall act under the supervision of the Club's gear steward and be responsible for the care and maintenance of all life saving equipment.
- (j) **ASSISTANT GEAR STEWARD UNDER 14 EQUIPMENT** shall act under the supervision of the Club's gear steward and be responsible for the care and maintenance of all Under 14 equipment.
- (k) **THE SOCIAL SECRETARY** shall recommend, organise and supervise the conduct of all social and fundraising activities held by the Club and shall submit financial statements of such functions to the Director of Finance and shall act as Chairperson of all Social Committee meetings, and liaise with the Bar Secretary.

(l) COORDINATOR OF UNDER 14 TEAM MANAGERS - JAC

The U14 Co-coordinator is part of the Management Committee and as such reports directly to that committee, predominantly to provide guidance and executive support to the Age Managers. Duties will include the examination and identification of issues and potential courses of action to facilitate the formulation of decisions and/or recommendations to the Clubs Executive or Management Groups. The position is responsible for providing advice, directing, coordinating the activities of Age Managers and monitoring the implementation of new initiatives. The position is also accountable for establishing, coordinating and reporting on all operational aspects relating to the U5 - U14 Age Groups. The Under 14 Co-coordinator may be required to arbitrate in the event of a dispute and if necessary refer the matter to an appropriate level. This requires the exercise of discretion and confidentiality.

The U14 Co-coordinator will work with the Age Managers and Management to set the agenda for each season's activities. The incumbent will chair Age Manager's meetings and regularly report to the Management Team on the progress of the junior groups.

This role involves working, as required, with the Training Officer, Coaching Coordinator, March Past, Surf and Beach Coaches, U14 Water Safety Coordinator and Registrar to ensure satisfactory outcomes for the Club.

The Under 14's Co-coordinator will distribute relevant correspondence to the Age managers.

Experience/Qualifications:

Essential: Completion of Age Manager's Course

Desirable: Bronze Medallion, Level One Officials Course, Level One Coaches Course

Ability to identify and act on issues concerning the implementation of Member Protection principles.

Capacity to negotiate and resolve issues with a range of people at all levels

High level organization and problem solving skills

Excellent oral and written communication and interpersonal skills with the ability to convey and relay clear messages between stakeholders

Ability to work as part of a team

- (m) **UNDER 8 TO 14YRS TEAM MANAGERS** to instruct and arrange coaching on all Under 14 awards and competition specifics. They shall submit written reports at a monthly meeting with the Coordinator of Under 14 Team Managers outlining attendance and results of all competitions. They shall select competitions for all carnivals and submit these to the Coordinator of Under 14 Team Managers for submission to the Club Management Committee for ratification.

The **AGE MANAGER** has control over operational issues such as team selection, however, the U14 Co-coordinator maybe called into to adjudicate in the event of a complaint or dispute

- (n) **DEPUTY DIRECTOR OF ADMINISTRATION** to assist the Clubs Director of Administration and liaise with the Membership Co-ordinator on all matters pertaining to Membership records. They shall act as Minute Secretary for all Management Committee Meetings.

- (o) **DEPUTY DIRECTOR OF FINANCE** shall assist the Director of Finance in the performance of his duties and may be required and shall deputise in his absence.

- (p) **BAR SECRETARY** shall:

- i) Liaise with the Licensee, Social Secretary to ensure that liquid refreshments are available to appropriate Club functions as required.
- ii) They shall collect and receipt all monies relating to the sale of bar products and hand this to the Director of Finance at the earliest possible time
- iii) The cool room and equipment shall come under his responsibility for maintenance and care.

Building Officer shall inspect the premises regularly and report to the Management Committee on any repairs required and cost of same.

- (q) **COACHING COORDINATOR** shall meet monthly with all coaches and submit a report in writing to the Management Committee. They will be responsible for the coordination of all coaching days and seminars as required.

- (r) **BOARD CAPTAIN/COACH**

SKI CAPTAIN/COACH

R & R COACH

SWIM COACH

MARCH PAST COACH

BEACH COACH

UNDER 14 R & R COACH

UNDER 14 MARCH PAST COACH

BOAT CAPTAIN

FIRST AID COACH

- These Coaches will liaise with Coaching Coordinators to organise training sessions and outside coaching as required and with the approval of the Management Committee will be responsible of overseeing the purchase, repair and maintenance of their equipment.

- (s) **FIRST AID OFFICER** will organise the purchase and delivery of all first aid equipment to the first aid room. They will ensure that the Patrol Captains organise periodic cleaning of the first aid room.
 - They will organise the coaching of first aid competition as required.
- (t) **UNDER 14 WATER COORDINATOR/SAFETY OFFICER** to coordinate water events on Club training days and ensure that adequate water safety is present at same. (Must hold SLS Award or Equivalent.)
- (u) **RACE SECRETARY** to arrange Club events and maintain records of the results for annual tabulation. To submit a written report to the Management Committee each month.
- (v) **CARNIVAL SECRETARY/COMPETITION OFFICER** to submit entries of interested competition to all open, Branch, Regional, State and Australian carnivals on the appropriate forms. To maintain records of competitions and all results of these carnivals. To submit a written report to the Management Committee Monthly.
- (w) **MEMBERSHIP CO-ORDINATOR JUNIOR** to maintain records of all Memberships. The Surf guard programme is to be used to keep records of all members, in the club and to submit entries to Local and Branch under 14 Carnivals. Shall maintain records of results of carnivals and championships for annual tabulation. . They will maintain an accurate record
- (x) **MEMBERSHIP CO-ORDINATOR SENIOR** to maintain records of all Memberships. The Surf guard programme is to be used to keep records of all members, in the club and to submit entries to Local and Branch under 14 Carnivals. Shall maintain records of results of carnivals and championships for annual tabulation. . They will maintain an accurate record
- (y) **TOURING TEAM MANAGER** to organise appropriate fundraising in coordination with the Management Committee to fund competitive touring teams to State, Australian and World Titles they shall organise transport and accommodation for selected members and submit written reports to the Management Committee monthly.
- (ab) **UNDER 14 TOURING TEAM MANAGER** coordination with the Management Committee to organise in any fundraising required for selected members to attend the State Titles. They will organise the necessary accommodation and transport if required. A written report will be submitted to the Management Committee monthly.
- (Ac) **SOCIAL COMMITTEE** shall meet with the Social Secretary monthly to organise all fundraising and Social functions of the Club.
- (ad) **UNDER 14 CLUB CAPTAINS** where possible will be selected by the Executive Committee from 13 year old members They will act as spokesperson for all Under 14 competition. All nominations are to be accompanied by appropriate documentation.
- (ae) **BARBECUE SECRETARY** shall organise the running of the barbecue. They shall organise and supervise a roster of members to work on the barbecue, and make all necessary purchases of stock. They shall collect and receipt all monies and hand this to the Director of Finance at the earliest possible time.
- (af) **UNDER 19 TEAM MANAGER** to instruct and arrange coaching on all Under 18 awards and competition specifics. They shall submit written reports at a monthly meeting with the Club Management committee outlining attendance and results of all competitions. They shall select competitions for all carnivals and submit these for submission to the Club Management Committee for ratification.
- (ag) **OH&S OFFICER** to oversee all safety and health issues as prescribed in any OH&S manual supplied by SLS or any other proper authority i.e. Council or Work cover.
- (ah) **MEMBER PROTECTION OFFICER** shall administer the regulations as laid down by the SLSA SLS NSW and SLSCC Members shall ensure that all members are protected as per the Member Protection Procedures set down by SLS

- (ai) **ROOKIE CO-ORDINATOR** shall liaise with the Director of Lifesaving and the Director of Administration in respect to all matters concerning the implementation of the Rookie Programme as set down by SLS CC, and oversee any matters pertaining to the programme within the club and submit a monthly report to the Management Committee Meetings.

44. APPOINTMENT OF SUB-COMMITTEES

The Management Committee may elect to appoint any of the following sub-Committees to ensure the efficient running of the affairs of the Club: -

Selection

Rules, By-Laws and Regulations

Life Membership

Judiciary

Presentation / Awards / Finance

45. EX-OFFICIO MEMBERS

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

46. CLUB COLOURS AND COMPETITION CAPS

(a) The Club colours shall be black, light blue, and white and the design of the Club competition cap shall be a black cap, two white stripes, separated by a blue stripe.

(b) Any desired alterations must first receive the approval of the Surf Life Saving Australia.

47. BADGES AND BLAZERS

The design and colour of Club Badges and Blazers shall be adopted at a general meeting and can only be changed by the passing of a motion as provided for in Rule 10(b).

NOTE: See also "Club Apparel" - Regulation No.79.

48. PATROLS

All members eligible to patrol, other than those who are exempt from patrol duties and those to whom leave of absence has been granted by the Management Committee, shall patrol Umina Beach during the patrol season and at such hours as may be determined by the Central Coast Branch of Surf Life Saving Australia. Patrolling by members shall be in accordance with Regulation No.74.

49. NOTICES OF MOTION

To make, amend or repeal a Rule, By-Law or Regulation may only be done by means of a Notice of Motion which shall be given in writing, by the mover and seconded to Director of Administration at least 28 days prior to the date of the meeting at which the notice of motion is to be dealt with. A copy of which is to be displayed on the Club notice board, at least 14 days prior to said hearing.

Notices of Motion in relation to special Resolutions (see Rule 10) must be in the hands of Director of Administration at least 28 days prior to the date of the meeting.

50. ANNUAL REPORT

The Annual Report shall be prepared under the direction of the Management Committee and presented for adoption at the Annual General Meeting.

The report shall contain those requirements stated in Rule 9(d) (ii) and (iv).

51. SUBSCRIPTIONS

- (a) The annual subscription for each year shall be due and payable in advance before the commencement of the Annual General Meeting in each year should the member wish to vote at that meeting, and shall be in respect of the year then ensuing and no member shall be entitled to be elected to office or permitted to vote until fees for the ensuing season, together with any arrears due, have been paid. Any member failing to pay their subscription by Third weekend in October will relinquish any privileges of the club so long as the subscription remain in arrears and at the discretion of the Management Committee, if the arrears are not paid by that date membership may be terminated.
- (b) Any member wishing to compete must have paid their annual subscriptions and any arrears prior to engaging in competition for the Club, and no later than the third weekend of October. As per Rule (3h)
- (c) All membership fees must be accompanied by the application as set down by Surf Life Saving Australia.
- (d) Membership fees will be determined as by Rule 3(f)
- (e) All members wishing to compete at carnivals and where a entry fee is required to be paid by the said member, this shall be done prior to the entry being submitted

52. VISITORS

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

53. PREMISES AND PROPERTY

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

54. INTOXICATING LIQUOR

- (a) Intoxicating liquor shall not be brought to the Club premises by any person except with the permission of the Executive Committee.
- (b) When liquor is provided in the Club premises it shall only be at the direction of the Bar Secretary/Licensee and only RSA Holders are to be used to serve the liquor. The Bar Secretary/Licensee can appoint at his/her discretion a responsible RSA holder to stand in for him/her if the need arises and the Bar Secretary/Licensee is unable to be present on the premises
- (c) Liquor will not be supplied to any intoxicated person.
- (d) Liquor will not be supplied to any person under the age of 18.

55. POLITICS AND RELIGION

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

56. DISPLAY OF RULES, BY-LAWS AND REGULATIONS

A copy of the Rules, By-Laws and Regulations shall be readily available from the Director of Administration at all reasonable times and each member shall be deemed to have read them and to have agreed to accept them. A copy of same will be placed on the notice board.

57. PROCEDURES AND RULES OF DEBATE

- (a) Whenever the Chairman rises during debate, the member then speaking shall be silent and resume his seat.
- (b) In the case of any remark considered by the Chairman to be offensive or imputing improper motives, the Chairman may call upon a speaker to withdraw and apologise.
- (c) The Chairman may call a member to order. If such member persists in being disorderly, the Chairman may call upon such member to withdraw from the meeting.
- (d) It shall not be permissible to dispute the Chairman's rulings, or move a motion of dissent from a ruling, on matters of procedure or points of order.
- (e) Any member desiring to speak shall stand up and address the Chairman.
- (f) If two or more members rise to speak at the one time, the Chairman shall decide who is entitled to priority.
- (g) The meeting may decide that a particular person shall or shall not be heard, provide that a motion of this nature shall not be debated.
- (h) No member shall interrupt another member who is speaking except to raise a point of order.
- (i) No member shall digress from the subject under consideration.
- (j) No member shall use unbecoming words.
- (k) During the debate a member may raise a point of order whereupon the member then speaking shall be seated until the point of order, is ruled upon by the Chairman.
- (l) It shall be competent for any member to move a motion of dissent from the Chairman's ruling other than on matters of procedure and points of order. The mover

of a motion of dissent shall concisely state the point. The seconder and Chairman only may then speak to the motion.

- (m) At any point during the debate, a member may move "that the question be now put". Provided the Chairman is satisfied that reasonable time for debate of the original motion has been allowed, the motion shall then be put without debate - it need not be seconded. The 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 to move "that the motion be now put".
- (n) If carried, the original motion shall be put to the vote without further debate except that the mover thereof shall have the right of reply - if lost, the debate may proceed.
- (o) A member may move the adjournment of the debate to a subsequent meeting. If a motion for adjournment is lost, the mover thereof shall not be allowed to speak again on the question under debate. If carried, the mover shall have the right of resuming debate at the ensuing meeting and the mover of the original motion shall have the right of reply.
- (p) Any member proposing a motion or an amendment shall state its nature before addressing the meeting thereon.
- (q) The mover of a motion shall not occupy more than ten minutes nor any other speaker more than five minutes, provided that the meeting may, by resolution, without debate, grant an extension of time to any speaker.
- (r) No member may speak more than once to a motion except with the Chairman's permission, in explanation or reply, or to ask a question but may speak again on any amendment to the motion.
- (s) The mover of a motion's right of reply shall be exercisable at the end of the debate.
- (t) The mover of an original motion must get the consent of the seconder, and the approval of the meeting, before making any alteration to the wording of his motion.
- (u) Any member (other than as provided in sub-clause (v)) may move an amendment to a motion, provided it is not a direct negative of the motion proposed to be amended.
- (v) The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment and vote in favour of it.
- (w) A particular member may move or second one amendment only to each motion, but may speak on amendments moved by others.
- (x) An amendment having been moved, it shall not be competent to move any further amendment, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at one time.
- (y) If there is an indication of more than one amendment to be brought forward the mover of the original motion may elect to reply at the end of the debate on the first amendment.
- (z) The mover of an amendment has no right of reply.
- (aa) A member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of the debate.
- (ab) 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.
- (ac) When an amendment is carried the motion as amended becomes the motion before the meeting.
- (ad) 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.

- (ae) If, after a motion has been determined, it is considered in the general interest that the matter be re-opened for discussion before the termination of the same meeting, the meeting may, by a two to one majority vote, order its recommittal.

58. **SAVING PROVISIO**

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

59. **AREAS PATROLLED**

Umina SLSC shall patrol for the purpose of Public Safety, the portion of the beach also known as Ocean Beach between South Street, west to the extremity of the beach.

60. **TRUSTEES OF UMINA S.L.S.C.**

Umina S.L.S.C. Inc. shall have 5 trustees; such trustees shall hold office until, death, resignation or removal by a 75% vote at a General Meeting.

The Trustees shall act as signatories on all trust accounts.

They have the authority to attend Management Meetings of Umina S.L.S.C. Inc. speak and vote on:-

- (a) Borrowing's of monies by Umina S.L.S.C. Inc.
- (b) Any major extensions or alterations to buildings or other real estate.

61. **AUTHORITY SIGNATURE OF BANK ACCOUNT**

The signatories of Umina S.L.S.C. Inc. shall be the President, Director of Administration, Director of Finance and or Director of Lifesaving; any two of the above or any two people duly authorised by the Executive Committee.

62. **FITNESS OF PATROLLING MEMBERS**

All Probationary and Active Members of the Club shall maintain a level of fitness satisfactory to the Director of Lifesaving.

63. **VOTING RIGHTS**

To be eligible to vote at a General or Special Meeting of Umina S.L.S.C. Inc., a member shall have attained the minimum age of 13 years.

64. **HONOURS AWARDED TO JSLSC MEMBERS PRIOR TO AMALGAMATION**

All Life Members of the Umina J.S.L.S.C. will be recognised as Life Members of Umina S.L.S.C. Inc.

65. **PUBLIC OFFICER**

For the sake of simplification it will be noted that the Public Officer as required under the Incorporation Act will be the Director of Administration of Umina S.L.S.C. Inc. as elected at the Club's Annual Meeting.

66. **COMMON SEAL**

The Common Seal will be kept in a Safe place by the Public Officer of the Umina S.L.S.C. Inc. It will be administered only under the direction of the Executive Committee.

69. **EMBLEM**

The Emblem of Umina S.L.S.C. Inc. will be as displayed and or other Surf Life Saving Apparatus.

70. PURCHASE OF TRAINING MANUAL

Appropriate to their Membership upon being accepted as a member of Umina S.L.S.C. Inc it will be mandatory for at least one award member per family to purchase a Training Manual if undertaking any lifesaving courses.

71. DISPUTES IN THE RULES OF DEBATE

In the case where a dispute occurs regarding the interpretation of the rules of debate, the final reference will be covered by the "Handbook for Chairman & Secretaries" by C.F. Bently.

72. BY LAW REVIEWS

It will be noted that a Committee appointed by the Clubs Management Committee will review the by-laws of Umina S.L.S.C. Inc. triennially.

73. INSTRUCTION BY MEMBERS Any person who undertake instruction, be it Life Saving or Competition shall hold a minimum Level 1 Coaching Accreditation in that discipline.

74. STATE AND NATIONAL CARNIVAL COMPETITION To be able to compete at State and National Title Competition, members must comply with the mandatory Patrol Hours required, as may be set from time to time by the Controlling Body Surf Life saving Australia. Policy 5.4.

Umina Surf Life Saving Club Incorporated Regulations

75. MAKING, REPEALING AND AMENDING REGULATIONS

- (a) A General Meeting or a Management Committee Meeting of the Club may, by resolution, make Regulations not inconsistent with the Club or the SLSA Rules and By-Laws that are considered necessary or convenient to be prescribed for the just and efficient administration of the Club.
- (b) A Regulation shall, until repealed or amended and after any amendment, as amended, be binding upon the Committees and all sub Committees and members.
- (c) A Regulation may be made or amended only by a notice of motion in accordance with By-Law 49.
- (d) A regulation that is made, repealed or amended shall be posted on the Club notice board within seven days of such making, repealing or amending and shall remain so posted for at least a month.

76. REGULATIONS FOR PATROLS

- (a) Patrols shall be appointed by the Director of Life Saving in conjunction with the Deputy Director of Life Saving once appointed, the Patrol Members shall be under the immediate direction of the Patrol Captain assisted by the Patrol Vice Captain.
- (b) Dates of patrol rosters and hours of duty of each patrol member shall be set out on patrol rosters and forwarded to each rostered patrol member. Receipt of patrol roster shall be deemed to be sufficient notice of the times such member shall be on duty.

Patrol members must ensure that they are at the beach and ready for duty and suitably attired at the rostered starting time for their patrols.
- (c) A member unable to attend an allotted patrol may arrange a substitute provided that the substitute has no less SLSA qualifications.

- (d) No member of a patrol shall be permitted to leave the area being patrolled during the period of duty without the permission of the patrol captain.
- (e) Members of patrols shall perform any duty allotted by the patrol captain in the actual work of life saving or any other task deemed necessary for the efficient patrolling of the beach.
- (f) Life Saving practice shall be carried out from time to time under instruction from the patrol captain or the patrol captains' nominee.
- (g) Patrol captains shall:
 - (i) Check and have placed on the beach all gear as is required by the Central Coast Branch SLSA.
 - (ii) Allot duties to each patrol member immediately on the commencement of patrol.
 - (iii) Ensure that the last patrol on duty each day returns all gear in a cleaned and serviceable condition and see that such gear is securely stowed.
 - (iv) Enter appropriate information into the various Association Log Books.
 - (v) Supervise the signing of the patrol log book at the commencement and termination of patrols.
 - (vi) Be conversant with Local Government Ordinance relating to the powers of Surf Clubs, Life Guards etc. The utmost discretion should be used in all dealings with the general public.
- (h) Any patrol member failing to carry out a rostered patrol without providing a substitute, or who fails to fulfil a duty allocated by the patrol captain shall be required within 14 days to explain in person or in writing reasons to the Management Committee which shall determine what action, if any, shall be taken.
- (i) In the event of a patrol finishing its period of duty and not being relieved on time, the Patrol Captain shall retain sufficient patrol members to maintain efficiency until relieved.

77. CLUB COMPETITIONS

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

78. OPEN ORDERS, TROPHIES AND PRIZES

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

79. CLUB APPAREL

Apparel, other than that referred to in By-Law No. 46 and By-Law No. 47 and bearing the Club's name, shall require the approval of the Management Committee.

Index

A

ACTIVE MEMBERSHIP, 10
AFFILIATION, 1
ALTERATION OF RULES, 9
ALTERATIONS TO RULES, 8
ANNUAL REPORT, 16
APPEALS, 5
AREAS PATROLLED, 19
ASSISTANT GEAR STEWARD LIFE SAVING EQUIPMENT, 13
ASSISTANT GEAR STEWARD UNDER 14 EQUIPMENT, 13
ASSISTANT SECRETARY, 13
ASSISTANT TREASURER, 13
ASSOCIATE MEMBERSHIP, 10

AUDITOR, 12

AUTHORITY SIGNATURE OF BANK ACCOUNT, 19

AWARD MEMBERSHIP, 10

B

BADGES AND BLAZERS, 15

BAR SECRETARY, 13

BARBECUE SECRETARY, 15

BEACH COACH, 14

BOARD CAPTAIN/COACH, 14

BOAT CAPTAIN/COACH, 12, 14

BUILDING OFFICER, 13

BY LAW REVIEWS, 20

BY-LAWS, 11

BY-LAWS; MAKING, REPEALING AND AMENDING, 12

C

CADET MEMBERSHIP, 10

CARNIVAL SECRETARY, 14

CASUAL VACANCIES, 7

CESSATION OF MEMBERSHIP, 1

CHARITABLE COLLECTIONS ACT, 9

CLUB APPAREL, 22

CLUB COLOURS, 15

COACHING COORDINATOR, 14

COACHING COORDINATOR UNDER 14, 13

COMMITTEE, EXECUTIVE, 6

COMMITTEE, MANAGEMENT, 11

COMMITTEES, 6

COMMITTEES, SUBCOMMITTEES, 7

COMMON SEAL, 8, 20

COMPETITION CAPS, 15

COMPETITIONS, 22, 23

COORDINATOR OF UNDER 14 TEAM MANAGERS, 13

D

DIRECTOR OF FINANCE 3

DIRECTOR OF LIFESAVING 3

DIRECTOR OF ADMINISTRATION2

DIRECTOR OF EDUCATION12

Deputy Director of Lifesaving 13

Discipline, 3

Display of rules, by-laws and regulations, 17

DUTIES OF OFFICERS, 12

E

EMBLEM, 20

EX-OFFICIO MEMBERS, 15

EXECUTIVE COMMITTEE, 2

EXECUTIVE OFFICE BEARERS AND DUTIES, 2

F

FINANCE, 8

FIRST AID OFFICER, 14

FITNESS OF PATROLLING MEMBERS, 19

G

GEAR STEWARD, 14

GENERAL MEETINGS, 5

I

INFLATABLE RESCUE BOAT CAPTAIN, 13

INSPECTION OF BOOKS, 8

INSURANCE, 8

INTERPRETATION, 9

INTOXICATING LIQUOR, 17

J

J.S.L.S.C., 20

JUDICIARY, 15

K

KEYS, 16

L

LIABILITY, 8

LIFE MEMBERSHIP, 11, 15

LONG SERVICE MEMBERSHIP, 10

M

MAKING, REPEALING AND AMENDING BY-LAWS, 13

MANAGEMENT COMMITTEE, 7

MANAGEMENT COMMITTEE, 11,15

MARCH PAST COACH, 14

MEDICAL OFFICER, 12

MEMBERS LIABILITY, 8

MEMBERS, PAYMENT OF, 9

MEMBERSHIP, 1

MEMBERSHIP CATEGORIES 9 , 10

MEMBERSHIP CO-ORDINATOR, 14

MEMBER PROTECTION 15

N

NAME, 1

NIPPER MEMBERSHIP, 9

NOTICES, 6

NOTICES OF MOTION, 16

O

OBJECTS, 1

OFFICERS OF THE CLUB, 12

OPEN ORDERS, 22

OH&S 15

P

PATROLS, 17 21, 22

PATRON/S, 12

PAYMENT OF OFFICE BEARERS AND MEMBERS, 9

POLITICS AND RELIGION, 17

PREMISES AND PROPERTY, 16

PRESIDENT, 2

PRIZES, 22

PROBATIONARY MEMBERSHIP, 9

PROCEDURES AND RULES OF DEBATE, 17

PROVISO, 8, 19

PUBLIC OFFICER, 3

PUBLIC OFFICER, 20

PUBLICITY OFFICER, 12

R

R & R COACH, 14

RACE SECRETARY, 14

RADIO OFFICER, 13

REGISTER, 8

REGULATIONS, 21

REGULATIONS, MAKING, REPEALING AND AMENDING, 21

RESERVE ACTIVE MEMBERSHIP, 10

RULES, 1

RULES OF DEBATE, 20

RULES, ALTERATION OF, 9

RULES, ALTERATIONS TO, 8

RULES, BY-LAWS AND REGULATIONS, 17

S

SAVING PROVISO, 19

SELECTION, 15

SKI CAPTAIN/COACH, 14

SOCIAL COMMITTEE, 14

SOCIAL SECRETARY, 13

SOLICITOR, 12

SPECIAL RESOLUTIONS, 6

SUB-COMMITTEES, 7

SUB-COMMITTEES, APPOINTMENT OF, 15

SUBSCRIPTIONS, 15

SURPLUS PROPERTY, 8

SWIM COACH, 14

T

TEAM MANAGERS, 13

TOURING TEAM MANAGER, 14

TOURING TEAM MANAGER, UNDER 14, 14

TROPHIES, 22

TRUSTEES, 19

U

UNDER 14 CLUB CAPTAINS 15

UNDER 14 MARCH PAST COACH, 14

UNDER 14 MEMBERSHIP, 14

UNDER 14 R & R COACH, 14

UNDER 14 TOURING TEAM MANAGER, 14

UNDER 14 WATER COORDINATOR, 14

UNDER 16 MEMBERSHIP, 10

UNDER 18 TEAM MANAGER, 15

V

VACANCIES, 7

VACATION OF OFFICE, 9

VICE CAPTAIN, 12

VICE PRESIDENT, 2

VISITORS, 16

VOTING RIGHTS, 5, 16, 19

