

MacMasters Beach Surf Life Saving Club Inc.

BY-LAWS and POLICIES

Made under Rule 25 of the CONSTITUTION

Adopted by resolution of the Board of Directors on the 22nd June 2018 and varied on 18th September 2019

[signed] 
Alan Blackman – President

[signed] 
David White – Director of Administration

DATED: 18th September 2019



BY-LAWS and POLICIES of the MacMasters Beach Surf Life Saving Club Inc.

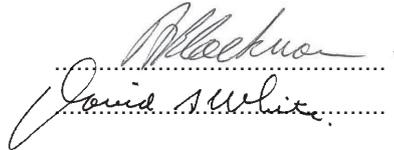
Adopted by resolution of the Board of Directors.

<u>President:</u>	Alan Blackman.....
<u>Deputy President:</u>	Jan Sillato
<u>Director of Administration:</u>	David White
<u>Director of Finance:</u>	John Evans
<u>Director of Life Saving:</u>	Peter Roden.....
<u>Director of Competition:</u>	Craig Lee
<u>Director of Member Services:</u>	Alison McNeill.....
<u>Director of Education:</u>	Graham Johnston
<u>Life Member:</u>	Michael Norman

DATED: This 22nd .day of June 2018

Alan Blackman President

David White Director of Administration:



Note: By virtue of the Constitution these By-Laws and Policies may be varied by resolution of the Board of Directors. Clause 12 of the By-Laws was replaced by board resolution on the 18 July 2018 and varied on 18 August.

PART 1 - BY-LAWS

1 STANDING

- (a) These By-Laws are made by the Board under clause 25 of the Constitution.
- (b) These By-Laws may be amended and/or varied by the Board from time to time.
- (c) These By-Laws as amended or varied shall be published and notified to members.
- (d) A copy of these By-Laws is to be available to any member from time to time.
- (e) These By-Laws do not apply to any extent that they are in conflict with the Constitution or the requirements of SLSA, SLSNSW or Branch.
- (f) The requirements of Constitution, SLSA, SLSNSW or Branch shall prevail at all times.
- (g) These By-laws may be amended, varied or changed by resolution of the Board.

2 INTERPRETATION

- (a) Terms defined in the Constitution have the same meaning in these By-Laws.
- (b) Committee means as provided in clause 6.

PART 2 - THE CLUB

3 COLOURS

- (a) The Club colours shall be:
 - (i) Blue - PMS 313 [C: 100; M: 0; Y: 10; K: 4] and
 - (ii) Yellow – PMS 116 [C:0; M: 12; Y: 100; K: 0]
- (b) The Club Competition Cap shall be the same Blue with stripe of the same Yellow.
- (c) Any alterations must be approved by SLSA, SLSCNSW and Branch.

4 BADGES AND BLAZERS

- (a) The Club blazer shall be blue with the official club badge embroidered on the breast pocket.
- (b) The Club badge shall bear the words “MacMasters Beach S.L.S.C established 1945.”
- (c) No member shall wear any clothing of apparel that indicates in any way that such member is associated with the club without permission of the Board.

5 HONORARY OFFICERS

- (a) The Club may elect the following Honorary Officers.
 - (i) Patron(s).

- (ii) Vice Patron(s).
 - (iii) Solicitor.
 - (iv) Medical Officer(s) Advisory).
 - (v) Auditor.
- (b) Honorary Officers:
- (i) need not be members of the Club;
 - (ii) shall have the right to attend Annual and Special General Meetings;
 - (iii) to speak or express opinions on business conducted at those meetings;
 - (iv) shall not have the right to vote.

6 COMMITTEES – Executive Committee and Standing Committees - ('Committee')

- (a) There shall be an Executive Committee which:
- (i) comprises the President, the Director of Administration, the Director of Finance and the Director of Life Saving;
 - (ii) is to act on behalf of the Board in circumstances where it is not practicable to convene a meeting of the Board;
 - (iii) shall make decisions by a simple majority;
 - (iv) with a casting vote for the chairman in the case of equality of votes.
- (b) The Board may appoint Standing Committees:
- (i) of officers and/or members of the Club;
 - (ii) of such numbers as the Board determines;
 - (iii) to undertake specified functions and to report to the Board.
- (c) Committees shall meet as they determine necessary.
- (d) Reasonable notice of all Committee meetings must be given to the members of the respective Committee.
- (e) Issues at Committee meetings shall be decided by a simple majority.
- (f) The chairman of a Committee shall have a casting vote in addition to his normal vote.
- (g) The quorum for a meeting of a Committee shall be one-half of the number of members.
- (h) A Committee may meet and adjourn as it determines.
- (i) A Committee shall be chaired by a member of the Board unless otherwise determined by the Board.
- (j) Committee members shall be persons with the relevant skills and interests.
- (k) Proceedings of meetings shall be in writing and adopted at the subsequent meeting.
- (l) The Chairperson shall report to each Board meeting.
- (m) The President and the Director of Administration shall be ex-officio members of all Committees.

7 POLITICS AND RELIGION

- (a) The Club shall be 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) Other than a Board member no member shall purport publically to express views of the Club.

8 VISITORS

- (a) A member may invite a visitor into the Club premises.
- (b) The introducing member shall be responsible for such visitor.
- (c) Notwithstanding the foregoing, an Officer may permit distinguished visitors to use the Club premises at their discretion and shall report such permission to the Board.

9 DISPLAY OF CONSTITUTION, BY-LAWS AND POLICIES

- (a) Copies of the Constitution, By-Laws and Policies shall be readily available from the Director of Administration at all reasonable times.
- (b) Each member shall be deemed to have read them and to have agreed to accept them.

10 DISSOLUTION

- (a) The Club shall be wound up in the event of membership reaching less than 20 Patrolling members.

- (b) Otherwise the Club shall be wound up as provided in the Constitution.
- (c) The provisions of Article 34 of the Constitution shall apply in a winding up of the Club.

11 ANNUAL REPORT

- (a) The Annual Report shall be prepared under the direction of the Board.
- (b) The Annual Report shall be adopted by the Board and presented to the Annual General Meeting.

12 SUBSCRIPTIONS [as adopted by the Board of Directors on 18 July 2018]

- (a) The annual membership subscription is (until determined otherwise by the Board):
 - (i) All categories of Membership excluding Nippers and Associates \$55 00
 - (ii) Nippers -
 - (A) U6 & U7 - \$50.00 per child
 - (B) U8 to U14 (Note: these fees DO NOT include the State Carnival)
 - (C) 1st Child \$100 -- 2nd Child \$ 80 - 3rd Child \$ 70
 - (iii) Associates \$55.00.

Note:

1. U8 – U14 Nippers also need to purchase the club skull cap and pink vest. These are necessary for safety on our beach. For competing nippers, the club swimming costume must be purchased also. U6 & U7 Nippers must purchase the pink vest.
 2. Parental membership is encouraged to enable parental involvement with age groups. Parents are encouraged to join (Associate or Patrolling membership). This means that the parent is covered by the Club's insurance.
- (a) The Club Membership Year is the 12 months from the 1st May of a year, to the 30th April of the next year.
 - (b) Membership renewal is due from the 1st May each year and should be paid by prior to the commencement of patrols in that year.
 - (c) Members who are not financial or qualified are not to participate in any Club activities including training, competition, patrols.
 - (d) 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.
 - (e) Any member failing to pay their subscription by 31 December in any year shall not be entitled to any privileges of the Club so long as the subscription shall remain in arrears and at the discretion of the Board. If the arrears are not paid by that date, membership may be terminated.
 - (f) No person financially indebted to any other affiliated Club of the Surf Life Saving Association of Australia shall knowingly be admitted to membership.

13 FINANCIAL YEAR

- (a) Until determined otherwise the financial year of the Club shall run from the 1st day in May in one year to the 30th day in April in the following year.

14 FINANCE

- (a) All payments are to be made by the authority of the Director of Finance, the Board or the Executive Committee.
- (b) The income and property of the Club shall:
 - (i) be used only for promotion of the Objectives of the Club;
 - (ii) not be paid or transferred to members by way of dividend, bonus or profit.
- (c) A person who expends personal funds to purchase goods or to make repairs on behalf of the club, must produce the relevant receipt or invoice to be reimbursed.
- (d) If the relevant invoice cannot be produced, the Director of Finance must withhold payment until the matter can be brought before a Member of the Board or Board meeting for approval of such payment.

15 **INSPECTION OF BOOKS,**

- (a) 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 and on giving reasonable notice to the Director of Finance.

16 **INSURANCE**

- (a) The Club shall effect and maintain insurance of the Clubhouse and all Club property from time to time with a good, reputable and substantial insurance company
- (b) Due regard must be paid to the advice of a substantial and reputable insurance broker retained by the Board.

17 **PATROLS**

- (a) 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 Board, shall patrol MacMasters Beach during the patrol season and at such hours as may be determined by the Branch.
- (b) All persons Patrolling must be comply with the requirements, standards and principles applied by SLSA, SLSNSW and Branch as well as the requirements of the Club.

18 **PREMISES AND PROPERTY**

- (a) The President shall have custody of all keys make appropriate allocations.
- (b) A register of all keys issued shall be kept by or on behalf of the President.
- (c) The Clubhouse is for the use of the Club Members and as directed by Board.
- (d) Hire and lease of the Clubhouse must be in accordance with a Clubhouse Hire Policy.
- (e) No unseemly conduct likely to interfere with the comfort of Club Members will be permitted.
- (f) The Club property remains at the Clubhouse and only for intended purposes unless approved by the President.
- (g) Any person damaging Club property must replace it or pay compensation to the Club.

19 **INTOXICATING LIQUOR**

- (a) Intoxicating liquor shall not be brought to the Club premises without express permission from the Board.
- (b) The Club must abide by the principles of "Responsible Service of Alcohol".

PART 3 - ADMINISTRATION and OPERATIONS

20 **MEMBERSHIP**

- (a) Membership is open to all persons who accept the Objectives, Constitution, Rules, By-Laws and Policies of the Club, SLSA, SLSNSW and Branch.
- (b) Persons wishing to become members of the Club shall apply on the Membership Application Form.
- (c) Members must comply with the Club's, SLSA, SLSNSW and Branch Constitution, By-Laws and Policies and Objectives.
- (d) The Board shall determine each membership application and need not supply reasons.
- (e) Members shall promptly pay all membership fees.
- (f) A person ceases to be a member if the person:-
 - (i) dies;
 - (ii) resigns membership;
 - (iii) is expelled from the Club, or is rejected by the Board on any proper rounds;
 - (iv) suffers cancellation of membership on any proper grounds.
- (g) All members must be recorded on the SurfGuard site of SLSNSW.

21 **GRIEVANCES, JUDICIAL AND DISCIPLINE**

- (a) The Club adopts the Grievances, Judicial and Discipline Regulations of SLSA (the 'SLSA DJDR's') as amended from time to time.
 - (i) The SLSA DJDR's as they are from time to time apply to the Club.

- (ii) In the event of any conflict between the SLSA DJDR's and the other provisions of this clause 21 the SLSA DJDR's shall apply.
- (b) Any Member who is determined by the Board to have acted in a manner contrary to the Constitution or the By-Laws or the Policies of the Club which may bring the Club into disrepute in the community are subject to disciplinary action by the Board, (or in appropriate circumstances) by the Executive Committee then subject to ratification by the Board.
- (c) Breach of the obligations in sub clause (a) may result in one or more of:
 - (i) cancellation of membership;
 - (ii) removal from any position held by the person;
 - (iii) expulsion from membership;
 - (iv) reprimand; or
 - (v) suspension of membership for such period as the decision maker may determine.
- (d) Any member suffering any action under sub clause (a) of this clause shall have such rights of appeal as may be available or provided for under the Constitution and the SLSA DJDR's.

22 MEMBERSHIP CATEGORIES

The Constitution provides as to the categories of membership of the Club in Rule 8 empowering the Board to establish the qualifications for and the rights privileges and obligations attaching to membership under Rule 25.

To the extent that any of the following is in conflict with established principles of Branch, SLSNSW or SLSA the provision does not apply.

- (a) **Probationary Membership.**
 - (i) All new members are Probationary for three (3) months from the date of election.
 - (ii) Membership may be reclassified at the conclusion of a member's probationary period following which the candidate may be accepted, rejected, re-classified or probation may be extended.
 - (iii) A probationary member is not eligible to stand for any office or vote on any matter.
 - (iv) During the probationary period, newly elected members must obtain the Bronze Medallion of the SLSAA. Failure to do so within three (3) months shall result in an explanation being made to the Executive Committee, who has the power to transfer membership to the category of an associate.
 - (v) During the probationary period under 14 members must qualify for the Surf Lifesaving Certificate of the SLSAA which time may be extended by the Executive Committee.
 - (vi) The Training Officer or his deputy may be called on to report on an applicants' progress to the Board.
- (b) **Junior Membership (Nipper)**
 - (i) A Junior (Nipper) Member shall be a person who may be a minimum age of 5 years up to a maximum age of 13 years on seasonal basis and such person shall be required to gain the relevant Junior Activity Achievement Certificate for that person's age group.
 - (ii) Junior Activity members shall not be entitled to vote at any Club meeting.
 - (iii) They may use the Club premises and equipment and participate in Club activities as approved or assigned to them by the Board of Directors.
 - (iv) A Junior (Nipper) under seven (7) may join for educational purposes, a list of members names under seven (7) shall be kept in a separate register complete with name and address.
- (c) **Under 15 Membership (Cadet)**
 - (i) Is aged between 14 years and 17 years.
 - (ii) Is qualified as defined in the Marlins Manual.
 - (iii) Has obtained the Surf Life Saving Certificate in that season or has passed an Annual Proficiency Test.
 - (iv) Is not entitled to vote at any meeting or to hold any office in the Club.

- (v) May use the premises and equipment and participate in Club activities considered necessary for training for their SLSA awards.
- (d) **Active Membership**
- (i) Must be the holder of a Bronze Medallion.
 - (ii) Must fulfil the full patrol and Club obligations.
 - (iii) Must qualify in an annual proficiency test each season, unless the member has obtained the Bronze Medallion in the season current.
 - (iv) If Under 18 years is an Active Junior Members with the same role as Senior Active Members who over the age 18 years.
- (e) **Reserve Active Membership**
- (i) Reserve Active Membership may be granted to Active Members by a resolution of the Board.
 - (ii) Must have satisfactorily completed (after the gaining of the Bronze Medallion)
 - (iii) Has at least eight years of patrol and Club obligations with any Club affiliated with the SLSAA as provided by the Association and Club Constitution and By-Laws and Policies.
 - (iv) Reserve Active Membership shall not be automatic.
 - (v) Must perform a minimum number of patrols as required at the discretion of the Club.
 - (vi) Must complete the annual proficiency test.
 - (vii) Notwithstanding sub-clause (i) above, Reserve Active Membership may be granted under exceptional circumstances to Active Members irrespective of the years of service.
 - (viii) Applications must be made in writing to the Board at least twenty-eight (28) days before the Annual General Meeting of the Club.
 - (ix) Officials of the Board of Examiners are exempt from club patrols.
- (f) **Long Service Membership**
- (i) Long Service Membership may be granted to members who have completed:
 - (A) ten years Active service; or
 - (B) members who have completed eight years of Active service plus two years Reserve Active service.
 - (ii) In exceptional circumstances the Board may grant Long Service Membership to a Reserve Active Member irrespective of the number of years served as a Reserve Active member.
 - (iii) They are exempt from all patrol obligations.
 - (iv) May be granted other special privileges of membership as may be provided in the Club Constitution and By-Laws.
- (g) **Award Membership**
- (i) Award Membership may be granted to persons who hold an Association Award of one or more of the designations - Radio Award(s), - Resuscitation – Certificate - Advanced Resuscitation Certificate.
 - (ii) Such members may be called upon to perform patrol and/or other club obligations within the scope of their qualifications.
- (h) **Associate Membership**
- (i) Associate Membership is seen as a supporting membership open to people without Surf Lifesaving qualifications but with empathy and support for the ideals of the movement and the Club. In general, Associate Members will be persons who have an active interest in the Club and wish to help in any way.
 - (ii) Associate, or community, membership may be granted to persons who may or may not hold an association award.
 - (iii) Associate Members may be elected to a Board position.
 - (iv) An Associate Member may attend but not to vote at a general meeting unless the Associate Member holds:
 - (A) or has held a bronze Medallion; or
 - (B) is a Director of the Club.
- (i) **Life Membership**
- (i) The Club shall have the authority to elect Life Members in any one year. To be recognised as a Life Member of MacMasters Beach SLSC, the nominee must

have demonstrated a commitment to and made significant contributions to the growth and development of the Club.

This contribution may be through patrol service or administration. Also if a member is incapacitated or dies during their service they can be eligible for Life Membership.

The Process:

(ii) Nominations shall be submitted on the prescribed nomination form to the Director of Administration at least sixty days (60) before the Annual General Meeting.

(iii) The Director of Administration forwards the nomination(s) to the President who, along with the Life Member Representative forms a Life Member Committee to consider the nomination(s). If the President is a nominee then the Life Member Representative is to be the Chairperson of the Life Member Committee.

The Life Membership Committee to consist of the President as Chairperson, Life Member Representative and two other Life Members.

(iv) If the application is approved by the Life Member Committee, then the Board of Directors will be advised.

(v) The nomination is then voted on at the Annual General Meeting and must be approved by at least two thirds majority.

Criteria:

(vi) The nominee must fulfil one of the following criteria to be considered for Life Membership.

- 20 years Patrol Service (with a minimum of 20 hours per year) or
- 15 years 100% patrol service, or
- 15 years' service as a Director and/or a Manager position held within the Club

AND the nominee should clearly have demonstrated a commitment to the growth and development of the Club, i.e. major achievement, special contributions, SLS Awards, leadership within the Club, competition and supporting documentation must be provided.

Privileges of Life Membership

(vii) Life Members shall be eligible:

- to attend all General Meetings of the Club, to speak and vote on any motion put forward;
- to hold any official position in the Club;
- to use the Club's premises and facilities;
- to participate in all Club activities;
- to wear the Club's uniform and badges;
- for exemption from payment of any membership fees or performing any patrol duties.

(j) **Leave of Absence**

(i) Leave of absence may be granted by the Board to Active Members who may have either temporarily or permanently moved their place of residence to any locality which makes attendance for patrols impractical.

(ii) Applications for leave of absence must be submitted in writing each year before the third Sunday in September or such later date as the Board may decide, and be accompanied by the required annual subscription.

(iii) If an application has not been re-submitted by the third Sunday in September or such later date as the Board may decide, the membership may be deemed terminated.

(k) **Honorary Membership**

(i) The Board may confer Honorary Membership for a period not exceeding one month on:

- (A) visiting members of affiliated clubs;
- (B) visiting members of kindred clubs; or

- (C) distinguished visitors.
- (ii) Honorary Members shall be entitled to use of all the Club premises and facilities.

23 APPLICATION FOR MEMBERSHIP

*The Constitution provides as to application for membership of the Club in Article 8.3
The following further provisions are made for application for membership of the Club.
In any conflict between the provisions of Article 8.3 of the Constitution and the terms of this
By-Law the Constitution shall prevail.*

- (a) Applications for membership shall be in accordance with these By-Laws.
- (b) Applications shall be made on a special application form approved by the Board.
- (c) The completed form, signed by the applicant, shall be handed to the Director of Administration, together with a year's membership fee.
- (d) This fee shall be refunded if the applicant is not granted membership.
- (e) The Director of Administration may grant provisional membership. This must be ratified at the next meeting of the Board.
- (f) A vote to admit a member must be carried by a two-thirds majority of the members of the Board present at the meeting.
- (g) Applicants for membership who were previously members of other affiliated clubs must obtain clearance from their previous club before being admitted.
- (h) Members of other affiliated clubs may be granted dual membership at the discretion of the Board.
- (i) All applicants for active membership must appear in person before membership can be granted.

24 ROLE OF DIRECTORS

The respective Directors of the Club shall have the following indicated primary responsibility to the Board in respect of the conduct of the affairs of the Club.

- (a) **President**
 - (i) shall be responsible for all affairs of the Club;
 - (ii) shall report to and lead the Board; and
 - (iii) except as provided in the Constitution and these By-Laws shall chair all meetings.
- (b) **Deputy President**
 - (i) Shall report to the President and the Board.
 - (ii) Maintain an effective record of Sponsors and Donors.
 - (iii) Issue letters of thanks to sponsors and donors.
 - (iv) Maintain strong relations with existing Sponsors and Donors and identify and attract new Sponsors and Donors.
 - (v) Work with Director of Finance and Director of Administration in the preparation of formal sponsorship agreements.
 - (vi) Organise an annual occasion to thank sponsors and major donors.
 - (vii) Provide and act as a conduit between the members and the Board.
 - (viii) Undertake the duties of Member Protection Officer.
 - (ix) Chair the Social Committee and coordinate social events.
 - (x) Establish contact with SLSA Grant Seeking Unit, Identify Grant opportunities and prepare and lodge grant applications.
 - (xi) Deputise for the President as required.
- (c) **Director of Administration**
 - (i) Shall report to the President and the Board.
 - (ii) The appointment and performance of the:
 - (A) Registrar;
 - (B) Clubhouse Manager;
 - (C) Technology Manager; and the
 - (D) OHS Officer.
 - (iii) Responsible for all communications within and outside of the Club.
 - (iv) Provide leadership in all activities dealing with the administration of the Club.
 - (v) Ensure the appointed Managers carry out their responsibilities and duties.

- (vi) Report to the Board monthly.
 - (vii) Arrange regular meeting with the Managers and Registrar.
 - (viii) Prepare estimates of annual funding required for administration.
 - (ix) Production of a newsletter monthly to be sent to all members.
 - (x) Produce the Annual Report with the assistance of other Directors.
 - (xi) Ensure Club records are kept of the business of the Club.
 - (xii) Maintain the Constitution, By-Laws and Policies, Register of Members, minutes of all general and management meetings and a log of correspondence
 - (xiii) Be the Club's Public Officer.
- (d) **Director of Finance**
- (i) Shall report to the President and the Board.
 - (ii) Control all financial aspects of the Club.
 - (iii) Pay such accounts which are approved for payment or ratified.
 - (iv) Deposit money received by the Club is paid into the Club bank account.
 - (v) Ensure monies received are properly receipted.
 - (vi) Maintain correct books and accounts are kept showing the financial affairs.
 - (vii) Provide monthly financial reports to the Board.
 - (viii) Appointment and performance of a:
 - (A) Bar Manager;
 - (B) Fundraising Co-ordinator;
 - (C) Bookkeeper;
 - (D) Clothing Co-ordinator; and a
 - (E) Hall Hire Co-ordinator.
- (e) **Director of Lifesaving**
- (i) Shall report to the President and the Board.
 - (ii) Surf Life Saving activities and operation of Patrols.
 - (iii) Discipline of members in relation to Patrols.
 - (iv) Appointment and performance of:
 - (A) Patrol Captains;
 - (B) an Equipment Officer;
 - (C) a Vice Captain; and of an
 - (D) IRB Officer.
- (f) **Director of Education**
- (i) Shall report to the President and the Board.
 - (ii) Education in Surf Life Saving and surf awareness.
 - (iii) Qualifications and Proficiencies.
 - (iv) Liaise with IRB Captain regarding IRB award
 - (v) Appointment and performance of:
 - (A) Education Officer;
 - (B) First Aid Officer;
 - (C) Assessors; and a
 - (D) Training Officer.
- (g) **Director of Competition**
- (i) Shall report to the President and the Board.
 - (ii) Carnival Entries - enter competitors in carnivals based upon their entry form.
 - (iii) Carnival Entry Fees - collect entry fees and forward to Director of Finance.
 - (iv) Promotion of carnivals to entries at Club, Branch, State and Australian levels.
 - (v) Arrange training and up skilling of coaches.
 - (vi) Appointment and performance of:
 - (A) Head Coach;
 - (B) Boat Captain;
 - (C) Managers for U15s, U17s, U19s, Open and Masters;
 - (D) Equipment Manager;
 - (E) Gear Trailer Manager.
 - (F) Carnival Officials;
 - (G) Accommodation Liaison Officer;
 - (H) Swim and Board Points core Co-ordinator; and a
 - (I) Surfboard Riding Point Score Co-ordinator.

- (h) **Director of Member Services**
 - (i) Shall report to the President and the Board.
 - (ii) Responsible for the activities of Cadets and Active Juniors.
 - (iii) Responsible for the progression of Junior members through to Senior Ranks.
 - (iv) To promote member development.
 - (v) Ensure member recognition for awards.
 - (vi) Retain and extend membership.
 - (vii) Develop and organise Sunday activities
 - (viii) Appointment and performance of:
 - (A) Manager of Member Development;
 - (B) Manager for Member Recognition;
 - (C) Manager of Sunday Activities; and
 - (D) Age Managers for fewer than 6s, 7 8s, 9s, 10s, 11s, 12s, 13s and Under 14s.
- (i) **Nominated Life Member**
 - (i) Ensure the Club's history is preserved and passed on to members.

25 **ROLE OF MANAGERS**

The functions, duties and responsibilities of Managers shall be as follows.

- (a) **Registrar**
 - (i) Report to the Director of Administration.
 - (ii) Responsible for registering all members and keeping records up-to-date.
 - (iii) Maintain the Club membership on SurfGuard.
 - (iv) Register members and process their applications.
 - (v) Attend meetings as required.
- (b) **Clubhouse Manager**
 - (i) Report to the Director of Administration.
 - (ii) Responsible for the general management and maintenance of the Clubhouse.
 - (iii) Regular checks on the Clubhouse interior and exterior.
 - (iv) Recommendations to the Board including quotes for repairs/alterations required around the Clubhouse.
 - (v) Attend regular meetings as required.
- (c) **Technology Manager**
 - (i) Report to the Director of Administration.
 - (ii) Upkeep, maintenance and recommendation of upgrades where necessary of the Club's office equipment, communications.
 - (iii) Development, maintenance and operation of the software systems.
 - (iv) Maintain supplies of all consumables including paper, ink, cartridges, fax film and photocopier toner supplies.
 - (v) Liaise with the Board on recommendations of upgrades where necessary.
 - (vi) Attend regular meetings as required.
- (d) **OH&S Officer**
 - (i) Report to the Director of Administration.
 - (ii) Cause development of appropriate OH&S policy and processes.
 - (iii) Responsible for occupational health and safety in and around the Clubhouse.
 - (iv) Liaise with members, Managers and team leaders on OH&S.
 - (v) Report to and advise the Board regularly.
 - (vi) Attend regular meetings as required.
 - (vii) Develop and arrange OH&S training relating as required.
- (e) **Bar Manager**
 - (i) Report to the Director of Finance.
 - (ii) Co-ordinate and manage the bar trading activities.
 - (iii) Ensure adequate stocks of a variety of beverages and glasses.
 - (iv) Ensure bar workers have the necessary qualifications to comply with current Liquor Licensing Laws and provide the necessary training for the club's bar equipment, cash procedures etc.

- (v) Cause compliance with liquor licencing and all other laws during any operation including functions.
 - (vi) Prepare manage a roster of bar workers to ensure smooth trading.
 - (vii) Ensure written reports are kept regarding functions and trading days.
 - (viii) Ensure separate reconciliation of cash takings for each trading day using approved summary forms and prepare the cash float for the next shift.
 - (ix) Perform monthly stock-takes on approved forms.
 - (x) Ensure compliance with local health regulations.
 - (xi) Ensure compliance with the Club's House Policy regarding the Responsible Service of Alcohol regulations and requirements of NSW and the liquor authorities.
 - (xii) Ensure regular maintenance/cleaning of equipment as required.
 - (xiii) Liaise with Hall Hire Co-ordinator regarding club functions, hall hire etc.
 - (xiv) Attend regular meetings as required by the Director of Finance.
 - (xv) Liaise with OH&S Manager for all occupational health and safety issues.
- (f) **Fundraising Co-Ordinator**
- (i) Report to the Director of Finance.
 - (ii) Co-ordinate all fundraising activities of the club including raffles, door-knock appeals and activities such as Ducks for Bucks.
 - (iii) To prepare annual fundraising programs for the club and liaise with other managers as appropriate to assist with those activities e.g. member retention/social for trivia nights and like programs.
 - (iv) Attend regular meetings as required by the Director of Finance.
- (g) **Bookkeeper**
- (i) Reports to Director of Finance.
 - (ii) Prompt processing of income and expenditure as required.
 - (iii) Processing invoices which are approved in the appropriate manner.
 - (iv) Provide preliminary monthly reports such as Profit & Loss Account, Balance Sheet and Bank Reconciliation's under direction from the Director of Finance.
 - (v) Attend regular meetings as required by the Director of Finance.
- (h) **Clothing Co-Ordinator**
- (i) Report to the Director of Finance.
 - (ii) Oversee the purchasing, sales and storage of clothing items.
 - (iii) Ensure adequate stocks are on hand at appropriate times.
 - (iv) Liaise with Director of Member Services regarding requirements.
 - (v) Liaise with Director of Competition regarding competition requirements.
 - (vi) Liaise with Fundraising Co-coordinator.
 - (vii) Attend regular meetings as required by the Director of Finance.
- (i) **Hall Hire Co-Ordinator**
- (i) Report to the Director of Finance.
 - (ii) Co-ordinate the hall hiring for club functions or casual hiring.
 - (iii) Keep a diary for recording club bookings.
 - (iv) Liaise with the Bar Manager Café lessee.
 - (v) Provide regular reports on hall bookings.
 - (vi) Attend regular meetings as required by the Director of Finance.
 - (vii) Liaise with OH&S Manager on all occupational health and safety issues.
- (j) **Patrol Captains**
- (i) Report to Director of Lifesaving.
 - (ii) Responsible for the effective patrolling of the beach.
 - (iii) Maintaining daily patrol Log Books completed and signed at end of day.
 - (iv) Beach Assessment and Patrol Set-up.
 - (v) Allocation of patrol roles. e.g. IRB drivers and crew, swimmer, board paddler, first aid, roving patrols, tower observation.
 - (vi) Ensure that all patrol members are wearing their uniform.
 - (vii) Involving patrol members involved in scenarios ready for action.
 - (viii) Liaison with OH&S Manager on all occupational health and safety issues.
- (k) **Education Officer**
- (i) Report to Director of Education

- (ii) Training of members to gain Surf Life Awards.
 - (iii) Overseeing requalification of members in their awards.
 - (iv) Identify individual training needs of members.
 - (v) Encourage individuals to be up skilled and trained as instructors.
 - (vi) Encourage members to up skill and Nipper parents to obtain awards.
 - (vii) Plan, advertise, organise and conduct award requalification.
 - (viii) Advertise and schedule Training Courses and delegate as required to qualified instructors
 - (ix) Liaise with Instructors and Nipper Coordinator on Nipper Age Awards.
 - (x) Arrange appropriate training equipment.
 - (xi) Ensure all equipment is in sound working order.
 - (xii) Complete stock take of Training equipment at start and end of each season.
 - (xiii) Order equipment as needed e.g. Training Manuals, masks etc.
- (l) **Equipment Officer**
- (i) Report to the Director of Lifesaving.
 - (ii) Ensure equipment is stocked, maintained and stored appropriately.
 - (iii) Conduct pre-season stock take of Life Saving Equipment (excluding IRB).
 - (iv) Cause repair of damaged equipment. Advise Club Captain of same.
 - (v) Inform Club Captain of need for available for equipment.
- (m) **Deputy Director of Life Saving**
- (i) Report to the Director of Lifesaving.
 - (ii) The Vice-Captain is aged under 21 and appointed by the Director of Life saving.
 - (iii) Assist the Club Captain in all matters relating to young members and Surf Life Saving matters.
 - (iv) Attend Management Meeting acting as a spokesperson for young members.
 - (v) To liaise with Under 14 Age Manager in organizing and promoting the Rookie Program to Under 13 and 14 nippers. This includes allocating rookies to a patrol and completing activities as required by the Westfield Rookie Program e.g. Rookie Challenge, Rookie of the Year nomination.
 - (vi) Assist the Director of Life Saving with Life Saving as required.
 - (vii) To act as a link between the youth of the club and the Board.
 - (viii) Liaise with the Under 14 Age Manager regarding organizing and promoting of social activities for the youth of the club.
- (n) **IRB Officer**
- (i) Report to the Director of Lifesaving.
 - (ii) Maintain, stock take, store and secure Club IRBS as well as conduct training.
 - (iii) Maintain all IRB equipment including motors, hulls etc.
 - (iv) Organise and conduct training sessions for IRB Drivers and Crewpersons.
 - (v) Conduct pre-season annual stock take.
 - (vi) Maintain IRB storage area with regard to OH&S requirements.
 - (vii) Ensure that all IRB drivers are educated on security of IRB equipment e.g. motors securely chained and locked.
 - (viii) Liaise with the Director of Education and conduct training
- (o) **First Aid Officer**
- (i) Report to the Director of Lifesaving.
 - (ii) Maintain and upkeep the First Aid Room.
 - (iii) First Aid Room. - Ensure room is clean, tidy and signage is displayed. Follow OH&S guidelines e.g. sharps disposal.
 - (iv) Ensure First Aid Log Book is available.
 - (v) Ensure all equipment is in sound working order.
 - (vi) Oxy-Viva. Ensure all oxy-viva units are fully equipped and serviced, including oxygen cylinders.
 - (vii) Conduct pre-season annual stock take and order supplies as required throughout the season.
 - (viii) Ensure all First Aid Kits are sufficiently stocked e.g. beach patrol and club house kits.
 - (ix) Liaise with the OH&S Manager on all occupational health and safety issues.

- (p) **Head Coach**
- (i) Report to Director of Competition.
 - (ii) Responsible for training and coaching of competitors aged from Under 15 to Masters in all disciplines.
 - (iii) Appoint Coaches for water and beach training.
 - (iv) Organise and advertise club training sessions.
 - (v) Organise specialist coaches to run training sessions for competitors as required.
 - (vi) Liaise with Age Managers with regard to team selections.
- (q) **Boat Captain**
- (i) Report to Director of Competition.
 - (ii) To promote boat competition to all members of the club.
 - (iii) Organise boat crews and ensure that all rowers are financial and requalified.
 - (iv) Organise training sessions as required.
 - (v) Conduct annual stocktake of equipment and maintain register of equipment.
 - (vi) Maintenance and repair of equipment.
 - (vii) Up skilling of members to train as 'boat sweeps'.
 - (viii) Submit carnival entries to Director of Competition as per competition guidelines.
 - (ix) Supply articles and results for inclusion in the monthly Point Break.
- (r) **Age Managers**
- (i) Report to the Director of Competition i.e. Masters, Opens, Juniors.
 - (ii) Provide for the needs of specific age groups.
 - (iii) Assist the Head Coach with training and team selection.
 - (iv) Ensure competitors are entering carnivals as per competition guidelines.
 - (v) Responsible for the needs of the age group at carnivals e.g. registration, singlet.
- (s) **Equipment Manager**
- (i) Report to the Director of Competition.
 - (ii) To maintain and oversee the use of all competitive equipment, including hiring/leasing of equipment, collecting fees for equipment hire and forward to the Director of Finance and/or provide a list of outstanding fees.
- (t) **Gear Trailer Manager**
- (i) Report to the Director of Competition.
 - (ii) To tow trailer/equipment to carnivals.
- (u) **Carnival Officials**
- (i) Report to the Director of Competition.
 - (ii) To organise officials prior to carnivals. This includes beach, water and IRB. Additional officials to be trained and existing officials up skilled.
- (v) **Accommodation Liaison Officer**
- (i) reports to the Director of Competition.
 - (ii) To seek and organise accommodation for State and Australian Titles.
- (w) **Swim and Board Point Score Organiser**
- (i) Report to the Director of Competition.
 - (ii) To organise those wanting to enter the weekly swim and board points core.
 - (iii) Sunday point score swim and board races using a handicapping system.
 - (iv) Ensure competitors are financial, qualified and are patrolling members.
 - (v) Produce a set of guidelines for conducting and scoring of competition.
 - (vi) Record results and adjust handicaps throughout the competition.
 - (vii) Regularly publish progressive results in monthly Point Break.
- (x) **Surf Board riding and Body Board Competition Organiser**
- (i) Report to Director of Competition.
 - (ii) Cater for and organise those wanting to compete in surfboard riding and body boarding.
 - (iii) Organise monthly Surf Board and Body Board Riding Point Score Competition.
 - (iv) Ensure competitors are financial, requalified and are patrolling members.
 - (v) Produce a set of guidelines for conducting and scoring of competition.
 - (vi) Record results throughout the competition.

- (vii) Regularly publish progressive results throughout the season in monthly Point Break.
- (y) **Manager of Member Development**
 - (i) Reports to the Director of Member Services.
 - (ii) Encourage member development especially with youth activities.
 - (iii) Encourage the participation of the youth of the Club both within and outside the Club
 - (iv) Organise activities for the youth of the Club to participate in various programs such as Duke of Edinburgh, Surf Life Saving Leadership Camps,
 - (v) Provide Surf Life Saving Development Programs and other courses/schemes as they become available.
- (z) **Manager for Member Recognition**
 - (i) Report to the Director of Member Services.
 - (ii) Give members recognition at a Club level for their achievements.
 - (iii) Organise the annual Junior presentation with awards and any other Junior presentations as they arise.
 - (iv) Organise the annual Senior presentation with awards and any other Senior presentations as they arise.
 - (v) Organise the distribution of awards/certificates/medallions to members when they gain their Surf Life Saving Awards and similar.
 - (vi) Organise Club photographs as required.
- (aa) **Manager of Member Retention**
 - (i) Reports to the Director of Member Services.
 - (ii) Retain and promote our membership.
 - (iii) Organise Macs' Maniacs (winter swimming activities) during the off season
 - (iv) Co-ordinate and organise youth activities.
 - (v) Co-ordinate and organise social events including club functions in collaboration with the bar manager, kiosk manager and hall hire co-ordinator.
 - (vi) Organise winter footy tipping competition.
 - (vii) Organise golf club championships or similar activities.
- (bb) **Manager of Sunday Activities**
 - (i) Report to the Director of Member Services.
 - (ii) Encourage the youth of the Club to participate in all areas of Surf Life Saving.
 - (iii) Organise a rotational system incorporating surf life saving education, flags, sprints, board paddling and swimming for the youth of the Club.
 - (iv) Encourage members to participate in all areas to their full ability.
 - (v) Ensure the Sunday Activities are fun and not threatening in any way.
 - (vi) Ensure adequate equipment is available for beach activities.
 - (vii) Provide adequate beach activities and supervision during carnivals for those not competing.
 - (viii) If unavailable, arrange a replacement.
 - (ix) Ensure Member Protection Policy is followed.
 - (x) Organise a Sunday Swimming Coach
 - (xi) Organise a Sunday Board Coach.
 - (xii) Organise Sunday water safety.
 - (xiii) Organise a Sunday Gear Steward who will set up the beach for Sundays.
 - (xiv) Organise a Sunday BBQ Manager who will organise stock required for the Sunday BBQ, manage the weekly till float for the BBQ and deliver the funds raised to the Director of Finance. They will also manage the age group roster to run the BBQ each week.
 - (xv) Co-ordinate, educate and support the youth of the Club to gain their Junior Surf Life Saving Awards in liaison with Age Managers.
- (cc) **Manager for Surf Education**
 - (i) Report to the Director of Member Services.
 - (ii) Educate our youth in Surf Life Saving activities.
 - (iii) Co-ordinate, educate and support the youth of the Club to gain their Junior Surf Life Saving Awards in liaison with Age Managers
 - (iv) Encourage Juniors to participate in all aspects of surf education.

- (v) Ensure trainers and coaches are available for Sunday activities.
- (dd) **Age Managers Under 6s to Under 14s**
 - (i) Report to the Director of Member Services.
 - (ii) Ensure all age groups from Under 6s to Under 14s are catered for and their needs met both during Sunday Activities and also at carnivals.
 - (iii) Assist with training and team selection as per Marlins' Manual.
 - (iv) Ensure competitors are entering carnivals as per competition guidelines.
 - (v) Responsible for the needs of the age group on Sundays and at carnivals e.g. registration, singlets.
 - (vi) Communicate information on events.
 - (vii) Ensure Member Protection Policy is followed.
 - (viii) Encourage all age groups to participate.
 - (ix) Complete attendance figures for their respective age group.
 - (x) Liaise with the Manager for Surf Education in relation to awards.
 - (xi) If unavailable, arrange a replacement to supervise the age group.

PART 4 - BEACH OPERATIONS

26 PATROLS

- (a) Patrols shall be appointed by the Director of Lifesaving in conjunction with the Club Vice-Captain.
- (b) Once appointed, the patrol members shall be under the immediate direction of the Patrol Captain assisted by the Patrol Vice-Captain.
- (c) Dates of patrol rosters and hours of duty of each patrol member shall be set out on patrol roster cards and forwarded to each rostered patrol member.
- (d) Receipt of patrol roster cards shall be deemed to be sufficient notice of the times such member shall be on duty.
- (e) 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.
- (f) A member unable to attend an allotted patrol may arrange a substitute provided that the substitute has no less SLSA qualification.
- (g) No member of a patrol shall be permitted to leave area being patrolled during the period of duty without the permission of the Patrol Captain.
- (h) 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.
- (i) Members of patrols who are candidates for any award of the SLSA will be granted leave to attend classes on notification to the Club Vice-Captain.
- (j) Life Saving practice shall be carried out from time to time under instruction from the Patrol Captain or the patrol captain's nominee.
- (k) 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;
 - (iii) Ensure that the last patrol on duty each day returns all equipment in a cleaned and serviceable condition and see that such equipment 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, beach inspectors, etc. The utmost discretion should be used in all dealings with the general public.
- (l) 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 fourteen (14) days to explain in person or in writing reasons to the Board which shall determine what action, if any, shall be taken.
- (m) In the event of a patrol finishing its period of duty and not being relieved on time, the Patrol Captain shall retain sufficient patrol members to maintain efficiency until relieved.

PART 5 - COMPETITION AND AWARDS

27 ELIGIBILITY FOR COMPETITION

- (a) Members wishing to take part in competition, especially Branch, State and National Titles where financial support from the Club may be given, must satisfy conditions which may be set from time to time by the Board.
- (b) These conditions will include financial status, satisfactory performance in beach patrols, fulfilling training requirements and reaching set standards in qualifying competition.

28 CLUB CHAMPIONSHIPS

- (a) There shall be held annually Club championships in such events and in such grades or age divisions as the Club may from time to time decide.

29 CLUB COMPETITIONS

- (a) Club competitions shall be conducted in accordance with the rules of the current SLSA Competition Manual(s) and Association Rules and By-laws.
- (b) 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 Board.

30 SELECTION COMMITTEES

Where teams of any kind are to be selected to represent the Club, the following rules will apply:

- (a) All competitors in teams other than boats shall be selected by selection committee(s) appointed by the Director of Competition.
- (b) The Boat Captain is sole selector of all boat crews and shall have the power to allocate members of the crews to their particular positions in the boats.
- (c) The Director of Competition is the sole arbitrator in the case of dissent.

31 AWARD GUIDELINES - Open Orders, Trophies and Prizes (cash or kind)

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 SLSA.

32 WALL OF FAME

(a) Philosophy

The MacMasters Beach SLSC '*Wall of Fame*' is designed to recognise a single, special achievement by a member or members. As such, it should be seen to sit below Life Membership, which rewards long-term, continued and extraordinary service to the Club, and above the Club's annual service awards e.g. Patrol Member of the Year, Club Worker of the Year which reward conscientious work in any year.

(b) Objective

The award is made to recognize, in any year, a member's special achievement(s) in any of the Club's areas of operation viz Competition, Surf Rescue and Administration.

(c) Special Achievement

A Special Achievement is a significant and outstanding outcome, achieved by conscientious, extraordinary and committed application of personal skills and effort beyond normal expectations. Such outcomes must advance the objectives of the Club or surf lifesavings in general, bring recognition to the Club, or raise its profile in the community.

(d) Timing

Election of a member to the Wall of Fame will occur in any year at season's end when a constituted selection committee decides that an achievement or achievements meeting

the award guidelines have been satisfied. It is not necessary that an induction occur in any one year, nor should the number of inductees be restricted if criteria are met.

(e) Selection

Selection of members to the Wall of Fame shall follow a set procedure:

- (i) At the first Board' meeting after the end of a patrol season, the President shall call for a written nomination from each member of the Board.
- (ii) The President shall collate any nominations, and appoint a three man sub-committee from amongst the Board. to determine if any of the nominations are to be accepted for the award. The President will normally be one of the sub-committee, but may choose to stand aside in the event of a nomination for that officer.
- (iii) The sub-committee having made a decision against the criteria shall convey it to the Board for ratification.

(f) Recognition

Inductees shall have their photograph and a legend attached to the Wall of Fame Board, and receive a personal plaque to mark the induction.

(g) Sponsorship

The Wall of Fame may be sponsored by different entities from time to time.

POLICIES of MacMasters Beach Surf Life Saving Club

1. PATROL POLICY

MacMasters Beach SLSC will provide surf patrols in accordance with the requirements from time to time of SLSA, SLSNSW and Branch.

(a) **Patrol Captains Responsibilities**

- (i) Beach Assessment and Patrol-Set-up.
- (ii) Allocation of patrol roles of Swimmer, board paddler, first aid, IRB drivers and crew, roving patrols, tower observation.
- (iii) Uniforms and Ensure that all members are wearing their uniform.

(b) **Patrol Members Responsibly**

- (i) Financial. - Patrol members must be financial and complete their membership renewal form before commencing patrols. There will be one registration weekend. (the weekend before patrols start) where you can complete your membership form and pay your membership fees.
- (ii) The minimum patrol strength is 3 Bronze Medallion holders - One of which to be an IRB driver and one ARC holder, all awards must be current.
- (iii) Be punctual - If your patrol begins at 10.00 am the expectation is that the beach will be set up by that time. Allow time for:
 - (A) assessment of beach conditions;
 - (B) positioning of flags;
 - (C) erection of patrol shelter;
 - (D) transport to beach of rescue and first aid gear;
 - (E) preparing the IRB;
 - (F) signing of patrol logs; and
 - (G) setting up of the oxy-viva.

- (iv) Patrol Flags - Should not be raised until adequate rescue equipment is in place and there are sufficient patrol members to watch the swimming area.
- (v) Vigilance - As much attention is required on the water's edge as there is further out to sea, there should be adequate patrolling members at the water's edge. It is ineffective for all members to sit together beneath the patrol shelter. Surf conditions will dictate the positioning of members and rescue equipment to be used e.g. board, tube, IRB.
- (vi) IRB - Should be positioned to allow quick access and launching by qualified driver and crewperson. At the end of the day the patrol needs to hose out, flush motor and refuel IRB. Ensure the IRB Log Books have been completed.
- (vii) Rescue Boards - Should be positioned to allow quick access to the water, it is advisable to have a board positioned near the permanent rip at the southern end of the beach.
- (viii) Radios - Radio Operators to complete the Radio Log Book. At the end of the days patrol radios are to be returned and re-charged for the next patrol.
- (ix) Roving Patrols - As directed by Patrol Captain, in pairs with radio tube and first aid bum bag, patrol to the north of Cochrane Lagoon and south the rock pool.
- (x) Patrol Tower - Patrol members will use the tower as directed by the Patrol Captain. It is recommended to use short shifts of 30 minutes. No person under 15 years of age is permitted in the tower - *this is a Gosford City Council regulation*.
- (xi) First Aid Room - Is to be left if a clean and tidy after each patrol, all first aid treatments to be entered into First aid Log Book.
- (xii) Regualifying - Must be completed by 31 December. Requalification dates will be notified in club newsletter and in sign on room.
- (xiii) Patrol Substitutions - If you cannot make your rostered patrol it is **YOUR** responsibility to arrange a substitute.
The substitute should be of equal rank to yourself e.g. bronze for bronze. Patrol substitutes can be arranged from the patrol lists and active reserve members, contact numbers are listed on patrol lists issued to all members. Note: The Mount Penang community service patrol members are not to be used as substitutes.
- (xiv) Voluntary Patrols. i.e. a non-rostered patrol. - Before completing a voluntary patrol you must inform the **Patrol Captain** before signing on.
- (xv) Patrol Log Books - Patrol member's names to be entered by the Patrol Captain as per the patrol lists, members should ensure they sign next to their name before they commence patrol.
- (xvi) Patrol Uniforms - 'An Australian Icon'. The patrolling life saver must be easily recognised and project a picture of efficiency. Therefore it is important that all members wear a patrol uniform, this includes wearing your patrol cap at all times. If you need a uniform please contact the club captain.

(c) **Use of Equipment**

To use any Club equipment you must be a financial member of MacMasters Beach SLSC.

- (i) Rescue Boards - Rescue boards can be used with the permission of the patrol captain. Cadets and Rookies can only use rescue boards when training or if they directly ask the Patrol Captain on duty.
- (ii) Damaged Equipment. - Please report any damaged equipment to The Patrol Captain so that repairs can be organized.
- (iii) IRB Use
 - (A) The patrol captain has the ultimate control of the IRB during each patrol.
 - (B) The IRB driver and crew must have a current qualification
 - (C) The IRB driver and the Patrol Captain are responsible for the use and maintenance of the IRB during each patrol.
 - (D) The nominated IRB driver must sign the IRB log book
 - (E) Any IRB training must be carried out with the permission of the IRB captain with the appropriate warning signage.
 - (F) Any serious accidents or malfunctions of the IRB and its motor must be reported to the IRB captain or the club captain as soon as possible.
 - (G) Training will be conducted by the IRB captain

- (H) Misuse of the IRB or failure to follow maintenance procedures will result in disciplinary actions against those responsible
- (I) Forms of disciplinary action could include;
 - * Member to pay for cost of repair
 - * Reprimand or caution
 - * Suspension of IRB licence
 - * Suspension from all competition

(d) **Rookie Program**

- (i) The Rookie Program aims to introduce our 13 and 14 year old nippers to patrol duties and encourage them to continue in the SLSC movement and become active patrol members.
- (ii) Rookies may assist with any rescue operation but not assigned to perform a rescue alone. They may perform any patrol duty under supervision of senior member.
- (iii) Rookies must sign on and off the patrol roster.
- (iv) They need to complete 20 patrol hours during the season, they do not need to find a substitute if they are unable to make their patrol.

(e) **Patrol Awards**

- (i) **100% Patrol Attendance Award.**
This award should be the goal of every patrol member (excluding Rookies).
- (ii) **Patrol of the Year Award.**
Patrols will be assessed throughout the season. Active members and cadets are eligible for this award (Note: Rookies are not eligible). Individual members must have close to 100% attendance, of which they should attend the majority of their rostered patrol.
- (iii) **Criteria for Awards**
 - ...
 - ...
 - ...
 - ...

2. COMPETITION POLICY

MacMasters Beach Surf Life Saving will provide the opportunity for all members to participate in Surf Life Saving Competition, regardless of age, gender or ability. This opportunity is dependent upon the member satisfying the minimum requirements of SLSA.

(a) **Competitor's Responsibilities**

- (i) To participate in Surf Life Saving Carnivals and internal club competitions competitors must be financial and requalified in SRC or Bronze Medallion.
- (ii) To compete at Branch, State and Australian Titles competitors must have a minimum of **25 hours of patrol performed in the calendar year** i.e. 1 January to 31 December.
- (iii) At carnivals, **competitors MUST wear approved Club costumes.** The Board must approve any changes.
- (iv) **Entries** - All carnival entries to be submitted on club entry form along with the entry fee (where applicable) to the age manager by the advertised closing date. Late entries are the responsibility of the competitor.
- (v) **Carnival Entry Fees** – If you register as a competitive member your competitive membership of \$55.00 will cover entry to all local carnivals, including Branch titles. Entry fees to all other carnivals and special events to be paid by the competitor at time of entry. E.g. State, Premiership League and Australian Titles.

(b) **Team Selection**

- (i) To be eligible for any team selection the competitor must attend at least two training sessions per week. In extreme circumstances contact the coach.
- (ii) Team selection for State and Australian Titles will be announced before Branch Titles.

- (iii) Team events selected by head coach one week before each carnival, selection remains for that carnival.
 - (iv) Any changes to have competitor and coach agreement. NO outside influence by other coaches, members or parents.
- (c) **Club Championships**
- (i) Club Championship will be held the weekend before the Branch Titles.
 - (ii) Seniors and Masters on the Saturday and Juniors on Sunday.
 - (iii) Club BBQ to be held on Sunday after Juniors.
 - (i) 1st, 2nd and 3rd placings to be recognised.
 - (ii) Members must be proficient, financial and have completed their patrols obligations.
 - (iii) Competitors can only compete in their own age group or the open events.
- (d) **Sponsorship**
- (i) The club offers a variety of sponsorship to all competitors.
 - (ii) All sponsorship requires the competitor sign an agreement committing to train with the club at least two times a week, do patrols as rostered, participate in club activities and be responsible for the upkeep of the equipment.

Types of Sponsorship

- (i) **Level 1 – Sponsored Equipment**
100% sponsored equipment is for the sole use of the member being sponsored. The member has full responsibility for the equipment, its repair, upkeep and security. Ownership of the equipment is at the wish of the sponsor. Where not otherwise stipulated, ownership will be with the club.
- (ii) **Level 2 – Part Sponsored Equipment**
The sponsor, the club and the member all have contributed to the cost of equipment. The member has sole use of the equipment. The member has full responsibility for the equipment, its repair, upkeep and security. Ownership of the equipment is with the club. The minimum level of contribution of the member will be \$250.00 unless varied
- (iii) **Level 3 – 50% Club Sponsored Equipment**
The Club and the member all both contribute 50% of the cost of the equipment. The member has the sole use and full responsibility for the equipment. Ownership of the equipment is the club. The member has the right to sell out their share with the agreement of the club. If the member ceases to be a member of the club, a buyout will be negotiated.
- (iv) **Level 4 - Equipment Hire**
Members have the opportunity to lease foam nipper boards, fibreglass nipper boards, racing mals and skis. The club has limited craft available. Interested member should contact the Director of Competition at start of the season.
- (v) **Allen Dickinson Fund**
The Fund is to be administered in accordance with the following principles:
 - (A) Objectives: To provide to members financial assistance to help achieve a higher level of excellence in their chosen life saving field.
 - (B) Who Can Apply: An individual or Team.
 - (C) Application: To the Board of Directors direct, or to the Director of Member Services to submit to the Board.
 - (D) Requirements:
 - (i) Must be a financial member of MacMasters Beach SLSC.
 - (ii) Must demonstrate a good record of continuous membership of MacMasters Beach SLSC.
 - (iii) Must demonstrate a good record of Club involvement.
 - (iv) -Must state future involvement at MacMasters Beach SLSC.
 - (v) Applicants record of patrols and/or training and/or service to the Club to be taken into consideration.

- (E) The Board is to decide on the amount of money to be granted in response to any successful application having regard to the ongoing viability of the Fund.
 - (F) Applications to the fund are to be submitted between the 1st November and 30th November.
- (e) **Out of Age - Nippers**
- At Macs, we are all about our nippers having fun and learning to be safe at the beach, and we encourage nippers to participate in their correct age group throughout the entire surf season. We do understand though, that some nippers would rather join their friends in a different age group on Sunday mornings. Even though it is not ideal to be participating outside of your correct age group, being happy and with friends is very important to all our nippers.
- Under some circumstances, we will allow this to happen, although there are some guidelines which are required to be adhered to:
- (i) Nippers MUST compete in their correct age group (as registered) on Club Championship days and at nipper carnivals throughout the season, as outlined in the Marlin Manual.
 - (ii) U8 nippers wishing to participate in the U9 age group at Sunday nippers will not be able to hire a foam nipper board from the club, as their proficiency does not cover water activities other than a wade, as outlined in the Marlin Manual.
 - (iii) U9 and U10 nippers will not be permitted to use or hire a fibreglass nipper board until they are in the U11 age group, as outlined in the Marlin Manual.
 - (iv) U13 nippers will not be permitted to use or hire a racing mal, until they are in the U14 age group, and have successfully attained their Surf Rescue Certificate, as outlined in the Marlin Manual.

3. **BAR POLICY**

- (a) Bar Trading hours are generally Friday and Sunday evenings.
Summer/Patrol Season 4.00/5.00 pm to 10.30/11.00 pm
Winter/Off-Season 5.00/5.30 pm to 9.00/9.30 pm.
- (b) Bar Pricing Policy subject to the approval of the Executive Committee or the Board.
- (c) Trading hours must be approved by the Executive Committee and are to be in accordance with our current liquor licence.
- (d) Earlier closing times are at the discretion of the rostered workers after due consideration of member attendance.
- (e) Rostered workers are encouraged to restock the refrigerators during their shift whenever appropriate.
- (f) Donations placed in the donations container at the bar are to be allocated to the Allan Dickinson Fund in accordance with Director of Finance instructions.
- (g) Provide to each monthly Board meeting a financial report on the operations of the bar for the month and the year to date.
- (h) Operate the bar in accordance with the principles of prudent financial practice
- (i) Endure the conduct of the bar is in compliance with the:
 - (i) Liquor Licencing Laws from time to time; and the
 - (ii) principles of 'Responsible Service of Alcohol' as they apply from time to time.

4. **FINANCE POLICY**

- (a) Construct the financial affairs and records of the Club diligently in a manner which:
 - (i) Complies with best accepted practices from time to time; and
 - (ii) Enable the completion of annual Financial Statements:
 - (A) in accordance with Accounting standards applicable to the Club as an incorporated association under law
 - (B) which accurately and fairly represent the financial position of the Club at the reporting date; and
 - (C) which pay due regard to the advice of the Club Auditor from time to time.

- (b) Maintain and regularly bring up to date a three to five year budget for the addressing of the capital required to meet the Club's Strategic Plan to meet the Club's requirements to meet its goals and perform its Objects.
- (c) Regularly review a Capital Budget for future capital works.
- (d) Adopt at the beginning of each Year an Operational Budget for coming Year for the approval of the Board.
- (e) Report to each monthly Board meeting on the financial performance of the club on the basis of the current month, year to date and budget for the current year and the previous year.
- (f) Promptly and accurately maintain the financial records of the Club by best accepted practices and processes.
- (g) Maintain the secure storage of the Club's financial records for a period of at least seven (7) years.
- (h) Implement and maintain appropriate processes and procedures:
 - (i) for the security of the Club financial records;
 - (ii) to enable the Club's financial records to be conveniently audited;
 - (iii) The receipt by and the payment of money by the Club.

5. APPAREL POLICY

- (a) Maintain an appropriate level of stock for the current or coming season
- (b) Maintain safe and secure storage for the stock.
- (c) Not obtain or retain unnecessary stock.
- (d) Dispose of surplus stock on the best terms reasonably achievable with preference for sale/disposal to Club members.

6. HALL HIRE POLICY

- (a) The Director of Finance is to make recommendations of hire rates for approval by Board of Management.
- (b) These fees are to be advised in the Marlins Manual or similar.
- (c) The clubhouse is generally not available on Friday or Sunday evenings.
- (d) All noise is to cease by midnight and the premises vacated within a reasonable time thereafter. Noisy and unruly behaviour will not be tolerated – compliance with Local Council/Government noise regulations must be adhered to.
- (e) The club premises are to be left in a clean and tidy condition prior to departure or a Cleaning Fee may be imposed.
- (f) All rubbish is to be placed in the bins provided or removed from the premises.
- (g) Candles are not permitted inside the building unless enclosed in glass or ceramic containers, metal containers are not suitable. Any damages caused by candles are to be paid for.
- (h) Smoking is not permitted inside the building.
- (i) Hall hire does not include the kitchen as the kitchen forms part of the Kiosk trading area it is no longer hired out.
- (j) At the discretion of the Kiosk Manager the club may be able to cater meals for functions.
- (k) A deposit is to be paid, usually within 7 days of booking, or the booking may lapse. The deposit will be deducted from the total of fees payable.
- (l) The Club reserves the right to withhold the deposit as a Cancellation Fee if the booking is cancelled within 14 days of the function date.
- (m) The balance of all fees must be paid at least 14 days before the function date and an agreement is to be signed before access is permitted.
- (n) The club reserves the right to refuse a booking and to request a bond. The bond is refundable in accordance with the agreement conditions and would usually be refunded by club cheque as soon as practicable after inspection.
- (o) Official receipts are to be issued for all payments.
- (p) Renewing members will usually be entitled to a discounted rate of 50% of the hall hire fee. It should be noted that GST may not be applicable for certain discounted rates.
- (q) The bar will only be available for functions if approved by the Board and if in accordance with the liquor licence otherwise BYO.

Hall Hire Rates														
Effective 1st July 2016	Wedding			Party (Saturday Night)			Party or Wake (daytime weekdays)			Party or Wake (daytime weekends)			Casual (90 min. max) - (weekdays)	Casual (90 min. max) - (weekends)
	Hall Hire	Clubs direct costs	Total	Hall Hire	Club direct Costs	Total	Hall Hire	Club direct Costs	Total	Hall Hire	Club direct Costs	Total	Total	Total
Non-Members	1300	500	1800	700	300	1000	100	300	400	200	300	500	33	33
Non-Active Members	500	500	1000	400	300	700	0	300	300	100	300	400	33	33
Active Members	0	500	500	0	300	300	0	300	300	0	300	300	33	33

Notes:

- 1) Bar Staff are charged at \$35 p/h each, a Duty Manager must be present at each function and cannot be a guest of the function, guidelines for Bar Staffing numbers are noted in the Hall Hire agreement.
- 2) Active-Members & Non-Active Members are eligible for Function Members drink pricing, Non-Members use Function Non-Member drinks pricing.
- 3) To be eligible for Active member's discounts the member must have been Active for at least 2 years. Non-active must be members for at least ~~1 year~~ **2 YEARS**
- 4) All users of the hall must sign a Hall Hire Agreement prior to use of the Hall and comply with the conditions of the agreement. This applies to all Members/Non-members alike.
- 5) Active member discount is only available for the member's personal function or a function they provide for a close personal relative.
- 6) Close personal relative is : spouse/partner, child, step child, sibling, step sibling, parent, step parent, grandparent, step grandparent, ~~and any other person who is a close personal relative.~~
- 7) Bookings can only be made through the Functions Manager in all circumstances. This applies to all Members/Non-members alike.
- 8) No variations to any of the above notes or hire rates is permitted without the prior approval of the Board of Directors.
- 9) All casual weekday hall hire is \$33 per hour. No casual hourly hire is available on weekends.

7. DIRECTOR'S EXPENSES POLICY

- It is Club policy to maintain financial viability at all times.
- The Directors' expenses will be in line with the Budget guidelines for each year.
- No Director will exceed their budgeted expenses' allowance.
 - Procedures**
 - Ensure that the Club does not incur unauthorised indebtedness.
 - Utilise budgeted funds solely for the furtherance of the Club's purposes and priorities as approved by the Board.
 - Use restricted or tagged contributions for designated purposes only.
 - At all times operate within a financial environment as defined by the Club's approved budget and within the Club policy.
 - The Director must submit at times an expenses claim form, with a tax invoice and/or receipt, seven days prior to the end of the month.
 - Not approve expenditure which, although in keeping with the ends policies, is beyond the Club's ability to meet.
 - Limits of Delegated Financial Authority**
 - The Director is authorised to spend on budgeted-for items only.
 - The Director must get approval from the Board for non-budgeted expense.

8. MACS' MANIACS POLICY

- Macs Maniacs Winter Swimming was formed in the year 2000 for the purpose of member retention through a healthy social activity that would complement and foster the aims of surf life saving during the off season.
- This activity is held every Sunday commencing the first Sunday in May through to the last Sunday in August and consists of a walk or run on the beach and a swim in the ocean or rock pool. The compulsory component is that of the swim or "getting your head wet" and each swim participant will have their name recorded for each attendance at which they "got their head wet".
- The club will usually award participants by way of presentation of a -shirt for completing the winter program acceptably. The presentation will usually take place at the Macs Maniac's Annual Ball to be held on an appropriate day in September or October.
- For insurance purposes the participants must be financial members of the surf club and the organisation of Macs' Maniacs can be a separate "club within the club" or merely an activity of the club. It should be noted that if Macs' Maniacs Winter Swimming is affiliated to other bodies such as the Winter Swimming Association of Australia then there may be a requirement to comply with the constitution of that association.

9. MEMBERSHIP and MEMBER PROTECTION POLICY

The Club Member Protection Principles

- (a) As a proud club, we encourage fair and inclusive behaviour at all times. This includes enforcing code of conduct for all members, coaches, athletes and parents of children who participate in activities within our surf club.
- (b) To ensure our club and its members all feel safe, positively involved and know there is someone to turn to if necessary, we would like to introduce MacMasters Beach SLSC's Member Protection Officer,
- (c) Jan Sillato is the current Member Protection Officer. If there is any reason for a club member to make a report or complaint against another member, adult or group, contact can be made with Jan on 0408 967 969, or via email, macsdeputyres@gmail.com
- (d) A report or complaint may be about an act, behaviour, observation, incident, conduct, omission, situation or decision that is in breach of Surf Life Saving Australia's (SLSA's) Member Protection Policy which is adopted by the Club.
- (e) All reports/complaints are guaranteed to be dealt with in a completely confidential and unbiased manner. If, in the event that our MPO believes there is a personal conflict which would inhibit a positive outcome for the situation, a referral will be offered to the complainant. Most complaints will be dealt with at Club or Branch level.
- (f) The first step would be to arrange a meeting between the club's MPO and the complainant, where the following principles will be applied by our MPO:
 - (A) Treat complaint seriously
 - (B) Act promptly
 - (C) Treat people fairly and listen to both sides of the story
 - (D) Stay neutral
 - (E) Keep parties to the complaint informed
 - (F) Maintain confidentiality
 - (G) Protect against victimisation
 - (H) Keep accurate records
 - (I) Make decisions based only on information gathered, not personal views
 - (J) Disciplinary action should be relative to the breach

The Club must apply the following principles in dealing with member protection issues:

- (a) Ensure that at all times a member of the Board has the primary duty for Member Protection and to respond to and manage grievances and disputes involving or made by members.
- (b) Ensure a safe environment is maintained during all activities and that the safety of all participants will remain the highest priority.
- (c) All activities will be conducted under the guidance of the Member Protection Policy.
- (d) All activities will, where possible, be designed for the development of members at all levels of ability.
- (e) Enrich the lives of children through fun, involvement and the acquisition of personal, life saving and competition skills in a safe aquatic environment.
- (f) Strict application of the "Working With Children Principles"
- (g) Implementation of fairness, justice and equality in all aspects of the operation of the Club
- (h) Strictly maintain and apply an appropriate processes and procedures applicable to the performance of the Objects of the Club in all respects complying with all applicable laws, best practice from time to time and the requirements and standards of Branch, SLSNSW and SLSA and Law particularly relating to relating to:
 - (i) Working with Children;
 - (ii) Health and Safety;
 - (iii) Risk Management;
 - (iv) Member Protection; and
 - (v) Grievances.

