

THE REGULATIONS



Stockton Surf Life Saving Club

Dated 18 June 2017.

**Regulations to be adopted at the Special General Meeting of
Stockton Surf Life Saving Club (SSLSC) on 30th July 2017.**

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PREAMBLE

These Regulations are made under the Constitution of Stockton surf Life Saving Club (SSLSC). They contain various directions and requirements of SSLSC which are binding on SSLSC and Members of SSLSC, but are not of a nature, which justifies inclusion in the Constitution. These Regulations are to be interpreted in accordance with and are subject to the Constitution of SSLSC.

These Regulations are made for the dominant purpose of ensuring a safe and fair system or framework within which surf lifesaving activities with SSLSC may be regulated and conducted. These Regulations are not made for any anti-competitive purpose and in particular not for the purpose of deterring or preventing a person from participating or competing in any competition or activity conducted or organised by SSLSC, SLSNSW or SLISA.

It should be recognised that SSLSC believes in/and operates under strict equity guidelines. Any reference to a person as he in this document should be read as unisex.

SECTION 1

PATRON

Regulation 1.1 Patron

An individual member or members of SSLSC may be appointed or removed by the committee to/from the position of Patron of SSLSC. More than one Patron may be appointed.

A Patron shall:

- a) Be a current member of SSLSC, and be subject to the Rules and Regulations of SSLSC, as amended from time to time.
- b) If requested by the President or committee, attend and participate in meetings of SSLSC, however, shall have no voting rights at such meetings.
- c) Undertake tasks or represent SSLSC assigned by the President or committee.

SECTION 2

MEETINGS

Regulation 2.1 General Meetings

General Meetings of SSLSC are authorised under the SSLSC Constitution and are conducted as an Annual General or a Special General Meeting at which all SSLSC members may attend with certain categories of member being entitled to one [1] vote per member.

Regulation 2.2 Committee Meetings

The SSLSC Committee is established under part 3 of the SSLSC Constitution. The Committee will operate at all times in accordance with these Regulations and develop and manage the overall activities and growth of SSLSC.

Regulation 2.3 Lifesaving

The SSLSC Director of Lifesaving [Club Captain] shall conduct a minimum of three [3] meetings per season with Patrol Captains and patrolling members providing advice and information pertaining to Lifesaving. SSLSC Director of Lifesaving, or delegate, must attend and represent SSLSC at Branch meetings.

Regulation 2.4 Surf Sports

The SSLSC Director of Surf Sports shall conduct a minimum of three[3] meetings per season with club coach/s and competitors providing advice and information pertaining to Surf sports – events, carnivals etc. SSLSC Director of Surf Sports, or delegate, must also attend and represent SSLSC at Branch meetings.

Regulation 2.5 Education and Development

The SSLSC Director of Education [Chief Training Officer] shall conduct a minimum of three [3] meetings per season with Stockton SLSC Training Network – Trainers, Assessors and Facilitators providing advice and information pertaining to Education. SSLSC Director of Education, or delegate, must also attend and represent SSLSC at Branch meetings.

Regulation 2.6 Member Services

The SSLSC Director of Member Services [Junior Chairperson] shall conduct a minimum of three [3] meetings per season with Youth Coordinator, Age Managers, Water Safety Officer and interested parents providing advice and information pertaining to Member Services. SSLSC Director of Member Services, or delegate, must also attend and represent SSLSC at Branch meetings.

SECTION 3

JOB DESCRIPTIONS

The office bearers must meet the qualifications as prescribed from time to time by these Regulations. The reporting structure of office bearers of SSLSC is set out in the organisational chart in Section 7.

All non-committee positions shall undertake the Responsibilities and Duties as set out in the Appendix to the SLSA Club Guide and additional duties as directed by the SSLSC committee from time to time.

Regulation 3.1 President – Job Description

The President shall undertake the Responsibilities and Duties as set out in the Appendix to the SLSA Club Guide as prescribed from time to time. In addition, the President will ensure annual budgeting and planning is completed by all office bearers in a timely and professional manner. The President shall represent SSLSC, or nominate a delegate, at HSLs meetings and at any external functions where a SSLSC member is required, and as a member of the committee actively champion the Safer Clubs culture.

The President shall have the Knowledge and Skills required as set out in the Appendix to the SLSA Club Guide as prescribed from time to time.

Regulation 3.2 Director of Club Services [Deputy President] – Job Description

The Director of Club Services shall undertake the Responsibilities and Duties as set out in the Appendix to the SLSA Club Guide as prescribed from time to time. In addition, the Director of Club Services shall:

- deputise for the President as required,
- assist the President as required,
- oversee the development and annual updating of the Club Management Plan,
- oversee the development of the annual Safety Action Plan and as a member of the committee actively champion the Safer Clubs culture,
- manage the clubhouse and its surrounding environment,
- manage and direct all sections of the club structure under his control,
- oversee the management and operation of the:
 - WHS requirements of SSLSC,
 - SSLSC gymnasium,
 - SSLSC auditorium and its facilities,
 - SSLSC kiosk lessees, if applicable
 - SSLSC liquor licensing requirements,
- manage and oversee the loan of SSLSC equipment and property.

The Director of Club Services shall have the Knowledge and Skills required for the President/Member Services as set out in the Appendix to the SLSA Club Guide as prescribed from time to time.

Regulation 3.3 Director of Administration [Secretary] – Job Description

The Director of Administration shall undertake the Responsibilities and Duties as set out in the Appendix to the SLSA Club Guide as prescribed from time to time. In addition, the Director of Administration will ensure annual budgeting and planning is completed by all office bearers reporting into this position in a timely and professional manner, and shall:

- fulfil the annual Safety Action Plan and as a member of the committee actively champion the Safer Clubs culture oversee or delegate the SSLSC member registrations and activities, and
- attend, or organise a delegate to attend, all meetings of SSLSC.

The Director of Administration shall have the Knowledge and Skills required as set out in the Appendix to the SLSA Club Guide as prescribed from time to time.

Regulation 3.4 Director of Finance [Treasurer] – Job Description

The Director of Finance shall undertake the Responsibilities and Duties as set out in the Appendix to the SLSA Club Guide as prescribed from time to time. In addition, the Director of Finance will ensure annual budgeting and planning is completed by all office bearers reporting into this position in a timely and professional manner, and shall:

- fulfil the annual Safety Action Plan and as a member of the committee actively champion the Safer Clubs culture,
- maintain an inventory of all assets of SSLSC,
- arrange insurance on assets and for all risks that SSLSC may require,
- oversee the management and operation of all SSLSC:
 - fundraising activities,
 - major function [event] activities,
 - sponsorship and grant activities,
 - clothing requirements and activities,
 - trophy requirements and activities, and
 - social activities.

The Director of Finance shall have the Knowledge and Skills required as set out in the Appendix to the SLSA Club Guide as prescribed from time to time.

Regulation 3.5 Director of Lifesaving [Club Captain] – Job Description

The Director of Lifesaving shall undertake the Responsibilities and Duties as set out in the Appendix to the SLSA Club Guide as prescribed from time to time. In addition, the Director of Lifesaving will ensure annual budgeting and planning is completed by all office bearers reporting into this position in a timely and professional manner, and shall:

- fulfil the annual Safety Action Plan and as a member of the committee actively champion the Safer Clubs culture,
- maintain an inventory of all patrol gear and equipment to submit to the Director of Finance annually.

The Director of Lifesaving shall have the Knowledge and Skills required as set out in the Appendix to the SLSA Club Guide as prescribed from time to time.

Regulation 3.6 Director of Surf Sports – Job Description

The Director of Surf Sports shall undertake the Responsibilities and Duties as set out in the Appendix to the SLSA Club Guide as prescribed from time to time. In addition, the Director of Surf Sports will ensure annual budgeting and planning is completed by all office bearers reporting into this position in a timely and professional manner, and shall:

- fulfil the annual Safety Action Plan and as a member of the committee actively champion the Safer Clubs culture,
- manage, coordinate and administer all carnivals held on Stockton and for Touring Teams,
- maintain an inventory of all competition surf sports gear and equipment to submit to the Director of Finance annually
- manage and oversee all activities of the Surfboat section, the IRB section, the Craft section, and the Other Competition sections (i.e. Swim and Beach) if deemed necessary by the SSLSC,
- manage and oversee all SSLSC team selections where multi-discipline events are required,
- manage and oversee all internal club competitions and club championships.

The Director of Surf Sports shall have the Knowledge and Skills required as set out in the Appendix to the SLSA Club Guide as prescribed from time to time.

Regulation 3.7 Director of Junior Member Services [Junior Chairperson] – Job Description

The Director of Junior Member Services shall undertake the Responsibilities and Duties as set out in the Appendix to the SLSA Club Guide as prescribed from time to time. In addition, the Director of Administration will ensure annual budgeting and planning is completed by all office bearers reporting into this position in a timely and professional manner, and shall:

- fulfil the annual Safety Action Plan and as a member of the committee actively champion the Safer Clubs culture oversee or delegate the SSLSC member registrations and activities,
- manage and oversee all SSLSC Junior Activities (JA),
- maintain an inventory of all JA gear and equipment to submit to the Director of Finance annually,

- provide a safe environment for JA activities, including the activities of all Age Managers, Youth Development Coordinator, JA Gear & Equipment Coordinator and JA Water Safety Superintendent,
- preside at all JA meetings and JA functions as approved by the President.

The Director of Administration shall have the Knowledge and Skills required as set out in the Appendix to the SLSA Club Guide as prescribed from time to time.

Regulation 3.8 Director of Education [Chief Training Officer] – Job Description

The Director of Education shall undertake the Responsibilities and Duties as set out in the Appendix to the SLSA Club Guide as prescribed from time to time. In addition, the Director of Education will ensure annual budgeting and planning is completed by all office bearers reporting into this position in a timely and professional manner, and shall:

- fulfil the annual Safety Action Plan and as a member of the committee actively champion the Safer Clubs culture oversee or delegate the SSLSC member registrations and activities,
- maintain a register of all qualified trainers and of all surf life saving training aids and devices,
- manage and oversee:
 - the safe keeping of and maintenance of all equipment used to instruct and train members and the public,
 - all examinations and ensure that all records are completed and submitted as per SLSA requirements.

The Director of Education shall have the Knowledge and Skills required as set out in the Appendix to the SLSA Club Guide as prescribed from time to time.

Regulation 3.9 WHS Officer [Club Safety Officer] – Job Description

The WHS Officer shall report to the Director of Club Services and undertake the Responsibilities and Duties as set out in the Appendix to the SLSA Club Guide as prescribed from time to time. In addition, the WHS Officer shall:

- complete the OH&S Checklist annually before the commencement of the new season and at more frequent intervals as required; and
- oversee any works to be completed as a result of any OH&S issues added to the Safety Action Plan or Hazard Risk Register.

The WHS Officer shall have the Knowledge and Skills required as set out in the Appendix to the SLSA Club Guide as prescribed from time to time, unless the SSLSC committee agrees otherwise.

Regulation 3.10 Hall Manager and Licensee – Job Description

The Hall Manager and Licensee shall report to the Director of Club Services and undertake the Responsibilities and Duties as set out in these Regulations as prescribed from time to time by the SSLSC committee. He or she shall:

- assume responsibility for care and control of the Club House;
- maintain each section of the building to its maximum efficiency and keep the committee informed of any improvements and/or renovations necessary to maintain the agreed standards;
- require the approval of the committee for any and all major items of expenditure except in the cases of emergency whereby immediate action is called for;
- oversee the hiring of the auditorium, including assessing compliance with the hire agreement for bond return, and shall maintain all records of such hiring and future bookings;
- be responsible for collection of such fees from hall bookings and hiring. These monies shall be handed to the Director of Finance. Charges for the use of the Hall hire rooms shall be set by the committee and reviewed from time to time;
- liaise with any catering and clients engaged to utilise the hall and its facilities
- ensure that all relevant Hall Hire documentation is completed and held by both the Club and the hires;
- manage and oversee all cleaning of the facilities after functions. The annual Cleaning Schedule and contract issuance for maintenance and post-event cleaning shall be approved by the committee as part of the annual budget process;
- manage and oversee the cellar and cool room operations;
- act as the club's Licensee and ensure that the club is compliant with the relevant Liquor Administration Act and legislation;
- maintain a list of club functions and submit these to the relevant authorities for approval;
- ensure that all liquor licensing requirements are adhered to by SSLSC;
- maintain a register of members qualified in the Responsible Service fo Alcohol;
- ensure that only RSA qualified members access and work from the bar area at club functions; and
- manage and oversee any training required in the attainment of the Responsible Service of Alcohol qualification.

The Hall Manager and Licensee shall have the Knowledge and Skills required by the relevant OGLR Licensee legislation.

Regulation 3.11 Social Secretary – Job Description

The Social Secretary shall report to the Director of Club Services and undertake the Responsibilities and Duties as set out in these Regulations as prescribed from time to time by the SSLSC committee. He or she shall:

- be responsible for the activities of the Social Committee including the organising and conducting of social functions for and on behalf of the club;
- ensure all relevant forms are submitted to the relevant authorities;
- manage and oversee all catering and liaising with catering suppliers for major events, competition carnivals and any club event requiring catering;
- liaise with relevant organisations and parties during the process of organising the social activities, manage the participants, and oversee the social events implementation;
- report all activities and projected social activities to the Director of Club Services for approval by the SSLSC committee prior to commencement;
- communicate and liaise with the director of Finance on all aspects of the approved budget for the social activity;
- collect all monies and fees from the social activity and deliver to the Director of Finance;
- oversee the hiring of the auditorium, including assessing compliance with the hire agreement for bond return, and shall maintain all records of such hiring and future bookings;
- be responsible for collection of such fees from hall bookings and hiring. These monies shall be handed to the Director of Finance. Charges for the use of the Hall hire rooms shall be set by the committee and reviewed from time to time;
- liaise with any catering and clients engaged to utilise the hall and its facilities; and
- manage and oversee all forms of entertainment required at all functions and events of the club.

The Social Secretary shall have the following Knowledge and Skills:

- good communication and interpersonal skills;
- sound computer skills and knowledge of all Microsoft office programs;
- friendly, positive and enthusiastic; and
- well organised and able to effectively coordinate tasks with other key SSLSC position holders, including the Hall Manager and Licensee and the Publicity Officer.

Regulation 3.12 Gym Manager – Job Description

The Gym Manager shall report to the Director of Club Services and undertake the Responsibilities and Duties as set out in these Regulations as prescribed from time to time by the SSLSC committee. He or she shall:

- be responsible for the activities of the Gymnasium including the organising and conducting of new inductions and annual renewals of Gym Memberships;
- maintaining a register of gym members;

- maintaining a register of gym equipment, and its likely replacement date and cost; and
- preparing an annual budget for the gym function for submission by the Director of Club Services to the SSLSC committee for approval.

The Gym Manager shall have the following Knowledge and Skills:

- Coach level 1 and 2 course content;
- friendly, positive and enthusiastic; and
- good communication skills.

Regulation 3.13 Minute Secretary – Job Description

The Minute Secretary shall report to the Director of Administration and undertake the Responsibilities and Duties as set out in these Regulations as prescribed from time to time by the SSLSC committee. He or she shall:

- assist the Director of Administration in all secretarial duties;
- attend all committee meetings and take Minutes of such meetings;
- assist the Director of Administration in the taking and preparation of minutes at all club meetings;
- record all attendances at club meetings;
- deputise for the Director of Administration when required upon the approval of the SSLSC committee; and
- ensure that a copy of the Annual Report and a copy of the Minutes of all committee and sub-committee meetings are placed in the Club Archives.

The Minutes Secretary shall have the following Knowledge and Skills:

- well organised;
- sound knowledge of all Microsoft office programs;
- friendly, positive and enthusiastic; and
- good communication and interpersonal skills.

Regulation 3.14 Registrar – Job Description

The Registrar shall report to the Director of Administration and undertake the Responsibilities and Duties as set out in these Regulations as prescribed from time to time by the SSLSC committee. He or she shall:

- keep a register of Membership setting out in detail the name and address of every Member of the Club, data and year Members joined the Club;
- record date and year Members qualified for and obtained SLSA awards;
- keep a true record of all office bearers of the Club as elected at the Annual General Meeting each year;
- keep a true record of any outstanding feats, done either by the Club or Member(s), as authorised by the committee or general meeting;
- keep a record of all inter-club competition results;
- accept and process all club registrations;

- enter and record all registrations and subsequent information in to the recognised SLSA system;
- manage and oversee the organisation, public notification and operation of club registration days; and
- collect all monies and fees for club membership and deliver to the Director of Finance.

The Registrar shall have the following Knowledge and Skills:

- well organised;
- sound knowledge of all Microsoft office programs;
- friendly, positive and enthusiastic; and
- good communication and interpersonal skills.

Regulation 3.15 Publicity Officer – Job Description

The Publicity Officer shall report to the Director of Administration and undertake the Responsibilities and Duties as set out in these Regulations as prescribed from time to time by the SSLSC committee. He or she shall:

- place all required public notices in the media as required by the SSLSC constitution and committee;
- prepare, maintain and distribute club newsletters [What's On] and any relevant information as deemed necessary by the committee;
- place in the media all major club and club member's achievements;
- keep members informed as required of club activities; and
- investigate and maintain any other forms of media [such as SSLSC Facebook page, SSLSC website News page] that may be necessary to convey information to members and the community.

The Publicity Officer shall have the following Knowledge and Skills:

- good communication and interpersonal skills;
- sound computer skills and knowledge of all Microsoft office programs;
- friendly, positive and enthusiastic; and
- well organised and able to effectively coordinate tasks with other key SSLSC position holders, including the Hall Manager and Licensee, Major Events Coordinator, and the Social Secretary.

Regulation 3.16 Club Archive Officer – Job Description

The Club Archive Officer shall report to the Director of Administration and undertake the Responsibilities and Duties as set out in these Regulations as prescribed from time to time by the SSLSC committee. He or she shall:

- be responsible for the acquisition, maintenance, restoration, display, and appropriate storage of all club memorabilia and archives (including past club records, minutes, histories, photographs, trophies, artefacts, clothing, swimmers, badges, lifesaving manuals and equipment, carnival

programmes, and whatever else is deemed appropriate by the committee); and

- liaise with the committee as appropriate.

The Club Archive Officer shall have the following Knowledge and Skills:

- ability to organise and classify records and meet deadlines; and
- sound computer skills and knowledge of all Microsoft office programs.

Regulation 3.17 Website Coordinator – Job Description

The Website Coordinator shall report to the Director of Administration and undertake the Responsibilities and Duties as set out in these Regulations as prescribed from time to time by the SSLSC committee. He or she shall:

- ensure the website is up to date; and
- make any changes as requested by the committee.

The Website Coordinator shall have the following Knowledge and Skills:

- ability to organise and present information in compliance with WWW standards;
- ability to meet deadlines;
- sound internet, WordPress computer skills and knowledge of all Microsoft office programs; and
- ability to effectively coordinate tasks with other key SSLSC position holders, including the Social Secretary, Publicity Officer and Minutes Secretary.

Regulation 3.18 Fundraising, Grants + Sponsorship Coordinator [FG+S Coordinator] – Job Description

The FGS Coordinator shall report to the Director of Finance and undertake the Responsibilities and Duties as set out in these Regulations as prescribed from time to time by the SSLSC committee. He or she shall:

- coordinate all fundraising activities designed to assist the operations of the club;
- have the capacity to form a small committee to assist with fundraising activities;
- report all activities and projected fundraising activities to the committee prior to commencement;
- manage and oversee the sourcing and investigation of new and potential sponsorship and grants;
- support and assist all members in the pursuit of sponsorship;
- be the central person of the club to contact and approach potential sponsors;
- manage and oversee the invitation of sponsors to club functions and relevant events;

- rigorously pursue Government grants and any form of grant that may assist the club in its operations;
- manage and oversee the promotion of club sponsors in the media and on club facilities in conjunction with the Publicity Officer;
- communicate the source and style of a sponsorship to the committee before a sponsorship is negotiated; and
- communicate and liaise with the Publicity Officer, Social Secretary and Director of Finance on all activities of fundraising, grants and sponsorship.

The FGS Coordinator shall have the following Knowledge and Skills:

- ability to organise and meet deadlines;
- sound computer skills and knowledge of all Microsoft office programs; and
- ability to effectively coordinate tasks with other key SSLSC position holders, including the Publicity Officer and Social Secretary.

Regulation 3.19 Major Events Coordinator – Job Description

The Major Events Coordinator shall report to the Director of Finance and undertake the Responsibilities and Duties as set out in these Regulations as prescribed from time to time by the SSLSC committee. He or she shall:

- manage and oversee all aspects of the clubs major events;
- liaise with relevant organisations and parties during the process of organising the event;
- coordinate with the FGS Coordinator and Director of Finance to assist with associated fundraising activities and communicate on all activities of the major event;
- report all activities and projected major events to the committee prior to commencement;
- manage and oversee the participants of the major events;
- collect all monies and fees from the major event and deliver to the Director of Finance; and
- ensure all relevant forms are submitted to the relevant authorities.

The Major Events Coordinator shall have the following Knowledge and Skills:

- Surf Sports Manual including SLSA Major Events policies and procedures;
- ability to meet deadlines, coordinate, organise and delegate tasks;
- maintain confidentiality on relevant matters;
- communicate effectively and possess good interpersonal skills; and
- good project management skills.

Regulation 3.20 Clothing Coordinator – Job Description

The Clothing Coordinator shall report to the Director of Finance and undertake the Responsibilities and Duties as set out in these Regulations as prescribed from time to time by the SSLSC committee. He or she shall:

- manage and oversee all aspects of club clothing when the committee deems it appropriate to do so;
- manage and oversee the purchase of club competition clothing and apparel;
- manage and oversee the purchase of club clothing and apparel;
- collect all monies and fees from the sale of clothing and deliver to the Director of Finance;
- manage and oversee the club clothing stock;
- coordinate club clothing for representative teams and touring teams;
- assist with the purchase of club equipment for any relevant presentations or club awards; and
- liaise with suppliers of club clothing and apparel.

The Clothing Coordinator shall have the following Knowledge and Skills:

- ability to organise and meet deadlines;
- good interpersonal skills; and
- ability to effectively coordinate tasks with other key SSLSC position holders, including the Directors of Lifesaving, Surf Sports and Junior Members Services.

Regulation 3.21 Junior Age Managers – Job Description

The Junior Age Managers shall report to the Director of Junior Member Services and undertake the Responsibilities and Duties as set out in the Appendix to the SLSA Club Guide as prescribed from time to time. In addition, the Junior Age Managers shall:

- attend the three [3] annual meetings of Age Managers and other associated personnel with the Director of Junior Member Services; and
- contribute to the Youth Development program by coordinating with the Youth Development Officer when opportunities arise.

The Junior Age Managers shall have the Knowledge and Skills required as set out in the Appendix to the SLSA Club Guide as prescribed from time to time, unless the SSLSC committee agrees otherwise.

Regulation 3.22 JA Superintendent – Job Description

The JA Superintendent shall report to the Director of Junior Member Services and undertake the Responsibilities and Duties as set out in these Regulations as prescribed from time to time by the SSLSC committee. He or she shall:

- attend the three [3] annual meetings of Age Managers and other associated personnel with the Director of Junior Member Services ;

- run Water Safety for the NIPPERS Sunday programs, or delegate to an appropriately qualified person;
- manage and oversee all Junior Activities on interclub competition days and on club competition days;
- manage and oversee the award requirements for all age groups under the Junior Activities;
- manage and oversee coaching requirements for Junior Activities members;
- act as team manager at inter club competitions and surf carnivals for Junior Activities members;
- ensure that all Junior Activities members are kept informed of current rules and regulations regarding competition; and
- manage and oversee, direct and make vital decisions pertaining to the running of all JA interclub competition events and club events.

The JA Superintendent shall have the following Knowledge and Skills:

- ability to work as part of a team;
- sound knowledge of Surf Sports Manual;
- friendly, positive and enthusiastic;
- SLSA Silver Medallion and Basic Beach Management SLSA awards; and
- awareness of club policy and procedure.

Regulation 3.23 Youth Development Officer – Job Description

The Youth Development Officer shall report to the Director of Junior Member Services and undertake the Responsibilities and Duties as set out in the Appendix to the SLSA Club Guide as prescribed from time to time. In addition, the Youth Development Officer shall:

- attend the three [3] annual meetings of Age Managers and other associated personnel with the Director of Junior Member Services; and
- coordinate with the Junior Age Managers when opportunities arise.

The Youth Development Officer shall have the Knowledge and Skills required as set out in the Appendix to the SLSA Club Guide as prescribed from time to time, unless the SSLSC committee agrees otherwise.

Regulation 3.24 JA Gear & Equipment Coordinator – Job Description

The JA Gear & Equipment Coordinator shall report to the Director of Junior Member Services and undertake the Responsibilities and Duties as set out in the Appendix to the SLSA Club Guide as prescribed from time to time in respect of all NIPPERS Gear and Equipment. In addition, the JA Gear & Equipment Coordinator shall:

- attend the three [3] annual meetings of Age Managers and other associated personnel with the Director of Junior Member Services;
- recommend annually new gear purchases/retirements; and

- where possible effect repairs and maintenance to the gear.

The JA Gear & Equipment Coordinator shall have the Knowledge and Skills required as set out in the Appendix to the SLSA Club Guide as prescribed from time to time, unless the SSLSC committee agrees otherwise.

Regulation 3.25 JA Recorder – Job Description

The JA Recorder role is undertaken by the Director of Junior Member Services carrying out the following Responsibilities and Duties:

- adjust and monitor all handicaps directed by the JA;
- record the results of all JA participation/NIPPERS, club competition and proficiency assessments; and
- after handicap events have been completed, make the necessary adjustments to handicaps as set down by the JA to ensure that as the commencement of each club handicap day all pertinent handicaps are current and correct.

The JA Recorder shall have the following Knowledge and Skills:

- ability to work as part of a team;
- sound knowledge of Surf Sports Manual;
- friendly, positive and enthusiastic;
- SLSA Silver Medallion and Basic Beach Management SLSA awards; and
- awareness of club policy and procedure.

Regulation 3.26 Club Surf Sports Coach – Job Description

The Club Coach shall report to the Director of Surf Sports and undertake the Responsibilities and Duties as set out in the Appendix to the SLSA Club Guide for the Surf Sports Coach Advisor as prescribed from time to time:

- attend the three [3] annual meetings of the Director of Surf Sports; and
- support the Youth Development Officer.

The Club Coach shall have the following Knowledge and Skills as set out in the Appendix to the SLSA Club Guide as prescribed from time to time, unless the SSLSC committee agrees otherwise.

Regulation 3.27 Club Competition Coordinator – Job Description

The Club Competition Coordinator shall report to the Director of Surf Sports and undertake the following Responsibilities and Duties:

- shall set dates for internal club competition dates;
- shall set the format for club championships upon approval of the committee;
- shall coordinate and conduct club competition days;
- shall keep accurate records of all club competitions and results;

- shall liaise with sectional captains pertaining to club competition requirements;
- shall be responsible for the care and maintenance of all equipment that is the property of SSLSC used for the operation of club competitions; and
- shall be responsible for handicap records as required.

The Club Competition Coordinator shall have the following Knowledge and Skills:

- Good carnival and competitions knowledge;
- Ability to organise and delegate tasks;
- Ability to meet deadlines;
- Good communication skills.

Regulation 3.28 JA Competition Coordinator – Job Description

The JA Competition Coordinator shall report to the Director of Surf Sports and undertake the following Responsibilities and Duties:

- manage, coordinate and administer all JA Carnivals held on Stockton Beach in conjunction with the Director of Junior Member Services and the Director of Surf Sports where JA competition is to be held;
- manage and oversee all sectional surf sports disciplines and competition operations for SSLSC Junior Activities;
- manage and coordinate, and this shall include lodging JA entries at all HSLS, SLSNSW carnivals and JA events;
- manage and oversee all internal club competitions and club championships pertaining to JA;
- manage, organise and oversee club officials for all competitions where SSLSC is required to supply officials at JA competitions; and
- manage and oversee all SSLSC team selections where multi discipline events are required pertaining to JA competitions.

The JA Competition Coordinator shall have the following Knowledge and Skills:

- ability to work as part of a team;
- sound knowledge of Surf Sports Manual;
- friendly, positive and enthusiastic;
- SLSA Bronze Medallion SLSA award; and
- awareness of club policy and procedure.

Regulation 3.29 Lifesaving Gear Coordinator – Job Description

The Lifesaving Gear Coordinator shall report to the Director of Lifesaving and undertake the Responsibilities and Duties as set out in the Appendix to the SLSA Club Guide as prescribed from time to time. In addition, the Lifesaving Gear Coordinator shall:

- attend the three [3] annual meetings of the Director of Lifesaving; and

- coordinate with the Patrol Captains for effective gear management.

The Lifesaving Gear Coordinator shall have the Knowledge and Skills required as set out in the Appendix to the SLSA Club Guide as prescribed from time to time, unless the SSLSC committee agrees otherwise.

Regulation 3.30 Vice Captain – Job Description

The Vice Captain shall report to the Director of Lifesaving and undertake the Responsibilities and Duties as set out in the Appendix to the SLSA Club Guide as prescribed from time to time. In addition, the Vice Captain shall:

- attend the three [3] annual meetings of the Director of Lifesaving; and
- substitute for the Director of Lifesaving when required at Branch meetings.

The Vice Captain shall have the Knowledge and Skills required as set out in the Appendix to the SLSA Club Guide as prescribed from time to time, unless the SSLSC committee agrees otherwise.

Regulation 3.31 Patrol Captains – Job Description

The Patrol Captains shall report to the Director of Lifesaving and undertake the Responsibilities and Duties as set out in the Appendix to the SLSA Club Guide as prescribed from time to time. In addition, the Patrol Captains shall:

- attend the three [3] annual meetings of the Director of Lifesaving; and
- coordinate with the Lifesaving Gear Coordinator and Vice Captain for effective patrol management.

The Patrol Captains shall have the Knowledge and Skills required as set out in the Appendix to the SLSA Club Guide as prescribed from time to time, unless the SSLSC committee agrees otherwise.

Regulation 3.32 Powercraft Officer – Job Description

The Powercraft Officer shall report to the Director of Lifesaving and undertake the Responsibilities and Duties as set out in the Appendix to the SLSA Club Guide as prescribed from time to time. In addition, the IRB Captain shall:

- attend the three [3] annual meetings of the Director of Lifesaving; and
- coordinate with the Lifesaving Gear Coordinator and Vice Captain for effective IRB asset management.

The IRB Captain shall have the Knowledge and Skills required as set out in the Appendix to the SLSA Club Guide as prescribed from time to time, unless the SSLSC committee agrees otherwise.

Regulation 3.33 Trainers – Job Description

The Trainers shall report to the Director of Education and undertake the Responsibilities and Duties as set out in the Appendix to the SLSA Club Guide as prescribed from time to time. In addition, the Trainers shall:

- attend the three [3] annual meetings of the Director of Education; and
- coordinate with the Director of Junior Member Services, and Youth Development Officer for effective member training.

The Trainers shall have the Knowledge and Skills required as set out in the Appendix to the SLSA Club Guide as prescribed from time to time, unless the SSLSC committee agrees otherwise.

Regulation 3.34 Assessors – Job Description

The Assessors shall report to the Director of Education/District Supervisor and undertake the Responsibilities and Duties as set out in the Appendix to the SLSA Club Guide as prescribed from time to time. In addition, the Assessors shall:

- attend the three [3] annual meetings of the Director of Education; and
- coordinate with the Director of Junior Member Services, and Youth Development Officer for effective member training.

The Assessors shall have the Knowledge and Skills required as set out in the Appendix to the SLSA Club Guide as prescribed from time to time, unless the SSLSC committee agrees otherwise.

SECTION 4

RULES AND PROCEDURES

Regulation 4.1 Affiliation

Subject always to the SSLSC Constitution,

- a) SSLSC shall be affiliated with SLSNSW and HSLS and thereby gain membership of SLSA,
- b) SSLSC shall make application for affiliation with SLSNSW and HSLS in writing on the form prescribed by SLS annually, SSLSC must ensure that its Constitution conforms with the Association Incorporation Act 2009 and SLSA,
- c) SSLSC must lodge with the Department of Fair Trading, SLSNSW and HSLS full details and any amendments to the Constitution within the required time frame.

Regulation 4.2 Carnivals and Competitions

SSLSC and its members are subject always to the SLSA Regulations, Policies and current Surf Sports Manual when competing in carnivals and competitions.

Regulation 4.3 Competitive Rights, Obligations and Qualifications

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

- a) Inherent in membership of SLSA, but subject always to gaining the appropriate qualification as prescribed by SLSA and complying with the competition rules issued by SLSA, is the right to enter and participate in events, contests, carnivals and competitions conducted by SLSA.
- b) Members are obliged to ensure they obtain and maintain the appropriate qualifications, including but not limited to awards, age limits, patrols, proficiency tests, equipment and limiting disabilities, to enable them to enter and participate in events, contests, carnivals and competitions conducted by SLSA.
- c) Members acknowledge and agree that if they participate in, and/or use any SLSA equipment in, any event, contest, carnival and competition, which has not been licensed, sanctioned or otherwise authorised by SLSA they may attract disciplinary action under the Regulations which may result in forfeiture of their competitive rights set out in Regulation 4.3(a) above.

Regulation 4.4 SLSA Life Membership

Individual Members of SSLSC may be recommended for appointment to SLSA Life Membership. Under clause 13(a)(iii) of the SLSA Constitution Life Members have the right to be present and to debate at General Meetings, but do not have voting rights. To be considered for Life Membership of SLSA, Members must have rendered distinguished voluntary service to SLSA over a period of at least twenty (20) years with the following conditions being applied:

- i. For service to be considered as distinguished it must be both a sustained and conspicuous contribution.
- ii. Candidates shall be nominated in writing on the appropriate form by the President or by two (2) Individual Members of SLSA.
- iii. Nominations after being confirmed by the Club and/or Branch are to be forwarded to the relevant State Centre.
- iv. State Centres shall confirm the details provided. The relevant Appointed Director shall then submit the nomination to SLSA for consideration and if appropriate recommendation.
- v. SLSA Life Membership applications will be considered with other SLSA honours (i.e. President's Medal, Sustained Service Certificate) according to the published SLSA Awards criteria and process.
- vi. Any Individual Member appointed to Life Membership of SLSA shall be recorded in the minutes of the relevant Board meeting. Formal acknowledgement of recipients of Life Membership of SLSA shall be forwarded by the President.
- vii. SLSA Directors are to be the only persons present for discussion and resolution of Life Membership nominees.
- viii. Nominations for SLSA Life Membership that are not successful may be re-nominated for consideration after two years.

Regulation 4.5 SSLSC Standing Sub-Committees

Under clause 23 of the SSLSC Constitution the committee may by instrument in writing delegate to one or more sub-committees consisting of the member or members of the association that the committee thinks fit to carry out such duties and functions and with such powers as the committee determines.

4.5.1 Constitution and Regulations sub-committee

A Constitution and Regulations sub-committee of five (5), two (2) of which shall be the President and Director of Administration, shall be elected as required at a General Meeting or at a committee meeting of SSLSC. All matters affecting the Regulations, rules and by-laws of SSLSC shall be referred to this sub-committee for report and recommendation to SSLSC committee.

Whenever any regulation, rule or by-law of SSLSC shall conflict with the HSLC Constitution or Regulations, the latter shall prevail.

Three (3) members shall form a quorum.

The committee meeting of SSLSC may formulate, issue, adopt interpret rescind or amend such SSLSC regulations, which are subject to and not inconsistent with the SSLSC Constitution and SLSA policy directives, for the advancement, encouragement, management and administration of SSLSC, the advancement of the objects of SSLSC and SLSA as it thinks necessary or desirable.

All SSLSC Regulations made under this rule shall be binding on all members of SSLSC. Amendments, alterations, interpretations, or other changes to SSLSC Regulations shall be advised to members by mail, email, or other media available if necessary.

4.5.2 Meritorious Awards sub-committee

The Meritorious Awards sub-committee of five [5] members shall be limited to the committee. The sub-committee shall investigate and report on all claims of members for recognition under the rules governing the issue of meritorious awards of SLSA. The recommendations of such committee shall be submitted to the first following meeting of the committee.

Three [3] members shall form a quorum.

Applications must be lodged with SSLSC within sixty [60] days. Applications shall indicate that an award could be pending and investigations are proceeding.

4.5.2 Life Membership sub-committee

The Life Membership sub-committee is a minimum of five [5] members shall include the President, two Life Members, one other committee member, and other member(s) are to have a minimum of eight [8] years current active membership. The sub-committee shall investigate and report on all claims of members for recognition under the rules governing the issue of Life Membership of SSLSC.

Life Members shall be elected by a two-thirds majority in a secret ballot at the Annual General Meeting providing there has been a recommendation in favour of the award of Life Membership by the Life Membership sub-committee.

A member may only put forward an application for consideration by the sub-committee for Life Membership twice and the applications must not be less than two years apart.

A nominee for Life Membership to be eligible for nomination must:

- a) have held the Surf Bronze Medallion, and
- b) be a current and continuous member of the club either:
 - i. for a period of not less than thirty [30] years as an active member, or
 - ii. for a period of not less than twenty [20] years as an active member and have served as a committee member for a minimum of twelve [12] years, or
 - iii. a member may qualify for consideration if the committee considers he or she has rendered superior service over a shorter period ,and
- c) have rendered substantially more service, have demonstrated far more commitment and modelled greatly the 'spirit' of the club ethos than that generally expected of club members on a sustained and continuous basis.

A nomination must be accompanied by a detailed outline of the special service rendered by the nominee, and such details are supported by information contained in SurfGuard, and accompanied by a minimum of two [2] testimonials from other club members.

In the event of the President of SSLSC being nominated for Life Membership, his duties and functions shall be performed by a committee member elected by the sub-committee for that purpose.

4.5.2 Long Service Membership sub-committee

The Long Service Membership sub-committee shall be the committee. Upon written application of a Senior Active Member or Reserve Active member, the appointment to Long Service membership may be made by a two-thirds [2/3] majority of the committee present at a committee meeting.

A member may only put forward an application for consideration by the committee for Long Service Membership once.

Long Service membership may be granted in accordance with the requirements of SLSA from among Active members or Reserve Active members who have completed ten [10] years of satisfactory Active patrols plus four [4] years of satisfactory Reserve Active patrols inclusive of club obligations with SSLSC, or any other club affiliated with SLSA.

Long Service members shall be exempted from patrol obligations. However they may be called upon to assist patrols as required by the Director of Lifesaving.

SECTION 5

DISCIPLINE AND JUDICIAL

Regulation 5.1 Judiciary Matters

SSLSC adopts and agrees to abide by the disciplinary and judiciary regulations set out in the SLSA Constitution and Regulations, particularly but not limited to clauses 16, 18, and 39 of that Constitution which for the purposes of clarity are embodied below in regulations 5.1 to 5.4.

To the extent SLSA Constitution and/or Regulations may change from time to time and/or may be inconsistent with these Regulations, SLSA Constitution and/or Regulations in regard to judiciary matters shall prevail to bind SSLSC.

5.1.1 Breach

Where a Member has allegedly:

- i) Breached, failed, refused or neglected to comply with the membership directives or any resolution or determination of the SSLSC committee, a State Centre, a Branch, Club or any duly authorised SLSA committee; or
- ii) Acted in a manner unbecoming of a Member or prejudicial to the Objects and interests of SLSA and/or surf lifesaving; or
- iii) Brought themselves, SSLSC, SLSA, any State Centre, Branch or Club or surf lifesaving into disrepute; or
- iv) Competed or in any way participated in a lifesaving competition and/or used SLSA equipment contrary to **Regulation 4.3(c)** or has failed to obtain the permission of SLSA to so compete or participate in that competition or use that SLSA equipment;

the SSLSC committee, SLSA, a State Centre, a Branch or a Club may commence or cause to be commenced investigatory and/or disciplinary proceedings ("proceedings") against that Member, and that Member will be subject to and submits unreservedly to the jurisdiction, procedures, penalties and appeal mechanisms set out in these Regulations; providing that, the SSLSC committee, State Centre, Branch or Club may commence proceedings, or investigate conduct which may warrant the commencement of proceedings by referring the matter to a Judiciary Committee.

5.1.2 Judiciary Committee

Judiciary Committees shall be convened and function as follows:

Convening of Committee

Each SLS entity (State Centre, Branch and/or Club) shall annually or as required appoint a Judiciary Committee to investigate and/or determine matters referred to it. The SSLSC committee may also convene a Judiciary Committee on such terms and for such purpose(s) as is required. A member of each committee shall act as committee secretary and keep records of all investigations and decisions of that committee.

Jurisdiction

The jurisdiction of a Judiciary Committee shall be as follows:

- i) Where a Judiciary Committee has been convened by the Board of SLSA, that Judiciary Committee shall have unlimited jurisdiction in all matters referred to it throughout Australia including but not limited to referrals between State Centres or between Members from different State Centres or between a State Centre and a Member from a different State Centre, or where a Judiciary Committee convened by another SLS entity within SLSA fails to take satisfactory action or impose a satisfactory result, or where another SLS entity within SLSA fails to take action at all and convene a Judiciary Committee where the Board of SLSA considers such a Committee should have been convened.
- ii) Where within the boundaries of a Club, the alleged offender shall be dealt with by his/her Club Judiciary Committee.
- iii) Where within the boundaries of a Branch, the alleged offender shall be dealt with by his/her its Branch Judiciary Committee.
- iv) Where otherwise within the boundaries of his/her State Centre, the alleged offender shall be dealt with by the State Centre Judiciary Committee.
- v) Where the matter, in the opinion of SLSA, is better dealt with by the criminal justice system it will not be considered however SLSA may reserve its rights.

Referrals

- a) Every referral to a Judiciary Committee shall be clear and unambiguous and shall clearly set out the matter(s) required to be investigated or determined by the Judiciary Committee.
- b) Upon a referral to a Judiciary Committee the committee secretary shall, as soon as practicable, appoint a time and place suitable to the Judiciary

Committee for the proceedings and may appoint an investigator to inquire into the referral.

- c) A Judiciary Committee shall process any referral to it within such time as the Board of SLISA, State Centre, Branch or Club directs, provided always that a concerned person may apply for an adjournment by application in writing to the committee secretary. Such application must be received at least two (2) days prior to commencement of proceedings.
- d) A Judiciary Committee shall have power to require the attendance of any member at any proceedings before it. Notice shall be given in accordance with these Regulations.
- e) The referring authority shall decide the quorum for a Judiciary Committee.
- f) Should an investigator have been appointed, the chairperson of the Judiciary Committee should in conjunction with the investigator determine if the matter should proceed.

5.1.3 Procedure

Proceedings commenced under these Regulations shall be conducted as follows:

Request to Appear

- (a) Upon receipt of a referral, the Judiciary Committee shall request the party or parties concerned in the referral to appear before them. Such request shall be in writing either delivered personally or in appropriate cases by post or facsimile to the appropriate address (mail or electronic) or facsimile number of the party or parties concerned. A notice given by post shall be deemed to have been given on the second day following that on which it shall be posted. A notice given by facsimile shall be deemed to be given upon receipt of a confirmation report confirming the facsimile was received at the facsimile number to which it was sent. A notice given by email shall be deemed to be given unless an email is received in reply stating email not successfully transmitted.

Notice

- (b) Proceedings shall take place as soon as practicable. All parties concerned shall be given at least seven (7) days' notice of the proceedings by the Judiciary Committee. The notice shall:
 - i) Be in writing;
 - ii) State that the party or parties concerned are required to appear and in what capacity;

- iii) State the nature of the proceedings and the matters or alleged offence(s), the subject of investigation or determination, the possible penalty or penalties and the date, place and time of the hearing;
- iv) Be delivered in accordance with **Regulation 5.1.3(a)** above.

Appearance

- (c) Persons appearing before the Judiciary Committee shall be entitled to call witnesses, but must state their case in person unless the Judiciary Committee has permitted representation through an advocate. They and their witnesses shall be given a full opportunity to be heard. In their absence, or in the absence of their witnesses, a decision may be made by default. Before making a decision in default of appearance, the Judiciary Committee must satisfy itself that the party concerned was aware of the time, date and place of hearing and had been requested to appear in accordance with **Regulations 5.1.3(a) and 5.1.3(b)** above.

Procedure at Proceedings

- i) Judiciary proceedings shall be conducted as follows.
- ii) The Judiciary Committee chairperson shall announce the opening of the proceedings, stating the Judiciary Committee's authority, jurisdiction, composition and the nature and purpose(s) of the proceedings.
- iii) The procedure to be followed at proceedings shall be clearly explained by the Judiciary Committee Chairperson. The Judiciary Committee chairperson shall state who is entitled to be present throughout proceedings during evidence and submissions.
- iv) The matter(s) the subject of proceedings shall then be read to the person(s) concerned. The body or person reporting the matter(s) and the subjects of the proceeding shall be given the opportunity to report the circumstances of those matter(s). The person(s) concerned will be given the opportunity to respond to this report and present evidence/submissions as to their view of the circumstances of those matter(s). Any witnesses called by either the reporting body or the person(s) concerned will be given the opportunity to give evidence or make submissions. Witnesses may be questioned on their evidence. Evidence and/or submissions may be tendered in writing.
- v) The Judiciary Committee will consider the evidence presented. The Judiciary Committee may adjourn the hearing if considered necessary. No other person shall be present or partake in any discussion with the Judiciary Committee at this time. If the Judiciary Committee finds an

offence has not been committed or not proved it will advise the referring authority and dismiss the charge, accordingly.

- vi) If the Judiciary Committee finds an offence has been committed or proved, it may impose, in its discretion, an appropriate penalty or penalties, or it may report its findings to the referring authority with such recommendations, as it considers appropriate. The Judiciary Committee chairperson will declare the proceedings closed.
- vii) If a decision cannot be given immediately after proceedings, the relevant party or parties must be advised of the time and place at which the decision will be given. The decision, any penalty, the reasons for the decision and notice of the person's appeal rights shall be given in writing and signed by the Judiciary Committee chairperson. A referring authority must advise persons found guilty of an offence under these Regulations of their rights of appeal.
- viii) Every decision of a Judiciary Committee appointed by the Board, a State Centre, a Branch or a Club under these Regulations shall be conveyed in writing to the parties concerned, and where an Individual Member, to that Individual Member's Club, Branch (where relevant) and State Centre. It shall be incumbent on such Club to give effect to the decision immediately and to notify the referring authority that such has been done. The referring authority may deal with an Affiliated Club failing to give immediate effect to such decision at that authority's discretion.

5.1.4 Penalties

a) Penalties which may be imposed include:

- i) A reprimand;
- ii) Suspension of such activities, on such terms and for such period as the Judiciary Committee thinks fit;
- iii) Exclusion from a particular activity, event or events;
- iv) Expulsion;
- v) Fines, imposed in such manner and in such amount as the Judiciary Committee thinks fit;
- vi) Such combination of any of the above penalties as the Judiciary Committee thinks fit.
- vii) Additional Service, requiring the Member to undertake an activity based penalty, imposed in such manner as the Judiciary Committee deems fit.

- (b) During proceedings the subject(s) of the proceedings may be suspended, on such terms and for such period as the relevant referring authority thinks fit, and shall remain under suspension unless the relevant referring authority decides otherwise.

5.1.5 Reporting

- a) Unless the decision of a Judiciary Committee is unanimous, a separate report may be made to the referring authority by the minority. The decision of the majority however, shall be deemed to be the decision of the Judiciary Committee. Where voting is equal, the Judiciary Committee chairperson may exercise a casting vote.
- b) A decision of a Judiciary Committee cannot be altered by the referring authority.

5.1.6 Effect of Penalty

- a) Where an Affiliated Club is suspended under these Regulations, its membership of, and representation rights and privileges in, SLSA shall be forfeited during the period of such suspension. Officers of SLSA who may be members of a suspended Affiliated Club shall not be affected by such suspension nor shall a suspension, absolve the Club from any beach patrol responsibilities.
- b) Where an Individual Member is suspended under these Regulations, all rights and privileges of that Member shall be forfeited, either partially or completely, during the period of suspension. In the case of complete suspension, a member shall also forfeit all Affiliated Club rights during the currency of the suspension. Partial suspension shall prevent a Member's participation in inter-Club, Branch, State Centre or SLSA activities, but shall not interfere with his rights as a member of an Affiliated Club or his beach patrol responsibilities.
- c) Where an Affiliated Club or Individual Member is expelled under these Regulations, its or his membership of, and representation rights and privileges in, SLSA shall be forfeited immediately and membership shall cease. No monies will be refunded to expelled or suspended Members. The provisions of clauses 17 and 18 of the SLSA Constitution shall apply.

Regulation 5.2 Appeals

Pursuant to clause 12 of the SSLSC Constitution, a member who has received a penalty or adverse finding from a Judiciary Committee may appeal to HSLs and HSLs appeal procedure as set out in clause 12 thereof and by HSLs Constitution and/or Regulations, as amended or varied by HSLs from time to time, shall apply to such appeal.

Regulation 5.3 Competition Discipline

5.3.1 Surf Sports Manual

The SLSA Surf Sports Manual and all relevant clauses of the Surf Sports Manual applies in respect to SLS carnival and competition discipline for all SSLSC member(s) participation in any club, branch, state or national event.

5.3.2 Appeals

For the purposes of any appeal under the relevant clauses of the SLSA Surf Sports Manual the appeal body for any appeal against a penalty imposed by a Competition Disciplinary Committee shall be the HSLC Appeals Tribunal and **Regulation 5.2** shall apply to such appeal.

Regulation 5.4 Revocation of SLSA, SLSNSW, or SSLSC Service and Recognition Awards

1. The Committee may, by special resolution, revoke a previously issued award of recognition, including, but not limited to, SLSA Life Membership, in circumstances where a Member who has been issued an award of recognition has:
 - a. Been convicted of a serious criminal offence
 - b. Committed a serious breach and/or repeated breaches of a SLSA policy or policies
 - c. Committed a serious breach and/or repeated breaches of SLSA codes of conduct
 - d. Brought surf life saving and/or SLSA into disrepute
 - e. Rejected and/or returned a previously issued award
2. Prior to giving consideration to the revocation of an award, the member shall be invited to make a written submission to the Committee as to why the award should not be revoked.
3. The Committee's decision to revoke an award shall be final and there is no appeal.

SECTION 6

MEMBERSHIP DIRECTIVES

SSLSC adopts in full the following definitions and directives of membership as set out in the SLSA Constitution and referenced in this Section of the SSLSC Regulations.

To the extent that SLSA Constitution and/or Regulations may change from time to time or may be inconsistent with these Regulations, SLSA Constitution and/or Regulations in regard to membership directives shall prevail so as to bind SSLSC.

Regulation 6.1 Authority of Membership Directives

- a) SSLSC Membership directives are authorised under clauses 23 and 39 of the SLSA Constitution.
- b) SSLSC Membership directives include but are not limited to the Constitution, Regulations, Manuals, Policies and Bulletins. SLSA may create and publish such Membership directives as it considers necessary and desirable for the promotion of its Objects and/or in the interests of SLSA and/or surf lifesaving. All SLSA Manuals, Bulletins and Policies shall be deemed to be part of these Regulations and adopted by SSLSC.
- c) Under clause 16 of the SLSA Constitution, SSLSC Members acknowledge and agree that the SLSA Constitution constitutes a contract between each of them and SLSA and that they are bound by the SLSA Constitution, the SSLSC Constitution, the SLSA Regulations and these SSLSC Regulations
- d) When a person becomes a member of SSLSC they become an Individual Member of SSLSC, the relevant Branch (HSLs), SLSNSW and of SLSA. They agree to be bound by the constitution of each of these surf lifesaving entities.
- e) If there is any conflict or inconsistency between the constitutions of SSLSC, HSLs, SLSNSW or of SLSA, the Membership directives of the higher surf lifesaving entity will prevail to the extent of the conflict or inconsistency. For the avoidance of doubt, the Constitution of SLSA prevails over the constitutions of SLSNSW and/or HSLs and/or SSLSC. The constitution of SLSNSW prevails over the constitution of HSLs and/or SSLSC.
- f) Every person, body or group of persons shall, by and upon:
 - organising an SLSA competition or taking part therein; and/or,
 - entering an SLSA competition; and/or,
 - accepting any official position in SLSA; and/or,
 - lodging any appeal to the SLS Appeals Tribunal set under these Regulations; and/or,

- applying for affiliation or association with SLSA; and/or
- being a member of any club affiliated or associated with SLSA;

be deemed to have and recognise that they have:

- (i) made themselves acquainted with the SLSA Constitution, the Regulations and any other SLSA Membership directives;
 - (ii) submitted themselves without reserve to the consequences resulting from SLSA Membership directives, and
 - (iii) acknowledged that SLSA Membership directives are:
 - made in the best interests of surf lifesaving in Australia;
 - necessary and reasonable for the purpose of protecting and promoting surf lifesaving in Australia;
 - necessary and reasonable for the purpose of establishing water and safety regulations and standards and guidelines; and
 - made in the public interest.
- g) Every person, body or group of persons acknowledges and agrees that this clause may be pleaded as an absolute bar to proceedings, suit or action against SLSA, and agrees that they will not become a party to any suit, at law or equity, against SLSA, its officials or any other person subject to the SLSA Constitution and these Regulations, until all remedies allowed by the SLSA Constitution and these Regulations have been exhausted, save with the written consent of SLSA.

Regulation 6.2 Affiliated Club Colours and Badges

- a) Each new Affiliated Club applies to the relevant State Centre to register its proposed colours and badge and competition cap design, which shall be subject to the endorsement of the State Centre and the approval of the SLSA.
- b) Existing Affiliated Clubs' colours and badges shall not be altered without re-endorsement of the State Centre and the approval of SLSA.
- c) SLSA shall appoint a Cap Registrar who shall be responsible for the administration of this regulation and who shall maintain a competition Cap Register.
- d) The SSLSC competition cap shall consist of Cardinal Red and Royal Blue quarters, with a red quarter being over the left eye.
- e) The SSLSC blazer and/or jacket shall be Royal Blue with the badge of SSLSC on the left upper side.

- f) The Badge of SSLSC shall be of the following design, a Cardinal Red outer circle with an inner Royal Blue circle containing the face of a White surf reel, or of a design as deemed appropriate at the time.
- g) The SSLSC swimming costumes shall be in Club colours of a design as deemed appropriate at the time.
- h) The SSLSC Honours Blazer shall be the same as 6.2 e) above, except that the SSLSC badge shall be surrounded by a laurel wreath. Permission to wear such Blazer must first be obtained through the SSLSC committee.

Regulation 6.3 Membership Categories

The philosophy of SLSA is to establish and recruit persons to become Members for participation in surf lifesaving activities. As an Affiliated Club, SSLSC provides for the following types of membership and the following minimum qualifications shall be adhered to:

6.3.1 Probationary Membership

Probationary membership shall be the designation of any person for the time period between applying for membership and the gaining of an award and/or the granting of a formal category membership by the SSLSC committee.

6.3.2 Junior Activities Membership ("Nipper")

- a) A Junior Activity Member shall be a person who shall be a minimum age of five (5) years up to a maximum age of thirteen (13) years and such person shall be required to gain the relevant Surf Education Certificate for that person's age group.
- b) The key focus for five and six year old Junior Activity Members will be play, participation and fun. Guidelines which support this focus will include:
 - i. beach activities that emphasise games and group activities,
 - ii. water activities to be limited to shallow water near the water's edge and
 - iii. no competition for these age groups other than that involved in fun games.

6.3.3 Cadet Membership

A Cadet Member shall be a Member of the age qualification as defined in SLSA's Manuals (ie under 15) and, who has obtained the Surf Rescue Certificate or has passed an annual proficiency test.

6.3.4 Active Membership

An Active Member shall:

- a) Be a Bronze Medallion holder.
- b) Fulfil patrol and Club obligations, as provided by SLSA and SSLSC constitution.
- c) Qualify in an annual proficiency test unless the Member has obtained their Bronze Medallion in that season.

6.3.5 Reserve Active Membership

- a) Reserve Active Membership may be granted by SSLSC committee to Active Members who have satisfactorily completed (from the gaining of the Bronze Medallion) at least eight (8) years of patrol and Club obligations as provided by SLSA and SSLSC constitution. Reserve Active Membership shall not be automatic, but shall be granted by resolution of SSLSC committee.
- b) Reserve Active Members shall perform a minimum of patrols in each Affiliated Club where they hold Reserve Active Membership, as required by SLSA and further patrol duties at the discretion of the Affiliated Club/s management.
- c) Reserve Active Members shall complete the annual proficiency test.

Note: Reserve Active membership may be granted, under exceptional circumstances to Active Members irrespective of years of service.

6.3.6 General Membership

- a) General Membership may be granted by a Club to persons who may or may not hold an SLSA award.

6.3.7 Long Service Membership

- a) Long Service Membership may be granted by a Club to Members who have completed ten (10) years active service or to Members who have completed eight (8) years active service plus four (4) years reserve active service.
- b) Such Members may be exempted from all patrol obligations and may be granted other special privileges of Membership as provided in their Club constitutions.
- c) Should such Members join another Affiliated Club the receiving Affiliated Club shall determine if such Member's Long Service shall be recognised by that Affiliated Club.

6.3.8 Award Membership

- a) Award Membership may be granted by a Club to persons who hold an SLSA award of one, or more, of the following qualifications:- Surf Rescue Certificate, Radio award/s, Resuscitation Certificate, Advanced Resuscitation Certificate or First Aid Certificate (or equivalent).
- b) Such Members may be called upon to perform patrol and/or other club obligations within the ability of their qualifications.
- c) An Affiliated Club may grant an Award Member voting rights to that Affiliated Club if they are undertaking lifesaving patrol duties.

6.3.9 Associate Membership

- a) Associate Membership may be granted by a Club to persons who may or may not hold an SLSA award.
- b) Associate Members shall not have Affiliated Club voting rights unless elected to office or position, which is provided with voting rights by the relevant Affiliated Club constitution.
- c) Associate Members shall have a joining and/or annual membership fee substantially greater than fees for other categories of membership.

6.3.10 Honorary Membership

Honorary Membership may be granted by a Club to persons who may or may not hold on SLSA award.

6.3.11 Life Membership

Life Membership of a Club may be granted by that Club to Members who have rendered distinguished, or special service as provided for in that Affiliated Club's constitution and is relevant to that Club only.

6.3.12 Past Active Membership

- a) Past Active Membership may be granted by an Affiliated Club to persons who have held an SLSA Bronze Medallion and been an active patrol member for a minimum of three (3) years.
- b) Past Active Members may have Club voting rights at the discretion of the Affiliated Club.

Regulation 6.4 Dual Membership

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

- a) Any Individual Member of a Club may be admitted as an Individual Member of another Club or Clubs, providing such member has a "clearance" as provided for in SLSA's Clearances Policy.
- b) Any competing Individual Member shall not participate in any inter-Affiliated Club competition as a representative of more than one Club during any one competition season unless and until their "competitive rights" have been transferred as provided for in SLSA's "Competitive Rights Transfer" Policy.
- c) Any competing Individual Member who is an Individual Member of more than one Club shall be entitled to compete in intra-Club events of all such Clubs.

Regulation 6.5 Restriction on Membership

In relation to membership restriction the following shall apply:

- a) An non-financial, suspended, excluded or expelled Individual Member of a Club shall not knowingly apply to join another Club nor shall a Club knowingly admit, accept or retain in membership any past or present Member of any other Club who is indebted to in any way, or is currently suspended or expelled from any Club.
- b) A Club shall immediately provide the relevant State Centre the names and addresses of Individual Members who have had their membership cancelled or suspended and such information, including the period of suspension/cancellation of membership shall be set out in a register provided for that purpose.
- c) Should an Individual Member of more than one Affiliated Club be suspended or expelled by any Club they shall not be allowed to compete in competition for any other Affiliated Club of which they are an Individual Member or in any other Affiliated Club competition or in any other SLSA competition, while under suspension or expulsion.
- d) Any dispute/s shall be referred to the relevant State Centre.
- e) Subject to the SLSA Constitution non-financial, suspended, excluded or expelled Member shall hold no membership rights.

Regulation 6.7 Patrol Obligation Policy

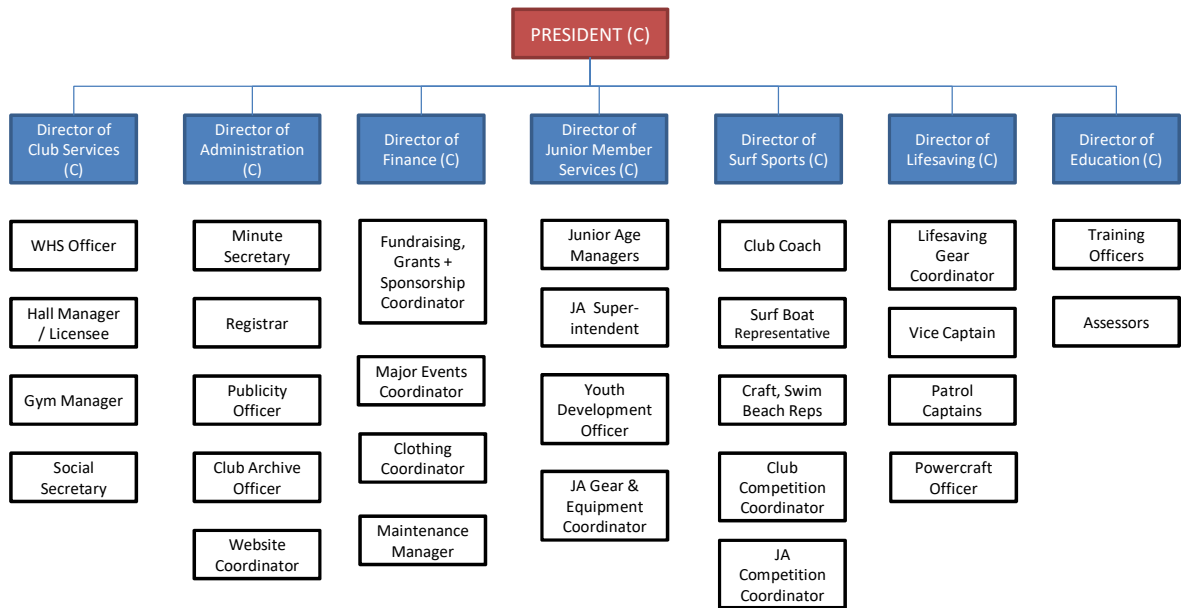
Members, Clubs and SLSA recognise the obligation of all appropriately qualified and proficient Members to perform patrol duties and/or other duties within the SLSA structure. SLSA may develop and implement policies from time to time that provide patrol exemption for some Members.

SECTION 7

SSLSC ORGANISATION CHART

SSLSC Structure

Office Bearers & Reporting Relationships



Committee (C) Positions

ANNEXURE 1 – SLSA LOGO

Annexure 1.1 SLSA Logo



Annexure 1.2 SSLSC Logo/Badge

