

**QUINNS MINDARIE**



**SURF LIFE SAVING CLUB**

**QUINNS MINDARIE  
SURF LIFE SAVING CLUB INC**

**BY-LAWS**

**2021**

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# QUINNS MINDARIE SURF LIFE SAVING CLUB INC – BY-LAWS

May 2021



## ACKNOWLEDGEMENT OF COUNTRY

Quinns Mindarie Surf Life Saving Club acknowledges the Traditional Owners of this land - the Whadjuk people of the Nyoongar Nation. We wish to acknowledge the strength of their continuing culture, their important contribution to our community; and offer our respects to Elders past, present and emerging.



# QUINNS MINDARIE SURF LIFE SAVING CLUB INC – BY-LAWS

May 2021

## AUTHORITY

This document has been re-produced and re-written as the By-Laws for Quinns Mindarie Surf Life Saving Club Incorporated. Gaining its authority from the Constitution of Quinns Mindarie Surf Life Saving Club Incorporated.

## RECOMMENDED

.....  
Director of Administration

Quinns Mindarie Surf Life Saving Club Board of Directors.

Dated:    /    /

## ENDORSED

.....  
President/Chairperson

Quinns Mindarie Surf Life Saving Club Board of Directors.

Dated:    /    /

## RATIFIED BY MEMBERSHIP

Dated:    /    /

# QUINNS MINDARIE SURF LIFE SAVING CLUB INC – BY-LAWS

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## AMENDMENT REGISTER

Suggested amendments or additions to the contents of these By-laws are to be forwarded in writing to:

### The Director of Administration

Quinns Mindarie Surf Life Saving Club

PO Box 11

Quinns Rock

West Australia 6030

Email: [admin@qmslsc.com.au](mailto:admin@qmslsc.com.au)

<b>Title:</b>	Quinns Mindarie Surf Life Saving Club Inc – By-laws
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<b>Next Review Date:</b>	As required
<b>Responsible:</b>	Director of Administration
<b>Last update by:</b>	Richard Lissett

By-law	Title	Change	Date
1.2	Board of Director		2018
2.3(e)	Renewal of Membership		2018
4.5(a)	Default of roster Hours		2018
5.2	4W Quad Bike	4W Quad Bike replaced with ATV (All Terrain Vehicle)	2018
All	All Sections	The whole of the By-laws document has been reformatted. The structure of the document has been updated to reflect, Articles and Sections.	2021
1.1, 1.2, 1.3, 1.5, 1.7 and 1.8	The Constituents	Minor adjusts to references and listed positions.	2021
Section 1.4.1, 1.4.2 and 1.4.3 added	The Constituents	Additional sub-sections to identify, Elected, Appointed and Other Officers.	2021
2.1(a)(b)(c)(e)(g)(j), 2.2(a)(d)	Conditions Pertaining to Officers and Members	Minor wording changes to existing clauses.	2021

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By-law	Title	Change	Date
2.3, 2.4, 2.5, 2.6, 2.7	Conditions Pertaining to Officers and Members	Removal of duplicate sections, document contained two sections numbered 2.3. Sections 2.4 to 2.7 renumbered accordingly.	2021
2.3(e), 2.4(a)(b)(d)(e), 2.5(f), 2.6, 2.7(a),(b),(c),(d),(e),(f), (g),(h)	Conditions Pertaining to Officers and Members	Minor wording changes to existing clauses.	2021
3.1(a),(b),(c),(d),(e),(f), 3.2(a),(c), 3.3(d),(g), 3.4, 3.5(a),(b),(f), 3.6, 3.7(c),(d), 3.8(b), 3.9(c),(d),(e), 3.10(d), 3.11(a),(b),(c),(d),(e), 3.12(c),(d), 3.13(a)-(g), 3.14, 3.15, 3.16(a),(b), 3.17(j), 3.18	Meetings	Minor wording changes to existing clauses. Reformat clause numbering, 3.3(g) and 3.4(f) added. Removal of General Meeting section.	2021
4.1(a),(c),(f), 4.2(a)-(e), 4.3(b), 4.4(c), 4.6(a),(d),(e),(h),(j)	Patrol and Beach operations	Minor wording changes to existing clauses. 4.2(e) added.	2021
5.1(a),(b),(c),(d),(f),(g), (h),(i), 5.2(b),(e),(g), 5.3(a)-(g),(j), 5.4, 5.5(a),(b),(d),(f), 5.6(a),(b),(c),(i)	Club Patrol and Competition Equipment	Minor wording changes to existing clauses. RWC added to Section 5.1. 5.2 updated with regards to ATV towing, 5.2(c) added. Section 5.4 Beach Tractor added. Sections renumbered due to missing sections.	2021
6.1(a),(c),(d),(e),(f),(h), (i),(k),(m), 6.2(a),(b),(h),(k), 6.3(a),(b),(d), 6.4(d), 6.5(b),(e),(g),(h),(i),(k), 6.6(g),(i),(l),(m)	Club House and Property	Minor wording changes to existing clauses. 6.1(m) added. 6.6(l),(m) added.	2021
7.1(a)-(m),(o), notes, 7.2(b), 7.3(a),(b),(d),(f),(j),(k),(l), (m),(n),(o),(p),(s),(u)	Club Awards and Competition	Minor wording changes to existing clauses.	2021
8.1(a),(d),(f),(g), 8.2(a),(d),(f),(g)	Judiciary and Appeals Process	Minor wording changes to existing clauses.	2021
Annexures	All	List update to include additional Annexures I-L, All Annexures reformatted.	2021
8	Fundraising Policy	Removed fundraising section	2021
1.5	Club Organisational Structure	Now referred to as the "Club Organisational Structure" rather than "Operational Structure"	2021

# QUINNS MINDARIE SURF LIFE SAVING CLUB INC – BY-LAWS

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## DISTRIBUTION

Organisation	Number of Copies
Surf Life Saving West Australia	1
City of Wanneroo	1
<b>Members of the Board of Directors</b>	
President	1
Vice President	1
Director of Marketing	1
Director of Administration	1
Director of Finance	1
Director of Lifesaving	1
Director of Education	1
Director of House	1
Director of Youth	1
Director of Surf Sports	1
All Office Bearers of the Club	1
<b>Honorary Members</b>	
Club Patron	1
Vice Club Patron(s)	1
Club Notice Board	1

# QUINNS MINDARIE SURF LIFE SAVING CLUB INC – BY-LAWS

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## GLOSSARY OF TERMS AND ACRONYMS

Term / Acronym	Meaning
QMSLSC	Quinns Mindarie Surf Life Saving Club Incorporated
SLSWA	Surf Life Saving Western Australia
SLSA	Surf Life Saving Australia
The Board	Board of Directors
BoD	Board of Directors
BoM	Board of Management (Board of Directors)
The Club	Quinns Mindarie Surf Life Saving Club Incorporated
By-laws	Quinns Mindarie Surf Life Saving Club By-laws (This Document)
Constitution	Constitution of Quinns Mindarie Surf Life Saving Club
CC	Club Constitution



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# QUINNS MINDARIE SURF LIFE SAVING CLUB INC – BY-LAWS

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## INTRODUCTION

### PURPOSE

The Club By-laws are a set of rules or conditions approved by the Board of Directors and endorsed by the Club Council to guide members and staff in the day-to-day operation and administration of the Club.

They supplement the Constitution by expanding the objects set out therein into mandatory directives, which are to be followed until rescinded or amended by the Board.

In accordance with Section 25 of the Club Constitution (CC), these By-laws are effective upon being posted on the Club Notice Board. The Board reserves the right to alter or amend any By-law at any time in accordance with Section 25 of the CC. Members upon completing and signing the standard SLSA registration form are bound by the Club By-laws. The Board may restrict and or cancel Members privileges for non-compliance of the By-laws.

Where there is conflict between policy/rules and the Club By-laws, the Club By-laws shall take precedent in any decision making process.

### REFERENCES

Within the Club By-laws reference will be made to different sections of the Clubs Constitution and will be documented as such, for example; Section 25 (25.1) of the CC. In addition, the term 'Board of Directors' for Quinns Mindarie Surf Life Saving Club here after may be termed 'The Board'.

### PLEASE NOTE:

These By-laws do not include all SLSA or State Centre policies, rules or regulations as these are available in Association Manuals and other published forms (both hard copy and on SLSA and SLSWA websites). Such Policies, Rules and Regulations are created, reviewed and amended from time to time. New or revised Policies, Rules and Regulations are communicated by Bulletin or Circular, and as stated earlier are available on SLSA or SLSWA websites.

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## ARTICLE 1 – THE CONSTITUENTS

### SECTION 1.1. COUNCIL MEMBERS

The Club Council Members is made up of only financial Active, Active Reserve, Long Service, Life Members, Board of Directors and elected Club Office Bearers who shall be eligible to vote at Council Meetings, and shall be entitled to one vote, as provided for in Section 16 of the Club Constitution.

### SECTION 1.2. BOARD OF DIRECTORS

The following Board of Directors shall be elected at the Annual General Meeting as provided for in Section 18 (18.3) of the Club Constitution.

- President
- Vice President
- Director of Administration
- Director of Finance
- Director of Lifesaving
- Director of Surf Sports
- Director of Education
- Director of Youth
- Director of House
- Director of Marketing

- a) Nominees for these positions shall read and sign off on the duty statements with respect to the applicable roles and responsibilities, making sure they are aware of the duties and commitment of the particular position for which a member has nominated.
- b) All elected Directors must be financial members of the club.

### SECTION 1.3. THE EXECUTIVE COMMITTEE

The following Board of Directors elected at the Annual General Meeting shall be deemed part of the Executive Committee.

- President
- Vice President
- Director of Administration
- Director of Lifesaving
- Director of Finance



## SECTION 1.4. CLUB OFFICERS

### 1.4.1. Elected Club Officers

The following Club Officers shall be elected at the Annual General Meeting as provided for in Section 2.1 a) of the Club By-laws. Voting rights are inherent to these positions:

- Club Captain
- Chief Instructor
- Junior Manager
- Youth Coordinator
- Registrar
- Nippers Surf Sports Manager
- Junior Surf Sports Manager
- Senior Surf Sports Manager
- Masters Surf Sports Manager
- Senior Development Coordinator
- Facility Manager
- Social Function Manager

### 1.4.2. Appointed Club Officers

The following officers are to be appointed by the associated Director and operational lead. These appointed officers have all the rights and obligations of elected club officers:

- Member Protection Officer
- In-shore Rescue Boat (IRB) Manager
- Rescue Water Craft (RWC) Manager
- Aerial Surveillance Officer
- First Aid Officer
- Patrol Captains
- Water Safety Coordinator
- Surf Boat Captain
- Beach Captain
- Board and Ski Captain
- Age Group Managers
- Youth Age Managers (U15, U17, U19)
- Gym Manager

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The following officers are to be appointed by the associated Director and operational lead. Voting rights are not inherent to these positions (Voting rights may be gained as a result of other club involvement and/or awards):

- Vehicle Manager
- Club Administrator
- Touring Team Manager
- Communications Manager
- Fundraising Manager
- Bar Manager
- Canteen Manager
- Environmental Officer
- Merchandise & Clothing Manager

### 1.4.3. Other Club Positions

The following positions are to be appointed by the associated Director and operational lead. Voting rights are not inherent to these positions unless gained as a result of other club involvement and/or awards:

- Peer Support Officers
- Club Accountant
- Trainers and Assessors
- Competition Officials
- Assistant Age Managers
- Parent Liaisons Officers
- Fundraising Committee Members
- Social Committee Members

The following are appointed positions, but due to the requirement of award/qualifications, required skills maintenance and fitness levels will be allowed limited gym access, as set out in *QMSLSC By-laws Annexure L*.

- Coaches
- Gym Supervisor
- Water Safety Personal (NRC)

## SECTION 1.5. CLUB ORGANISATIONAL STRUCTURE

The Club Organisational Structure is as per *QMSLSC By-laws Annexure A*.

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## SECTION 1.6. HONORARY CLUB OFFICERS

By invitation of the Board of Directors, the Club may appoint at its Annual General Meeting the following:

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

## SECTION 1.7. LIFE MEMBERS

Life Members of the Club shall be entitled to attend Council Meetings and hold Office if elected as provided in Section 7 (7.3) of the Club Constitution. Life Members shall receive special recognition, for example, a Life Members' badge (*QMSLSC By-laws Annexure C*) and/or certificate and be afforded special privileges to acknowledged Life Member status.

## SECTION 1.8. MEMBERS

- a) Membership may be granted to any applicant in any category, subject to the Constitution and By-laws of the Club and the Association and having completed the prescribed Association Form and submitted the required fee.
- b) Membership shall be limited by category qualifications referencing Section 7 (7.2) of the Club Constitution and/or the adequacy of Clubhouse facilities to cope with the existing situation.



## ARTICLE 2 - CONDITIONS PERTAINING TO OFFICERS AND MEMBERS

### SECTION 2.1. OFFICERS

- a) Officers of the Club shall be selected (either elected or appointed) from the members of the Club.
- b) Prior to selections, all Club Officers shall hold a current award proficiency as stated in the duty statement for the position. (*Reference; QMSLSC – By-laws Annexure F*)
- c) Officers of the Club shall be required to understand the needs of the Club and their legal responsibilities as Officers. Club Officers owe a fiduciary duty to the Club and shall exercise their rights and powers in good faith and for the benefit of the Club.
- d) Officers shall comply with the following principle statutory and common law duties:
  - i. to act honestly and in good faith in the interests of the Club;
  - ii. to exercise a degree of care, skill and diligence that a reasonable person in a like position would exercise in the Club's circumstances;
  - iii. to exercise powers honestly and for the purposes for which they were conferred and not for collateral purposes;
  - iv. to disclose any actual or potential conflict between their obligations owed to the Club and their personal interests and other duties;
  - v. to keep confidential any information obtained, and not to disclose this information for advantage or business opportunities acquired at the time, in the course of that office;
  - vi. to prevent insolvent trading by the Club.
- e) **Interests:** An Officer shall not hold any place of profit or position of employment within the club, or in any company or incorporated association in which the Club is a shareholder or otherwise interested, or from contracting with the Club either as a vendor, purchaser or otherwise except with the express resolution or approval of the Club Council. Any such contract or arrangement entered into by or on behalf of the Club in which an Officer is in any way interested will be voided for such reason.
- f) **Disclosure of interests:** The nature and interest of an Officer must be declared by such person at the meeting at which the contract or arrangement is first taken into consideration if the interest exists at the time. In any other case at the first meeting of the Council after the acquisition of the interest. If an Officer becomes interested in a contract or arrangement after it is made or entered into, the declaration of the interest must be made at the first meeting of the Council or Management Committee held after the Officer becomes so interested.
- g) **General Disclosure:** A general notice that an Officer is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration. After such general notice it is not necessary for such Officers to give a special notice relating to any particular transaction with that firm or company.
- h) **Recording Disclosures:** It is the duty of the Director of Administration to record in the Minutes any declarations made.

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- i) **Conflicts:** An Officer with a declared conflict of interest, shall not be present during discussion of the subject of interest and, as such, shall not be counted in the quorum for that portion of the meeting nor shall they vote in respect of any contract or arrangement in which the Officer is interested. An Officer shall not sign a document where said Officer is interested in the contract or arrangement to which the document relates.
- j) **Duty Statements:** All members so elected or appointed to positions of the club (i.e. Board of Directors and Officer Bearers) will refer and sign off on the Duty Statements that refers to that said position. (*Reference; QMSLSC By-laws Annexures E and F - Duty Statements*)

## SECTION 2.2. DUTIES AND PRIVILEGES OF MEMBERSHIP

- a) All financial members shall have the basic access to the Club facilities (e.g. toilet/showers and social areas) during scheduled open times and Club social functions.
- b) Gym Access and use of equipment - Members must be: Financial and in good standing with the Club, fourteen (14) years of age and over, a proficient Active or Active Reserve member, an Age Manager, elected Club Officer, Long Service, or Life Member. Members under the age of 18 years must be supervised by a suitably qualified member aged 18 years and over.
- c) All financial Active, Active Reserve, Long Service, Life Members, elected Club Officers and specified appointed Club Officers (*Reference; QMSLSC By-laws Annexure A – Club Organisational Structure*) shall have the right to attend and vote at the Annual General Meeting, General Meetings and Special General Meetings of the Council. All other members may attend such meetings but have no voting rights.
- d) All Active and Cadet Members may apply in writing for leave of absence from their duties, stating the reasons and length of time for such leave, with no loss of privileges subject to review by the Board every three (3) months.
- e) All new members shall be required to undertake a 'Club Induction' prior to utilisation of the Club facilities and equipment. The content of the Club Induction will be so determined by the Board of the Club.
- f) All members shall abide by the Constitution, By-laws, Code of Conduct and Rules of the Club and the Association.

## SECTION 2.3. RENEWAL OF MEMBERSHIP

- a) Members shall apply annually for renewal of membership by submission of the prescribed Association Form and payment of the prescribed fee.
- b) The Board shall have the sole right to grant or refuse any application for membership.
- c) Should the application for membership or renewal of membership be refused the member shall have the right of appeal to be heard by the Disciplinary Committee and shall make the appeal in writing addressed to the Director of Administration within 14 days of having the membership refused.
- d) For a member to be eligible to vote at the Annual General Meeting they are required to be a current financial member.

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- e) Any member who fails to renew their subscription by the required date of 1<sup>st</sup> October shall lose all rights and privileges in the Club and shall cease to be a member. In these circumstances application for membership reacceptance is permitted, provided the prescribed form is submitted, accompanied by the current fees plus any potential penalty fees or loss of rebate offering, as set out in the Schedules of Fees.

## SECTION 2.4. ANNUAL MEMBERSHIP SUBSCRIPTION

- a) Annual Membership Subscription (Schedule of Fees) will be set by the Board of Directors prior to the Annual Registration Day.
- b) Refund of Membership Subscription:
  - i. Generally the Club has a No Refund of membership fees policy. However, on application, the Board may decide under special and individual circumstances to refund all or part of the membership subscription fees paid. In any case an Administration Fee of 10% of the total amount will apply or whatever the Board of Directors shall so determine.
- c) All current members must be financial prior to the 1<sup>st</sup> October each year or the Board can remove all membership rights until the payment of the said fees, unless special circumstances exist.
- d) Membership Subscription Flexibility:
  - i. Upon an individual/family's application, the Board may under special circumstances alter the membership fees (as set out in the Schedule of Fees) to accommodate a specific or special situation.
- e) The Board may alter the membership fee to suit the timeframe for an individual who wishes to apply for membership between 1<sup>st</sup> January and the next Annual Registration Day.

## SECTION 2.5. PROBATIONARY MEMBERSHIP

- a) New members shall be classed as a Probationary Member from the time of application for membership until such time as the Board of Directors grants formal category or rejects the application.
- b) If a new member is required to gain an award, that member shall remain classed as Probationary until that award is gained.
- c) Probationary Members shall have all privileges with regard to the use of the clubrooms and facilities as the membership category for which they have applied.
- d) The Board may at any time cancel the membership of a Probationary Member.
- e) Probationary Members shall not have individual sole access to the Club unless authorised by the Board.
- f) Should the Board choose to reject the application the Club will refund all registration fees paid.



## SECTION 2.6. CLUB INDUCTION

All new members are required to attend a Club Induction session prior to the Board re-classifying membership status from Probationary to Full Membership Status. The Club Induction Agenda can be referenced in *QMSLSC By-laws Annexure K*.

## SECTION 2.7. MEMBERSHIP CATEGORIES

### 2.7.1. Active Membership

Active Members shall be designated in the following categories. Active members shall complete an Annual Skills Maintenance session (aka Requals) each season unless the Bronze Medallion or Surf Rescue Certificate has been gained after 30<sup>th</sup> June in that calendar year. All age categories shall be determined on or after the 1<sup>st</sup> October.

- a) **Senior Membership (AS)** - Senior Members shall be a minimum of 19 years of age and shall be required to hold their Bronze Medallion unless otherwise granted by the Board of Directors.
- b) **Under 19 Membership** - Under 19 members shall be a minimum of 17 years of age but under 19 years of age and shall be required to hold their Bronze Medallion unless otherwise granted by the Board of Directors.
- c) **Under 17 Membership** - Under 17 members shall be a minimum of 15 years of age but under 17 years of age and shall be required to hold their Bronze Medallion unless otherwise granted by the Board of Directors.
- d) **Cadet (Under 15) Membership** - Under 15 members shall be a minimum of 13 years of age but under 15 years of age and shall be required to hold their Surf Rescue Certificate (SRC) unless otherwise granted by the Board of Directors.

### 2.7.2. Junior Membership (Nippers)

Junior Members shall be a minimum of (5) five years of age but less than 14 years of age.

- a) Under 14 members shall be required to obtain their Surf Rescue Certificate (SRC) at the earliest opportunity upon joining the club or a period determined by the Director of Education. Upon obtaining this qualification they will become an active Cadet.
- b) Conditions of Junior Membership:
  - i. Parent and or guardian (person over 18 years) of a Junior Member must join the Club under a Family Membership. (*reference QMSLSC By-laws section 2.7.3*)
  - ii. A parent and or guardian shall be required to assist the Club with junior activities. (e.g. Water Safety, Beach set up and pack up, BBQ, Committee)
  - iii. A parent and or guardian shall remain on the beach whilst the Junior Member undertakes junior activities.
  - iv. A Junior Member must meet the swimming proficiency requirements for their age group.

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- v. Junior Members who refuse to enter the water or abide by the instructions of the Age Group Manager may be returned to their parent or guardian and may be signed off from the day's activities.
- vi. Parents or guardians who fail to abide by the above conditions may result in the suspension of the Junior Members membership.

## 2.7.3. Family Membership

The club encourages family participation resulting in a family membership category.

- a) Families shall mean members of the same immediate family who generally reside together.
- b) A Family Membership shall be up to two (2) parents/guardians and one or more members up to 19 years of age.
- c) Non active parents/guardians shall be registered as Associate Members.

## 2.7.4. Active Reserve Membership (AR)

Active Reserve membership may be granted to a member who is 24 years of age or over and has completed at least eight (8) years of Active Membership – at least 3 years of which were in a senior patrol position (i.e. Patrol Captain, Vice Captain, or IRB Driver) and/or as an officer of the club.

Application shall be made in writing and received by the Lifesaving Committee prior to 1 September, who shall consider the service record of the applicant and recommend acceptance or rejection of the application. The recommendation will be ratified at the next Board of Directors meeting. The following shall not be counted as 'active service' toward the qualification of Active Reserve:

- a) Periods of absence or leave from Patrol and other Club duties.
- b) Seasons in which the member ended the season Patrol hours down, unless those hours were made up within the first 2 months of the following season.
- c) Periods of suspension from the Club.
- d) Periods of financial debt to the Club.
- e) A member may be granted Active Reserve Membership outside of the said conditions upon application to the Board of Directors. But only in extenuating and special circumstances.

Active Reserve Members shall:

- a) Complete a minimum number of patrols hours for the club which includes one full patrol each season. [as required by SLSWA]
- b) Successfully complete an Annual Skills Maintenance session.

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- c) Be entitled to Active Reserve Membership of QMSLSC or, when transferring from affiliated club of SLSA as an Active Reserve Member - subject to verification from the previous club.
- d) Have full access to all Club facilities and entitlements.

## 2.7.5. Award Membership (AM)

Award Membership may be granted by The Board to members who are the holders of an Award of one or more of the following qualifications – e.g. Advanced Resuscitation Techniques (ART) Award, Radio Operator Award(s), First Aid Award or other awards issued by SLSWA.

- a) Award members may be called upon to perform patrols and/or other Club obligations commensurate with their qualifications, and provided they do so, shall then be eligible for voting rights as approved and recorded in the minutes by the Club.
- b) They may use all club facilities apart from competition equipment.

## 2.7.6. Associate Membership (ASS)

- a) Shall be of a minimum age of eighteen (18) years unless in the opinion of the Board of Directors extenuating and special circumstances warrant otherwise.
- b) Does not entitle such member voting rights unless elected or appointed to office or a position which is provided with voting rights by the Club Constitution or By-laws.
- c) In addition, the following conditions will apply to an Associate Member:
  - i. May access and use the basic Club facilities (toilets/showers, club social areas) during scheduled operating hours and Club events. This excludes use of Patrol and Competition equipment.
  - ii. May utilise the Club Gymnasium when undertaking a club role to which it is inherent as per By-laws 2.2(b) as determined by the Board,
  - iii. Shall not be eligible to compete in inter or intra club competition with the exception of events that are open to the general public.
  - iv. May take part in Club sponsored training sessions (where pre-requisite criteria is met) and social activities.
  - v. The Board may, upon written application by an Associate Member, review and alter the said conditions on an individual basis.
- d) Upon obtaining a relevant qualification, membership status will be changed accordingly (e.g. Active Membership upon obtaining Bronze Medallion).



## 2.7.7. Long Service Membership (LS)

A member, after the completion of at least ten (10) years of Active Service or four (4) years of Active Reserve Membership may apply for Long Service Membership. Application shall be made in writing to the Board prior to 1<sup>st</sup> September, who shall consider the service record of the applicant and recommend acceptance or rejection of the application to the next meeting of the Board of Directors.

Long Service Members shall;

- a) Be exempt from the performance of any Patrol Duties,
- b) Complete an Annual Skills Maintenance session,
- c) Have all the same privileges and duties as Active Members,
- d) When transferring from an affiliated club of SLSA shall be entitled to Long Service Membership of QMSLSC subject to verification from the previous club,
- e) Have access and use of all Club facilities and equipment.

## 2.7.8. Life Membership

Life Members of the Club may be elected from the members who have rendered fifteen (15) years distinguished service to the Club or in the opinion of the Life Membership Committee a member should be recommended to be elected.

Refer to QMSLSC By-laws Annexure C – Life Members - for details of selection criteria, obligations and rights.

## 2.7.9. Social Membership

Social Members shall be a minimum age of twenty one (21) years and are subject to the following;

- a) Not required to hold any SLSA awards,
- b) Not eligible to hold any club office,
- c) Have only access to the Social areas, toilet and showers of the Club during scheduled Club operations and events,
- d) NOT eligible to use Patrol, Competition, or Gym equipment,
- e) NOT eligible to compete in intra club or interclub competition.

The Board may upon application for Social Membership review and alter the said conditions on an individual basis.

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## 2.7.10. Honorary Membership

The Board of Directors shall have the power to nominate and elect Honorary Members as is required by the Club. Such members are not subject to the requirement of Annual Subscription and do not have any voting rights. The following Honorary Positions are applicable but not limited to:

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





## ARTICLE 3 – MEETINGS

### SECTION 3.1. ANNUAL GENERAL MEETING

- a) The Annual General Meeting of the Club shall be held each year in accordance with Section 14 (14.1) of the Club Constitution - generally within 6 months of the end of the Club's financial year. The purpose of such a meeting shall be the presentation and adoption of the Annual Report and Financial Statement, the Election of Officers for the ensuing year, to deal with Notices of Motion correctly moved and to transact general business. The order of business shall be:
  - i. Recording of attendance and apologies,
  - ii. Business arising from previous Board including election of Life Members (if any),
  - iii. Confirmation of the previous Annual General Meeting Minutes,
  - iv. Presentation and adoption of the Annual Report and Financial Statements,
  - v. Election of Board of Directors and Club Officers,
  - vi. Endorsement of Committees,
  - vii. Notice of Motion,
  - viii. General Business.
- b) Written notice of the meeting shall be forwarded to each member at least 14 days prior to the meeting and the posting of notice via electronic communication or regular post shall be deemed as notice received.
- c) A quorum of voting members, as defined in Section 15 (15.1) of the Constitution, must be present at all AGMs for any votes held to be considered valid.
- d) The Board of Directors shall advise at the meeting the number of eligible voters in the club and if a quorum has been reached.
- e) All members may attend and participate as determined by the Chair but voting rights are limited to those provided for in By-law 2.2 (c).

### SECTION 3.2. SPECIAL GENERAL MEETINGS

- a) Special General Meetings of the Club are to be held as required for the benefit of the Club and the members. The meeting shall be the same format as the Board of Directors meeting.
- b) A Special General Meeting of the Club may be summoned by:
  - i. Resolution carried at Board of Directors meeting,
  - ii. Direction of the President, or
  - iii. A written request of at least 20% of eligible voting members.

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- c) Such meeting shall be held within 28 days of receipt of such request or directive and at least 14 days' notice posted on the Club notice board and or sent to all members via electronic communications advising the business to be discussed.
- d) Special General Meetings of the Club shall be called as directed to deal with Special Business only as detailed in the Notice of the Meeting.

## SECTION 3.3. BOARD OF DIRECTORS MEETINGS

- a) The Board of Directors (BoD) Meeting shall comprise of those officers and members as listed in By-law 1.2.
- b) The Board shall meet at least once in every calendar month and the meeting dates shall be determined at the first Meeting of the Board after the Annual General Meeting. The order of Business shall be:
  - i. Apologies
  - ii. Confirmation of Previous Minutes
  - iii. Business arising out of Minutes
  - iv. Correspondence
  - v. Portfolio Reports
  - vi. Delegates' Sub-Committee's and other Reports
  - vii. Notices of Motion
  - viii. General Business
- c) The President shall reside as Chair at the BoD meetings and in his/her absence the Vice President assumes this role and carries the full authority of the President. If both the President and Vice President are absent, then the Chair will be elected from any other member of the executive committee,
- d) Should any member of the Board absent themselves without satisfactory reason for three (3) consecutive meetings, this position shall be declared vacant as per Section 20.2 (e) of the CC and the position filled in accordance with Section 19.1 or the Club Constitution.
- e) The Board of Directors shall be responsible for managing the day to day business of the Club, and the allotment of items to Boards, Committees and/or staff.
- f) Issues relating to major policies, constitutional change, incorporation responsibilities and authority, or major financial borrowings and strategic issues shall be referred to the Club Council members through Special General Meetings.
- g) Any club member may attend a Board of Directors meeting as a visitor. However, that member shall give 14 days notice to the Director of Administration with written statement/agenda of the business they wish to discuss. No visitor can speak unless authorised by the Chair, Attendance will only be permitted for the portion relating to their agenda item and a limit of 15 minutes will apply.



## SECTION 3.4. EXECUTIVE COMMITTEE

- a) The Executive Committee shall be as follows: President (Chair), Vice President, Director of Administration, Director of Lifesaving and Director of Finance.
- b) Three (3) shall form a quorum.
- c) The Executive Committee shall meet when deemed necessary and is formed to make out of session decisions that require immediate attention and cannot wait until the next scheduled BoD meeting. Resolutions must be circulated and passed as per Section 22.7 of the Club Constitution.
- d) All decisions made shall be ratified at the next scheduled BoD Meeting.
- e) An Executive Committee meeting can be conducted via remote communications as long as at least three (3) members have been part of the decision making process.
- f) In the absence of the Director of Finance the Executive Committee shall be responsible for presenting the financial report at board meetings.

## SECTION 3.5. LIFESAVING COMMITTEE

- a) The Lifesaving Committee shall consist of, Director of Lifesaving (Chair), Club Captain, Patrol Captains, Vehicle Manager, IRB Manager, RWC Manager, First Aid Manager, Water Safety Coordinator, Aerial Surveillance Officer, and when required the Director of Education.
- b) Four shall form a quorum.
- c) The Club Captain shall reside as Chair in the absence of the Director of Lifesaving.
- d) The Lifesaving Committee shall meet at least three (3) times per year or as the Chair or The Board deems necessary and report their findings and recommendations to the next Board meeting for ratification.
- e) The Lifesaving Committee shall be responsible for the work pertaining to Clubs Surf Life Saving operations. It shall have the right to introduce any new or improved methods(s) in an effort to improve efficiency of surf life saving.
- f) The Lifesaving Committee meetings may also be attended by any other Office Bearer of the club whose area responsibility is dealt with by the said committee and be eligible to vote.
- g) Any other member may request to attend the said committee meeting as a visitor. Such visitor(s) must request, in writing, stating the reason(s) they wish to attend. They may only attend for the portion pertaining to their request and may not enter into discussions or debate except when authorised by the Chair.



## SECTION 3.6. PATROL CAPTAIN SELECTION COMMITTEE

- a) The Patrol Captain Selection Committee shall consist of Director of Lifesaving (Chair), Club Captain, Director of Education and when required the Chief Instructor.
- b) Two (2) shall form a quorum.
- c) The Club Captain shall reside as Chair in the absence of the Director of Lifesaving.
- d) The role of the Patrol Captain Selection Committee is to select the patrol captains for the coming patrol season.
- e) The Director of Lifesaving (Chair) shall have a casting as well as a deliberative vote.
- f) In the event of a tied vote, the Chairperson must vote to maintain the status quo. The recommendation of the selected Patrol Captains shall be ratified at the next Board meeting.

## SECTION 3.7. FINANCE AND ADMINISTRATION COMMITTEE

- a) The Finance and Administration Committee shall consist of, Director of Finance (Chair), Director of Administration, Director of Marketing, Registrar, Communications Manager, Fundraising Manager, Member Protection Officer.
- b) Three (3) shall form a quorum.
- c) The Finance and Administration Committee shall meet at least twice yearly or as deemed necessary and report their findings and recommendations to the next Board meeting for ratification,
- d) The Director of Administration shall reside as Chair in the absence of the Director of Finance.
- e) The primary role of this committee is to convey a clear understanding of the Standard Operating Procedures for Administration and Financial transactions on behalf of the Club and to review expenditure and assist departments with their budgets and planning.

## SECTION 3.8. EDUCATION COMMITTEE

- a) The Education Committee shall consist of Director of Education (Chair), Chief Instructor, Club Assessors, Senior Development Coordinator, IRB Manager, RWC Manager, First Aid Officer, Club Trainers, and when required the Director of Lifesaving.
- b) Three (3) shall form a quorum.
- c) The Chief Instructor shall reside as Chair or in the absence of the Director of Education.
- d) The Education Committee shall meet at least twice yearly or as deemed necessary and report their findings and recommendations to the next Board meeting for ratification.
- e) The primary role of this committee is to establish a clear understanding and pathway to continue to educate members of the club to the most efficient and highest possible standard.



## SECTION 3.9. HOUSE COMMITTEE

- a) The House Committee shall consist of Director of House (Chair), Facility Manager, Environmental & OHS Officer, Bar Manager, Gym Manager, Canteen Manager and Social Manager.
- b) Three (3) shall form a quorum.
- c) The House Committee shall meet at least twice yearly or as deemed necessary and report their findings and recommendations to the next Board meeting for ratification.
- d) The Facility Manager shall reside as Chair in the absence of Director of House.
- e) The primary role of this committee is to establish and review the Standard Operating Procedures on a yearly basis, to the areas concerned within this committee (i.e. Bar, Canteen, Gym, Maintenance, and Social Activities).
- f) The Director of House (Chair) shall have a casting as well as a deliberative vote.

## SECTION 3.10. DISCIPLINARY/RESOLUTION COMMITTEE

- a) The Disciplinary/Resolution Committee shall consist of, Vice President (Chair), 2 x Non-Office Bearer Life Members, Director of Lifesaving and Director of Education.
- b) Three (3) shall form a quorum.
- c) The Disciplinary/Resolution Committee shall meet as required under the direction of the Board of the Directors.
- d) If a non-office bearer Life Member is unavailable, then their place shall be taken by a previous Club President.
- e) To ensure a fair review, the members of the committee should include different genders.
- f) The Board of Directors may request an Executive Committee Member from another SLSWA Club or a SLSWA Director to preside over this committee as Chair, when circumstances require.
- g) The Chair is responsible to arrange for accurate minutes to be taken of all proceedings that occur within this committee and report their findings and recommendations to the next Board meeting for ratification.



## SECTION 3.11. SENIOR AND MASTERS SURF SPORTS COMMITTEE

- a) The Senior and Masters Surf Sports Selection Committee shall consist of, Director of Surf Sports (Chair), Senior Development Coordinator, Senior Surf Sports Manager, Masters Surf Sports Manager, Youth Coordinator, Swim, Board, Ski, and Surf Boat Captains, Beach Captain, and Coaches so nominated by the Board.
- b) Four (4) shall form a quorum.
- c) The Senior and Masters Surf Sports Committee shall meet as deemed necessary and report their findings and recommendations to the next Board meeting for ratification.
- d) The Senior Surf Sports Manager shall reside as Chair in the absence of the Director of Surf Sports.
- e) The major role of the Senior Surf Sports Committee to develop and review on an as needed basis but no less than twice (2) during the club season, a Surf Sports Program designed to encourage Senior and Masters members to compete for the Club in all Surf Sports disciplines.
- f) This committee will also be responsible for selecting club teams within all areas of the surf sports disciplines for all senior/masters competitions.
- g) The Director of Surf Sports (Chair) shall have the casting vote as well as a deliberative vote.
- h) In the event of a tied vote, the Chair must vote to maintain the status quo.

## SECTION 3.12. JUNIOR SURF SPORTS COMMITTEE

- a) The Junior Surf Sports Committee shall consist of, Junior Surf Sports Manager (Chair), Junior Manager, Nippers Surf Sports Manager, Junior Coaches, Beach Captain, Director of Youth and Director of Surf Sports.
- b) Three (3) shall form a quorum.
- c) The Junior Surf Sports Committee shall meet as deemed necessary and report their findings and recommendations to the next Board meeting for ratification.
- d) The Nippers Surf Sports Manager shall reside as Chair in the absence Junior Surf Sports Manager.
- e) The major role of the Junior Surf Sports Committee is to develop and review on as needed basis but no less than twice (2) during the club season a Surf Sports Program designed to encourage Junior and Nipper members to compete for the Club in all Surf Sports disciplines and to actively recruit relevant coaches.
- f) This committee will also be responsible for selecting club teams within all areas of the surf sports disciplines for all Junior and Nippers competitions.
- g) The Junior Surf Sports Manager (Chair) shall have the casting vote as well as a deliberative vote.
- h) In the event of a tied vote, the Chair must vote to maintain the status quo.



## SECTION 3.13. JUNIOR DEVELOPMENT COMMITTEE

- a) The Junior Development Committee shall comprise of Junior Manager (Chair), Junior Surf Sports Manager, Nippers Surf Sports Manager, Junior Coaches, Water Safety Coordinator, all Age Managers and Director of Youth.
- b) Six (6) shall form a quorum which shall include at least 3 elected club officers.
- c) The Junior Development Committee shall meet as deemed necessary and report their findings and recommendations to the next Board meeting for ratification.
- d) The Junior Surf Sports Manager shall reside as Chair in the absence of the Junior Manager.
- e) The major role of the Junior Development Committee is to develop and review on as needed basis but no less than twice (2) during the club season a Nipper Education Program as per the SLSWA guidelines, coordinate and manage all Nipper club activities. The aim is to educate and encourage nippers to participate in all forms of club activities.
- f) The Junior Manager (Chair) shall have the casting vote as well as a deliberative vote.
- g) In the event of a tied vote, the Chair must vote to maintain the status quo.

## SECTION 3.14. YOUTH DEVELOPMENT COMMITTEE

- a) The Youth Development Committee shall comprise of Youth Coordinator (Chair), Senior Surf Sports Manager, Youth Age Managers, Representatives of U13, U14, and U15 Age Groups, Youth Coaches, Director of Youth and, when required, Director of Education.
- b) Four (4) shall form a quorum which shall include at least 3 elected club officers.
- c) The Youth Development Committee shall meet as deemed necessary and report their findings and recommendations to the next Board meeting for ratification.
- d) The Director of Youth shall reside as Chair in the absence of the Youth Coordinator.
- e) The major role of the Youth Development Committee is to develop and review on as needed basis but no less than twice (2) during the club season a Youth Education Program as per the SLSWA guidelines, coordinate and manage all Youth club activities. The aim is to educate and encourage Youth age groups to participate in all forms of club activities.
- f) The Youth Coordinator (Chair) shall have the casting vote as well as a deliberative vote.
- g) In the event of a tied vote, the Chair must vote to maintain the status quo.



## SECTION 3.15. SENIOR DEVELOPMENT COMMITTEE

- a) The Senior Development Committee shall comprise of Senior Development Coordinator (Chair), Senior Surf Sports Manager, U17 & U19 Age Group Managers, Representatives of U17 and 19 to 29 Age Groups, Coaches, Director of Youth and, when required, Director of Education.
- b) Three (3) shall form a quorum which shall include at least 2 elected club officers.
- c) The Senior Development Committee shall meet as deemed necessary and report their findings and recommendations to the next Board meeting for ratification.
- d) The Director of Youth shall reside as Chair in the absence of the Senior Development Coordinator.
- e) The major role of the Senior Development Committee is to develop and review on as needed basis but no less than twice (2) during the club season a Senior Involvement Program as per the SLSWA guidelines, coordinate and manage all Senior club activities. The aim is to encourage Senior age groups (U17 to U30) to engage at all levels of club management, operational, and surf sports activities.
- f) The Senior Development Coordinator (Chair) shall have the casting vote as well as a deliberative vote.
- g) In the event of a tied vote, the Chair must vote to maintain the status quo.

## SECTION 3.16. LIFE MEMBERSHIP COMMITTEE

- a) The Life Membership Committee shall consist of three (3) Life Members - one of whom shall be appointed as chair – the Vice President, and the Director of Lifesaving.
- b) Three (3) shall form a quorum.
- c) Life Membership nomination may be recommended by the Board and referred to the Life Membership Committee to determine suitability and if the nomination/s meets the criteria as detailed in *QMSLSC By-laws Annexure C*.
- d) Life Membership Committee shall meet as required under the direction of the Board of the Directors.
- e) The Chair is responsible to arrange for accurate minutes to be taken of the of all proceedings that occur within this committee and report their findings and recommendations to the next Board meeting for ratification.





## SECTION 3.17. STANDING ORDERS

The following code of conduct shall be observed at all meetings:

- a) The Chair is responsible for the control, orderly and efficient running of the meeting,
- b) Any member wishing to speak shall do so when authorised by the Chair,
- c) Members of the committee shall address the Chair respectfully,
- d) All members of the committee will conduct their business of the meeting in an orderly manner (Note: Offensive or unbecoming words will not be tolerated),
- e) No member shall digress from the subject and shall keep to the point under discussion, any personal reflections or innuendoes shall be deemed disorderly,
- f) No member shall interrupt another member whilst speaking except on a point of order,
- g) Any member during a debate may raise a point of order. If this occurs then the Chair shall rule immediately, without further discussion,
- h) The Chair shall have a casting as well as a deliberative vote. In the event of a tied vote, the Chair must vote to maintain the status quo;
- i) Any member/person who breaches any of the said Standing Orders will be asked to leave the meeting. If that member/person refuses to leave and continues to breach the Standing Orders the Chair is authorised to terminate the meeting and may exercise this right. The Chair will appoint another time and date to conclude the business of that meeting. In addition, the disruptive member shall have their membership rights suspended and be referred to the Discipline/Resolution Committee at a Date set by the Board of Directors
- j) Information given on a confidential basis shall be kept within the committee with the exception of submitting information to the Board of Directors or the requirement to be used in an official capacity by request of the Chair or the Board of Directors.

## SECTION 3.18. OTHER COMMITTEES

Other Committees can be formed as required by the Board and shall meet and operate in the area for which they are specifically created at times and places as required or as decided by the Executive or Committee Chairman. They shall at all times abide by By-law Standing Orders 3.17.



## ARTICLE 4 – PATROL AND BEACH OPERATIONS

### SECTION 4.1. APPOINTMENT OF PATROL CAPTAINS & PATROLS

- a) The Director of Lifesaving shall convene a meeting of the Patrol Captain Selection Committee prior to the 1<sup>st</sup> October in order to appoint Patrol Captains for the forthcoming season.
- b) Members prior to their acceptance of the position of Patrol Captains shall read and sign their duty statements, a copy of which shall be kept in the Duty Statement file.
- c) Patrol Captains are required to obtain the Silver Medallion – Beach Management Award at the earliest opportunity.
- d) The Director of Lifesaving in liaison with the Club Captain shall place all active members in patrols from the names submitted.
- e) A roster of patrols for the season shall be compiled by the Club Captain and placed on the Patrol Notice board prior to the start of the season and sent out via electronic communication (eg email, social media group) to all patrolling members.
- f) Patrol hours shall be in accordance with the Lifesaving Agreement reached in agreement between the club, City of Wanneroo and SLSWA.

### SECTION 4.2. LIFESAVING AGREEMENT

- a) The Clubs agreed Patrol and Service commitment is detailed within a document called Quinns Beach Lifesaving Agreement.
- b) The Quinns Beach Lifesaving Agreement is negotiated and agreed to by three parties: Quinns Mindarie Surf Life Saving Club, City of Wanneroo and Surf Life Saving Western Australia on a yearly basis.
- c) The Quinns Beach Lifesaving Agreement details the Area of Operation, Method of Service, Duration of the Plan, and Days and Times of service.
- d) The Director of Lifesaving is responsible to ensure all requirements of the Quinns Beach Lifesaving Agreement are adhered to.
- e) The Director of Lifesaving is responsible for presenting a list of Patrol Captains and Vice Captains - as well as other required forms of identification (e.g. recent photos) - to the City of Wanneroo for identification as club representatives authorised to carry out lifesaving duties on Quinns Beach in accordance with Section 9.10 (4) & (5) of the Local Governments Act 1995.



## SECTION 4.3. AUTHORITY AND RESPONSIBILITIES OF PATROL CAPTAINS

- a) The On-Duty Patrol Captain shall have unconditional authority on the beach and members shall adhere to any direction or requirement so issued by such person.
- b) The Patrol Captain shall be responsible for the correct and efficient operation of the patrol and shall adhere to the requirements of the Quinns Beach Lifesaving Agreement and the Patrol Standard Operating Procedures (*Reference: QMSLSC By-laws Annexure H*).
- c) The Patrol Captain is to ensure that patrol members sign on and off duty in the Patrol Log and be responsible that these details are correct.
- d) Patrol Captains who cannot attend their rostered patrol shall make all effort to obtain a suitably qualified and experienced replacement.
- e) Patrol Captains who cannot obtain such replacement shall advise the Club Captain or the Director of Lifesaving at least 24 hours prior to the commencement of that patrol.
- f) Patrol Captains must report any issues or irregularities to the Director of Lifesaving as soon as practical after a patrol.

## SECTION 4.4. REQUIREMENTS OF PATROL MEMBERS (SURF LIFE SAVERS)

- a) Patrol members must report to the Patrol Captain thirty (30) minutes prior to the commencement of patrol or as directed by the Patrol Captain.
- b) Patrol members are to ensure that their correct details of time on and off are filled out in the patrol log.
- c) A rostered patrol member shall arrange a substitute of equal status if unable to attend to their rostered patrol duties and must advise their Patrol Captain in advance.
- d) In the event of the arranged patrol substitute not attending (without a valid reason) it shall be the substitute patrol member who shall be deemed in default of patrol hours.
- e) Any member, who cannot attend his/her patrol and has failed to arrange a replacement as per By-law 4.4(c) must advise the Patrol Captain or Club Captain 24 hours prior to the commencement of that rostered patrol.
- f) Patrol Captains who do not have the required number of qualified patrol members on duty to efficiently carry out the requirements as detailed within the Quinns Beach Lifesaving Agreement must advise the Club Captain or the Director of Lifesaving as a matter of urgency.
- g) Patrol members are responsible for the efficient patrolling of the beach areas under the Clubs jurisdiction, as defined in the Quinns Beach Lifesaving Agreement.
- h) Patrol members may not leave the Patrol area except with the permission of the Patrol Captain.
- i) Patrol members shall report any damage to equipment to the Patrol Captain.
- j) Patrol members shall be attired as per the requirements of the Quinns Beach Lifesaving Agreement. – i.e. patrol cap, patrol shirt and patrol shorts.

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- k) Patrol members who cannot fulfil their duties for a substantial period of time may apply for a leave of absence in writing prior to the intended absence to the Lifesaving Committee. *(reference: By-law 2.2(d))*
- l) Patrol members who are not fully fit must advise their Patrol Captain prior to the commencement of a patrol. Unless advised otherwise it will be assumed that any Patrol member is fit and able to participate fully in their patrol.
- m) Patrol members must maintain their currency in qualification and shall present themselves for re-qualification each year prior to the expiration of their qualifications on the 31<sup>st</sup> December or as directed by the Chief Instructor or Director of Education.
- n) Patrol members must maintain fitness throughout the season and should attempt complete one (1) Club swim per month.
- o) Patrol members can only be excused in the event of their known substitution failing to appear, sudden illness, injury or accident, or unforeseen family emergency. In any case, their Patrol Captain or the Club Captain shall be informed as soon as possible.

## SECTION 4.5. DEFAULT OF ROSTERED PATROL HOURS

- a) Patrol members when making up default hours must include either the commencement or conclusion of a rostered patrol so as to assist in the setting up or clearing up of patrol gear.
- b) Patrol members who are in default of patrol hours cannot represent the club in inter club competition.
- c) Patrol members who are in default of patrol hours by the end of the season shall be ineligible to win any of the club awards or trophies unless the default hours were due to exceptional circumstances. The Lifesaving Committee or the Board shall make due consideration of the circumstances and may consider another course of action.
- d) Patrol members who fail to attend two (2) consecutive rostered patrol times and three (3) patrols in total in one season without a valid reason shall have their membership rights suspended until the Disciplinary Committee meets and determines the appropriate course of action against the suspended patrol member.

## SECTION 4.6. PATROL REQUIREMENTS FOR COMPETITORS

- a) All members who wish to compete in any SLSWA competitions must be financial, proficient, have completed the required default hours and carry out patrol duties as so rostered.
- i. It is not a requirement for patrol members to complete all patrol hours for the club they compete for.
  - ii. Patrol requirements may alter from time to time for entry into SLSWA State and SLSA Australian Championships. Patrol members entering the competitions must adhere to the requirements of entry.
- b) The Directors of Lifesaving and Surf Sports shall ensure that club competitors have met all patrol requirements prior to entering into events and must refer to SLSWA and SLSA bulletins for entry requirements.
- c) The minimum number of personal patrol hours required to be eligible for competition for the period of 1<sup>st</sup> January to 31<sup>st</sup> December are as follows:
- |                         |   |          |
|-------------------------|---|----------|
| i. Active, Award, Cadet | - | 16 hours |
| ii. Active Reserve      | - | 8 hours  |
| iii. Long Service       | - | Exempt   |
| iv. Life Members        | - | Exempt   |
- d) Patrol hours requirements for March Past only competitors shall be in accordance with their respective membership category.
- e) Patrol Hours shall only be calculated on the following hours completed by the competitor:
- i. Rostered patrols,
  - ii. Substitute for other members (These hours will be credited to the member who is actually doing the patrol – NOT the member for whom the substitution is being done),
  - iii. Voluntary patrols or out of hours emergency services assistance,
  - iv. Water Safety for Junior Activities or intra of inter club competitions,
  - v. Specialist Services: Radio Command (Surfcom), First Aid Duties,
  - vi. Examiner / Assessor,
  - vii. Training Officer,
  - viii. Competition Official.
- Subject to the approval of The Board, lifesaving and education roles listed in points (iv) to (vii) may also be used to accumulate hours to that of patrolling.
- f) All hours must be appropriately logged or recorded then collated and verified by the Club Captain before being entered into Surfguard.
- g) Members with less than the foregoing prescribed patrol hours, without suitable explanation, are ineligible to compete at State and Australian Championships and will not be entered into the competition.

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- h) Members who are in default of a specific number of patrol hours, and are suspended from Club privileges and activities, shall be ineligible to enter into Competition.
- i) To be eligible to compete in SLSA/SLSWA competitions, new members and former members joining or re-joining during the period 1<sup>st</sup> January to 31<sup>st</sup> December are required to complete a minimum of patrol hours in accordance with the following table:

Joining/Re-joining/Returning During the year	Active & Cadet	Active Reserve
January - October	16	8
November	8	8
December	4	4

**NOTE I:** Former members are defined as those who have re-joined/returned after previous membership has lapsed. (e.g., members who were not proficient for the previous season)

**NOTE II:** New members joining after 1<sup>st</sup> January must obtain their respective award, fulfil new member requirements (patrol hours) which have been set at a minimum of four (4) hours prior to the close of entries.

## ARTICLE 5 – CLUB PATROL AND COMPETITION EQUIPMENT

### SECTION 5.1. INSHORE RESCUE BOATS (IRB) AND RESCUE WATER CRAFT (RWC)

- a) The Club IRB's & RWC's shall be driven only by proficient IRB and RWC drivers and IRB's crewed only by proficient IRB Crewman, except in the case where Award training is taking place and ONLY under the supervision of suitably qualified members.
- b) All IRB and RWC operations are to be recorded in the appropriate logbook/on-line app and Patrol log if appropriate to do so.
- c) Members operating the IRB or RWC shall be responsible for the boat and the associated equipment and shall immediately report any damage or loss to the IRB or RWC Manager (as appropriate) and enter the details in the associated IRB/RWC log.
- d) Any member purchasing fuel/oil for the IRB or RWC will enter purchased information, litres etc and cost into the IRB Log and retain all receipts pertaining to that transaction and at first opportunity hand such receipts to the Club Administrator.
- e) Any equipment used must be washed down thoroughly after use and returned to the Club storage area.
- f) IRB's or RWC's must not be launched or beached through any area where members of the public may be exposed to injury.
- g) Correct signs must be prominently displayed when IRB or RWC training is taking place.
- h) All IRB and RWC drivers must ensure that they complete their skills maintenance session as soon as practicable each season.
- i) Members driving the IRB or RWC in non-emergency situations must abide by the Navigable Waters Regulations.
- j) No member shall act in an irresponsible or reckless manner whilst operating the IRB or RWC.

### SECTION 5.2. ALL TERRAIN VEHICLES (ATV)

- a) The Club ATV's shall only be driven by members who hold a valid motor driver's license and have received training in their operation.
- b) The ATVs are to be used for Patrol duties and/or towing the IRB and Patrol Shelter to and from the beach.
- c) Under no circumstances are ATV's to be used to tow heavy equipment such as; RWC's, Surfboats and Nippers Trailers.
- d) The On-Duty Patrol Captain is responsible for control and deployment of the ATV's.
- e) Unless it is unavoidable the ATV's are not to be driven through the water.
- f) Any damage sustained to an ATV must be reported by the Patrol Captain, the Vehicle Manager, and the Club Captain.
- g) The ATV's are to be driven at a speed not exceeding 20km/h unless under authorisation of the Patrol Captain in an emergency situation.

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- h) The ATV's shall be washed down with fresh water before being stored at the end of the day. The Vehicle Manager is responsible to maintain the ATV's in an operational manner.
- i) No member shall act in an irresponsible or reckless manner whilst driving the ATV's.

## SECTION 5.3. 4WD PATROL VEHICLE

- a) The 4WD Patrol Vehicle shall only be driven by members who hold a valid motor driver's license valid for the vehicle driven and have received training in its operation.
- b) The 4WD patrol vehicle is to be utilised in accordance with the SOP's (*QMSLSC By-laws Annexure H*), authorisation must be obtained from the President or a member of the Board of Directors prior to any other use.
- c) The Patrol Captain of the subsequent patrol is responsible for control and deployment of the 4WD patrol vehicle.
- d) Unless it is unavoidable the Patrol Vehicle is not to be driven through the water.
- e) Any damage sustained to the 4WD patrol vehicle must be reported to the Vehicle Manager or the Club Captain.
- f) The 4WD patrol vehicle is to be driven at a speed not exceeding 20km/h along the beach unless under authorisation of the Patrol Captain in an emergency situation.
- g) Only club members can ride in the vehicle as passengers except under direction of the Patrol Captain.
- h) No member shall ride on the back of the vehicle whilst moving unless under authorisation of the Patrol Captain in an emergency situation.
- i) The vehicle shall be washed down with fresh water before being parked up at the end of the day.
- j) No member shall act in an irresponsible or reckless manner whilst driving the 4WD patrol vehicle.

## SECTION 5.4. BEACH TRACTOR

- a) The Club beach tractor shall only be driven by members who hold a valid motor driver's license and have received induction training in the operation of the tractor.
- b) The beach tractor shall be the primary vehicle used to tow heavy trailers to/from the beach including Surfboats, Nipper's trailers, and RWC's. It may be used to tow IRB's and the Patrol Shelter as required.
- c) The beach tractor is to be used in accordance with the SOP's (*QMSLSC By-laws Annexure H*), authorisation must be obtained from the President or a member of the Board of Directors prior to any other use.
- d) Any damage sustained to the beach tractor must be reported to the Vehicle Manager or the Club Captain.
- e) Unless it is unavoidable the beach tractor is not to be driven into or through the water.



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- f) The beach tractor is to be driven at a speed not exceeding 20km/h along the beach unless under authorisation of the Patrol Captain in an emergency situation.
- g) No passengers are allowed to ride on the tractor.
- h) The beach tractor shall be washed down with fresh water before being parked up at the end of the day.
- i) No member shall act in an irresponsible or reckless manner whilst driving the beach tractor.

## SECTION 5.5. SURF BOATS

- a) Surf Boats may only be used by authorised Club members who have obtained approval from the Boat Captain or Director of Surf Sports.
- b) The Club's Surf Boat competition and training age requirements are in accordance with the latest version of the SLSA Policy 1.02 – Use of SLSA Equipment.
- c) The Surf Boat Captain shall be responsible for the management of surf boats and crew, which includes allocation of boats to crews.
- d) Any equipment used must be washed down thoroughly after use and returned to the Club rooms.
- e) Members utilising Club equipment have responsibility to report any damage sustained to the Surf Boat Captain
- f) Boats must not be launched or beached through any area where members of the public may be exposed to injury.
- g) Training schedule shall be coordinated by the Surf Boat Captain.
- h) No member shall act in an irresponsible or reckless manner whilst utilising the Club's Surf Boats.
- i) If damage has occurred because of irresponsible or reckless actions The Board may deem that the member responsible as an individual shall, at the member's expense, make good repairs or replace the damaged item to the satisfaction of the Club.
  - i. The Board may suspend membership rights of any member who refuses to abide by the decision of the above.

## SECTION 5.6. BOARD AND SKIS

- a) All Club competition and training Boards and Skis may only be used by authorised Club members who have obtained approval from the Board and Ski Captain or Director of Surf Sports.
- b) The Board and Ski Captain has the responsibility to allocate or restrict the use of all of the Clubs general and competition Boards and Skis. Such allocation may be revoked at any time.
- c) The Club's Surf Ski competition and training age requirements are in accordance with the latest version of the SLSA Policy 1.02 – Use of SLSA Equipment.

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- d) Members over the age of 10 years (U11's) and under 13 years (U13's) are permitted to use Club junior fibreglass boards for training purposes. Members in the U14 age group that have obtained their SRC may, with the permission of the Board and Ski Captain, use the senior competition boards and skis for training purposes.
- e) Both junior and senior fibreglass boards must be kept out of the flagged areas at all times.
- f) Members utilising equipment have the responsibility to wash down thoroughly after use and returned to the storage area taken from.
- g) At all times members are to carry Boards and Skis clear of the ground and dragging the said item is NOT PERMITTED.
- h) Boards and skis must not be launched or beached through any area where members of the public may be exposed to injury.
- i) No member shall act in an irresponsible or reckless manner whilst utilising the Club's equipment.
- j) Any damages shall be reported to the Board and Ski Captain or relevant manager.
- k) If damage has occurred because of irresponsible or reckless actions The Board may deem that the member responsible as an individual shall, at the member's expense, make good repairs or replace the damaged item to the satisfaction of the Club.
  - i. The Board may suspend membership rights of any member who refuses to abide by the decision of the above.



## ARTICLE 6 – CLUB HOUSE AND PROPERTY

### SECTION 6.1. ENTRY TO THE CLUB FACILITY

- a) Any member who is found to have in his/her possession, any key or access card to the Club facility to which they are not entitled, may have their membership rights suspended.
- b) Unless specifically authorised by the Board, no member under the age of 16 years shall have sole access or the ability to access the Club premises.
- c) All active members 16 years and above who hold a current Bronze Medallion award are eligible to access the Club facility and are entitled to obtain an access card upon payment and approval of membership.
- d) Any member found to have forced unauthorised entry into the Club facility shall have their membership rights suspended forthwith. This suspension shall remain in place until at least the next sitting of the Disciplinary Committee where the matter shall be dealt with and then presented to the Board of Directors.
- e) No member shall knowingly allow non-members to access the Club facility for a continual and prolonged period, unless otherwise authorised by a Board member.
- f) No member shall knowingly allow their card to be used or disclose their access code to any other member or non-member.
- g) Members may provide escorted tours of the Club facility to potential new members however non-members are not permitted to utilise any of the Club's equipment unless authorised by a member of the Board of Directors.
- h) Members may invite non-members (guests) onto the Club premises for an organised social or Club event when this event allows it. Events where the bar is open for service, Members are required to sign in any guests (up to 5 per adult) attending said event.
- i) Every member is required to undergo the Club's Occupation Health and Safety Induction Session prior to utilising the Club facilities and equipment.
- j) Members who enter the Club shall make sure the whole premises are secure and alarm is set upon departure.
- k) Members shall not leave the Club and access gates unsecured for any length of time except in the case of patrols when the gates are to be unlocked but remained closed for the duration of the patrol.
- l) Failure of any member to secure the Club and/or its equipment may result in removal of that member's sole right of entry for a period of time so determined by the Board of Directors.
- m) Members who have failed to renew Club membership by October 31<sup>st</sup> or whose membership status/club position has changed to a category which does not have the privilege of Club access shall have their security PIN cancelled and are required to return their access card and (where applicable) facility key.



## SECTION 6.2. CLUB PROPERTY AND EQUIPMENT

- a) It is the responsibility of all Club members to respect all aspects of the Club, and its associated property and equipment.
- b) Members are to ensure they take all steps to minimise damage to Club equipment and property and shall report any such damage to a member of the Clubs Board of Directors, relevant manager or administration (e.g. board or ski damage reported to the Board and Ski captain).
- c) No member shall allow or encourage non-members or members who are not qualified to use Club equipment unless authorised by a member of the Board of Directors.
- d) No member shall deface, drill, install, paint, and alter in any way the internal or external structure of the Club building without the express authorisation from a member of the Board of Directors.
- e) Members are to ensure that any equipment used is cleaned and stored away in the correct manner.
- f) Members performing maintenance work must ensure that any work in progress is stored away and that all tools are put away at completion of that work.
- g) No member shall permanently remove any of the Club's property without the express approval of the Board of Directors.
- h) Any active member who has a deficit of patrol hours, is not permitted to utilise Club equipment unless approval is gained from the Club Captain or Director of Lifesaving.
- i) Members will not meaninglessly waste the Club's water, by leaving hoses running or taking long extended showers.
- j) The Club's telephone shall not be used for private use unless authorised by a member of the Board of Directors or elected Office Bearer.
- k) Any member found tampering or using the Clubs safety equipment (e.g. fire extinguishers) without justification shall have their membership rights suspended until the next sitting of the Disciplinary Committee where the matter will be dealt with and then presented to the Board of Directors.

## SECTION 6.3. FIRST AID ROOM

- a) The First Aid room shall only be used for the purposes of administering first aid and lifesaving services and the storage of first aid and lifesaving equipment.
- b) All cases of first aid treatment and medical supplies used must be recorded in the Incident Log and the Patrol Log if during patrol hours. Medical equipment used must be recorded in the First Aid Equipment Log.
- c) The First Aid room shall be left in a clean and tidy condition at all times, with any equipment used to be cleaned and stored away correctly.
- d) The First Aid Manager is responsible for making sure that the First Aid room is adequately stocked with first aid supplies and equipment.
- e) Members shall advise the First Aid Manager when supplies are running low.



## SECTION 6.4. PATROL TOWER AND CONTROL CENTRE

- a) The Patrol Tower shall only be used for the purposes of patrol surveillance or coordination of an emergency event.
- b) There shall be no more than the indicated maximum number of personnel allowed in the Patrol Tower at any one time.
- c) The Patrol Tower shall be left in a clean and tidy condition at all times, with any equipment used to be cleaned and stored away correctly.
- d) Non-members are not permitted in the Patrol Tower unless authorised by the Patrol Captain or the Club Captain.

## SECTION 6.5. GYMNASIUM

- a) The Gym Manager shall be responsible for all the functions and operation of the Club's Gymnasium.
- b) Access to the Gym facilities shall be restricted to Financial Members 14 years and above, who meet the following criteria:
  - i. Patrol member - Surf Life Saver,
  - ii. Serve as a member of the Board of Directors,
  - iii. Serve as a Club Officer,
  - iv. Members who conduct SLSA award training,
  - v. A member so authorised by the Board of Directors,
  - vi. Other members as detailed in *QMSLSC By-laws Annexure L*.
- c) Members who are not financial with the Club or do not fit within this definition are strictly forbidden to utilise the Club's Gym facilities.
- d) No member shall allow non-members or unauthorised members to utilise the Gym facilities.
- e) Active Members under the age of 18 years must be supervised whilst utilising the Gym facilities as detailed in *QMSLSC By-laws Annexure L*.
- f) All members must undergo a Gym Induction conducted by the Gym Manager or his/her suitable representative prior to utilising the Gym facilities.
- g) Members shall adhere to all the rules and requirements for entry and use of the Gym facilities as set out in *QMSLSC By-laws Annexure L*.
- h) A member must maintain all accreditations and fulfil all the obligations of the role that allows them Gym access or this privilege may be suspended by The Board.
- i) The Gym Manager shall report any damage or misuse of the Gym equipment to the Facility Manager.
- j) Any member found to be misusing the Club's Gym equipment shall be dealt with by the Disciplinary Committee.

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- k) If damage/breakage has occurred because of irresponsible or reckless actions. The Board may deem that the individual member responsible shall, at the member's expense, make good repairs or replace the damaged item to the satisfaction of the Club.
  - i. The Board may suspend membership rights of any member who refuses to abide by the decision of the above.

## SECTION 6.6. CLUB BAR AND SOCIAL AREAS

- a) The Bar Manager shall be responsible for all the functions and Operations of the Club's Bar.
- b) Access to alcohol in the Bar facilities during licensed periods shall be restricted to persons over the age of 18 years.
- c) Members and their guests shall adhere to the directions of the Bar Manager or Bar staff whilst in the licensed area during licensed periods.
- d) No person shall be served alcohol whilst visibly affected by liquor.
- e) No person under the age of 18 years shall be served alcohol whilst on Club premises.
- f) No person under the age of 18 years shall consume alcohol whilst on Club premises or during Club functions.
- g) All members shall adhere to the Club's Consumption of Alcohol Code of Conduct, as per *QMSLSC By-laws Annexure G*.
- h) Any member or their guests who fail to adhere to the Club's Consumption of Alcohol Code of Conduct and/or the fore mentioned By-laws, will result in the removal of that person from the Club premises.
- i) All bar staff, paid or volunteer, must have their RSA (Responsible Service of Alcohol) and comply with all liquor licensing regulations.
- j) Members shall be responsible for the actions of their invited guests during Club functions.
- k) Any member who fails to comply with any reasonable direction given by the Bar Manager or Staff whilst in licensed area or during Club functions shall immediately have their membership rights withdrawn until they are dealt with by the Disciplinary Committee.
- l) All guests are to be signed into the visitors book by a Club member.
- m) A member shall have no more than five (5) invited guests at any one time.

## ARTICLE 7 – CLUB AWARDS AND COMPETITION

### SECTION 7.1. CLUB AWARDS AND TROPHIES

The following annual club trophies and awards shall be presented each year:

- a) **Club Person of the Year** award shall be awarded to a Club Member who has given outstanding service and commitment to the benefit of the Club for that season.
  - i. The Board of Directors shall call for nominations from March 1<sup>st</sup> to the end of the Patrol season or a period specified by the Board.
  - ii. Members shall submit the name of their nomination and a written description outlining the reasons for nomination to the Director of Administration or Club Administrator prior to the date when the Board of Directors will vote on the Award.
  - iii. The Board of Directors shall vote for the winner under secret ballot with a 3,2,1 points system.
  - iv. One of the Club's Patron's shall attend the Board of Directors voting to supervise and receive the votes, the Club Patron will be the Custodian of the result until presented at the Club's Annual Awards night.
- b) **Junior Achiever Award** (criteria as designated by SLSWA from year to year) – awarded with consensus by the Director of Youth, Junior Manager, Junior Surf Sports Manager and the U13 Age Group Managers.
- c) **Male and Female Ironman/ Ironwoman Champions** U14, U15, U17, U19, Open and Masters - Awarded by the Senior Surf Sports Manager and/or Masters Surf Sports Manager.
- d) **Alkimos Endurance Event** - Male and Female 1st, 2nd,3rd Place - Awarded by the Senior Surf Sports Manager and/or Masters Surf Sports Manager.
- e) **Fairest & Best Male and Female in Surf Sports** U14, U15, U17, U19 - Awarded by the Senior Surf Sports Manager.
- f) **U14, U15, U17, U19 Male and Female Club persons** - Awarded based on overall contribution by the Senior Surf Sports Manager and Club Captain.
- g) **Sunday Club Swimmer Champion** - Awarded by the Senior Surf Sports Manager and Masters Surf Sports Manager.
- h) **Best in Competition** (U14, U15, U17, U19) - awarded to the person in the U14, U15, U17, or U19 age group who performed best in State/Australian Championships– awarded by the Senior Surf Sports Manager.
- i) **Outstanding Achievement in Open Competition** - Awarded to Open competitor who performs best in State/Australian Championships.
- j) **Outstanding Achievement in Masters Competition** - Awarded to Masters competitor who performs best in State/Australian Championships.
- k) **25 Year Towel U15 Award** (criteria as determined by 25 Year club - up to 2 members awarded with towels) – awarded by Director of Lifesaving in consultation with representatives from the 25 year club and the Club Board.

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- l) **Patrol Person of the Year** (awarded by the Director of Lifesaving and the Club Captain to a Bronze medallion holder who has performed the most patrol hours or who is deemed to embody the club spirit)
- m) **Jeff May Patrol Team of the Year** (awarded by the Director of Lifesaving and the Club Captain) to a Patrol team who has shown consistent attendance from all members and has set a high standard of service or shown outstanding achievement as a team.
- n) **President's Award**- Selected and presented by the President, for recognition of a member who has given outstanding service to the club during the past season.
- o) **Age Group Champion and Nipper awards** – trophies shall be awarded for each age group:
  - i. A Male/Female Champion shall be awarded to first place resulting from the total points won from the Intra-club Points Day(s) held (Under 8's - U13's Only).
  - ii. A Male/Female Runner Up shall be awarded to second place resulting from the total points won from the Intra-club Points Day(s) held (Under 8's - U13's Only).
  - iii. A Male/Female Age Group Ironman/women's champion shall be awarded from a designated Intra-club competition day(s) (Under 10's - U13's Only).
  - iv. A Male/Female Age Group Ironman/woman runner up shall be awarded from a designated Intra-club competition day(s) (Under 10's - U13's Only).
  - v. Age Managers Award - awarded by the specific Age Group Manager to one male and one female in each age group as the most improved or great attitude or have been a productive and helpful team member.
  - vi. All other nippers in the U6-U9 age groups shall receive a participation award.
  - vii. Male/Female champion award winners must have a minimum 70% attendance to be eligible (attendance at carnivals counts towards this total).

## Notes:

1. All Senior and Masters Awards must be ratified by the Senior Surf Sports Committee before being presented to the Board.
2. The names of the prospective recipients from the senior area of the club are to be presented to the Board for ratification and for checking of eligibility requirements as per these Bylaws and the club constitution.
3. All perpetual trophies are to remain at the club.
4. It shall be the duty of the Director of Surf Sports to keep appropriate records of the recipients of the above trophies.

## SECTION 7.2. ELIGIBILITY TO WIN CLUB TROPHIES OR AWARDS

- a) Any member suspended throughout the season shall not be eligible to win or receive any Club trophies or awards won during that season.
- b) Any member down on patrol hours at the conclusion of the season may not be eligible to win or receive any Club trophies or awards won during that season as determined by the Board.



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- c) Members who are financially indebted to the Club will forfeit their right to any trophies won during the season.

## SECTION 7.3. COMPETITION

- a) No member shall be permitted to take part in any form of competition if they are in debt financially to the Club.
- b) Patrol requirements for entry into Competition and events refer to By-law 4.6
- c) Entry to the Junior State Surf Lifesaving Championships shall be at the discretion of the Director of Surf Sports, Junior Surf Sports Manager in consultation with the Junior Manager.
- d) Entry to the Senior/Masters State Surf Lifesaving Championships shall be at the discretion of the Director of Surf Sports, in consultation with the Senior Surf Sports Manager and Club Captain.
- e) Entry to the Australian State Surf Lifesaving Championships shall be at the discretion of the Director of Surf Sports, Senior Surf Sports Manager in consultation with any designated Club Coach.
- f) Members wishing to enter into any competition that requires payment of an entry fee shall be responsible to pay any entry fee so prescribed prior to competing.
- g) Members wishing to compete will not officially be entered in any competition or Championship until the prescribed entry fee has been received.
- h) Members who do not pay their competition fees will be withdrawn from the entry list.
- i) At the discretion of the Board of Directors the Club can/may pay the entry fees into any competition for any member.
- j) After the official closing date of entries to the State and Australian Championships, no member shall receive a refund for entry fees paid if they fail to compete in the competition.
- k) Equipment allocation for competition shall be at the discretion of the Director of Surf Sports or the relevant Surf Sports Manager.
- l) Senior competitors (U14 plus) shall come under the jurisdiction of the Senior Surf Sports Manager and/or Head Coach.
- m) Junior competitors (U10 to U13) shall come under the jurisdiction of the Junior Surf Sports Manager and/or Head Coach.
- n) Nipper competitors (up to and including U9) shall come under the jurisdiction of the Nipper Surf Sports Manager and/or Head Coach.
- o) Members may compete up in a higher age group (in accordance with SLSA Competition Manual) however they must give priority to events in their actual age group.
- p) Should there be more competitors than places available, trials must be held for all team events. Trials must be advertised to all eligible competitors. This applies to both Junior and Senior competition. Trials to be arranged by Head Coach in conjunction with the Age Managers and managed by appropriate Surf Sports Manager. Both the Senior and Junior Surf Sports Competition Committees shall have the final say in respective selections.

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- q) All training shall be coordinated through the Director of Surf Sports or respective Surf Sports Manager and Head Coach and/or appropriate competition officers.
- r) All age categories for competition shall be determined on or after the 1<sup>st</sup> October of that season.
- s) When competitors are competing in more than one age group then By-law 7.3(o) applies.
- t) Only current accredited coaches may manage any training. All coaches come under the jurisdiction of the Head Coach and or the respective Surf Sports manager.
- u) Competitors who are team members of a Touring Team representing the Club shall come under the authority and direction of the Touring Team Manager, Designated Touring Team Coach(s) or any appointed Club Chaperones.

## ARTICLE 8 – JUDICIARY AND APPEALS PROCEDURE

### SECTION 8.1. JUDICIARY PROCESS

- a) As per Section 12.1 and in accordance with Section 24 of the Club Constitution, The Board may direct any disciplinary matter to the Disciplinary/Resolution Committee if it deems it is of a serious or sensitive nature for resolution or decision.
- b) If there is conflict of interest or the matter is against or relates to a Director of the Club the Board may refer the matter to the Disciplinary/Resolution Committee.
  - i. The Board is to ensure there is no conflict of interest with members of the Disciplinary/Resolution Committee and the particular Director of the Club.
- c) Any member who is subject to suspension of their membership rights shall have their matter heard by the Board of Directors or Disciplinary Committee within 28 days or as agreed by the Board of Director/Disciplinary committee and the member.
- d) If the Board or Disciplinary/Resolution Committee fails to convene within the 28 days of the agreed date the member subject to membership suspension shall have that suspension lifted until such time as a hearing of the matter is convened.
- e) A member shall be given notice inviting them to attend to have the matter heard in accordance with Section 12 (12.4) of the Club Constitution.
- f) Where a member fails to attend after being given notice, the hearing is to proceed and the result or decision of the Committee shall be communicated to the member in writing within seven (7) days from the date of that hearing.
- g) The Chairman of said committee is to ensure that all proceedings are recorded and kept by the Director of Administration.
- h) Members who are subject to any resolution or disciplinary matter may elect to have the matter heard either by the Board of Directors or the Disciplinary/Resolution Committee.

### SECTION 8.2. APPEALS PROCESS

- a) A member who disputes the decision made from the Board / Committee may within 14 days of receiving written notification, lodge with the Director of Administration a written notice of their intention to appeal against the decision of the said Committee.
- b) Upon receipt of a notification of intention to appeal against the decision the President shall convene, within 28 Days of the date of receipt of such notice, either the Disciplinary/Resolution Committee or Board of Directors meeting to determine the validity of the appeal as per SLSA regulation 5.2. At any such meeting the applicant shall be given the opportunity to fully present his case and the Chairperson of the decision making Committee subsequently shall likewise have the opportunity of presenting its case. The appeal shall be determined by the vote of the members present.
- c) Any member whose appeal is dismissed by the Disciplinary/Resolution Committee or Board shall have the right to lodge an appeal (within 14 days) against the process (not the decision) via the Director of Administration.

# QUINNS MINDARIE SURF LIFE SAVING CLUB INC – BY-LAWS

May 2021



## ANNEXURES

ANNEXURE A - CLUB ORGANISATIONAL STRUCTURE

ANNEXURE B - CLUB LOGO/EMBLEM

ANNEXURE C - LIFE MEMBERS BADGE

ANNEXURE D - CLUB COMPETITION CAP DESIGN

ANNEXURE E - CLUB BOARD OF DIRECTORS DUTY STATEMENTS

ANNEXURE F - CLUB OFFICERS DUTY STATEMENTS

ANNEXURE G - CLUB ALCOHOL CONSUMPTION AND CODE OF CONDUCT POLICY

ANNEXURE H - STANDARD OPERATING PROCEDURES

ANNEXURE I - SOCIAL MEDIA POLICY

ANNEXURE J - MEMBER PROTECTION POLICY

ANNEXURE K - CLUB INDUCTION AGENDA

ANNEXURE L - GYM FACILITIES

**All Annexures are attached separately.**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

BY-LAWS ANNEXURE – A  
ORGANISATIONAL STRUCTURE

# DOCUMENT CONTROL



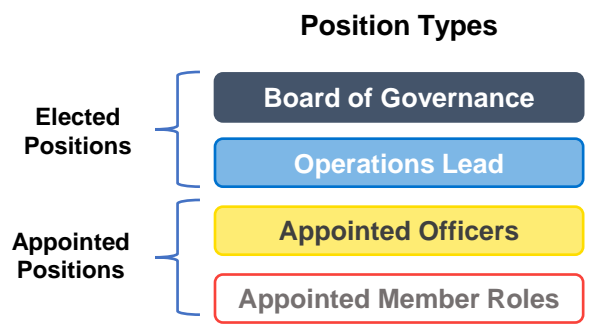
<b>Document Title:</b>	QMSLSC By-laws Annexure A – Organisational Structure
<b>Document Number:</b>	QM-BL-ANX-A
<b>Revision Number:</b>	1.00
<b>Revision Date:</b>	01/04/2021
<b>Prepared By:</b>	Richard Lissett
<b>Document Status:</b>	Under Review
<b>Review Date:</b>	12/04/2021
<b>Approved By:</b>	Board of Directors
<b>Approval Date:</b>	14/06/2021
<b>Published Date:</b>	14/06/2021

<b>Revision Number:</b>	<b>Revision Date:</b>	<b>Author:</b>	<b>Brief Description of Changes</b>
0.01	01/04/2021	R.Lissett	Initial Draft
0.02	25/05/2021	R.Lissett	Adjust SDC assignment to VP
1.00	14/06/2021	R.Lissett	Initial Version

## Reference Documents

<b>Document Number:</b>	<b>Document Title:</b>
QM-BL-01	QMSLSC By-laws
QM-BL-ANX-E	QMSLSC By-laws Annexure E – Duty Statements – Board of Directors
QM-BL-ANX-F	QMSLSC By-laws Annexure F – Duty Statements – Club Officers

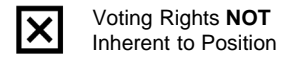
# DEFINITIONS



## Voting Rights

**All** Elected Officers/Positions have voting rights inherent to the position.

**Not** All Appointed Officer and Appointed Member roles have voting rights, roles **without** voting rights are identified in the chart based on the following icon;

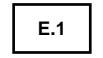


Individual voting rights may be gained as a result of other club involvement and awards.

## Cross-references to Duty Statements

Where applicable the Organisational Structure cross-references positions identified on the chart to Duty Statement definitions for the associated role.

Cross-references are defined by the sample identifier below;

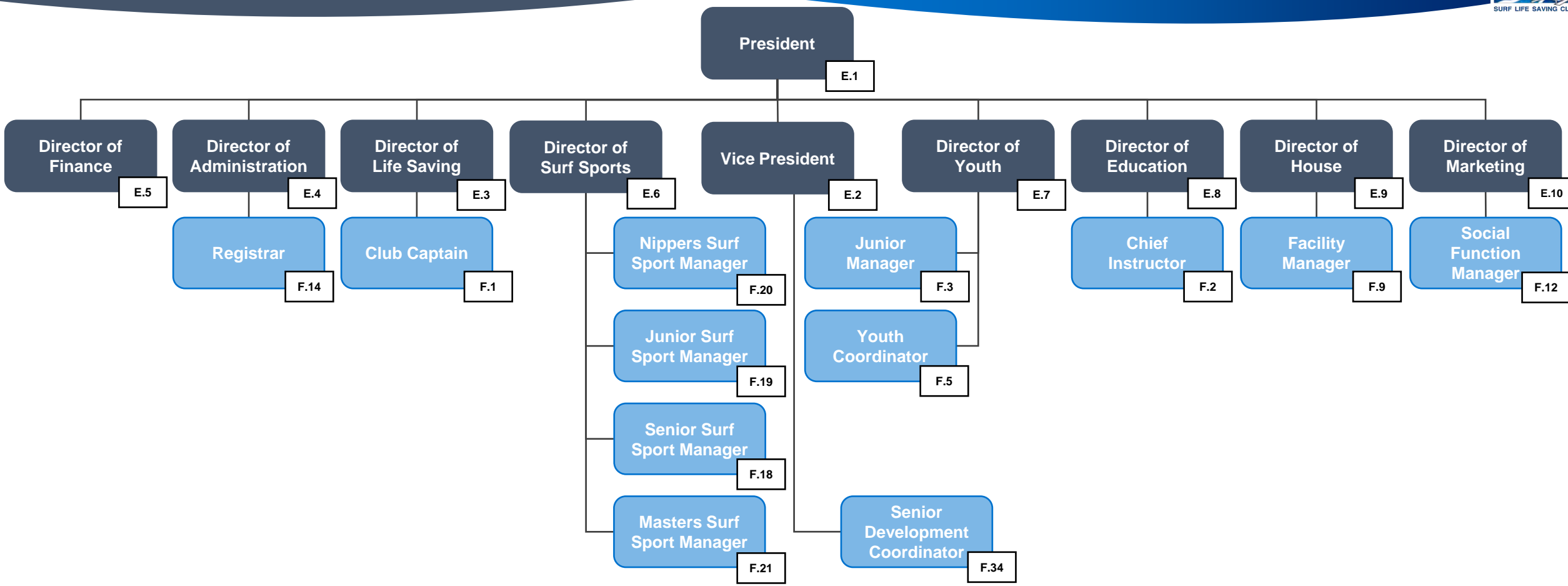


The alpha character 'E.' or 'F.' relates to the By-laws Annexure Document, for example, Annexure E

The numeric character '1-n.' relates to the position in the Annexure Document of the role definition.

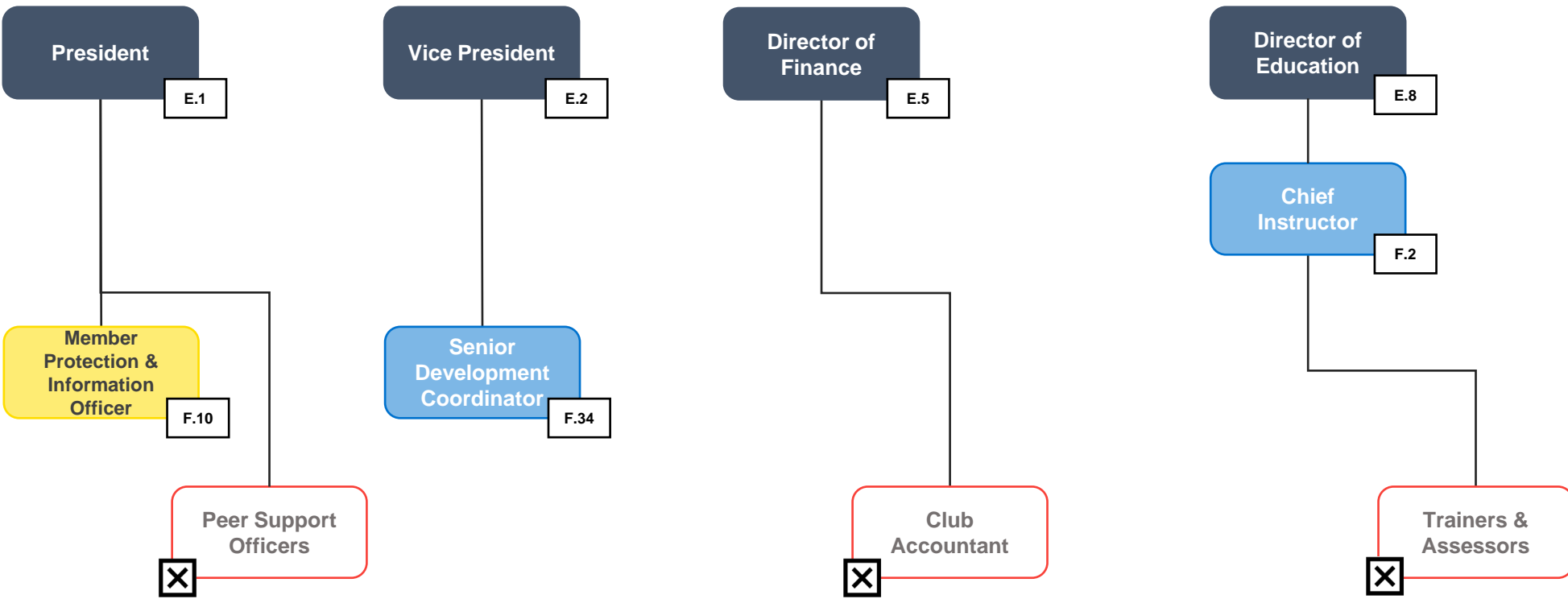
Only positions where necessary are covered by Duty Statements.

# QMSLSC Organisational Structure

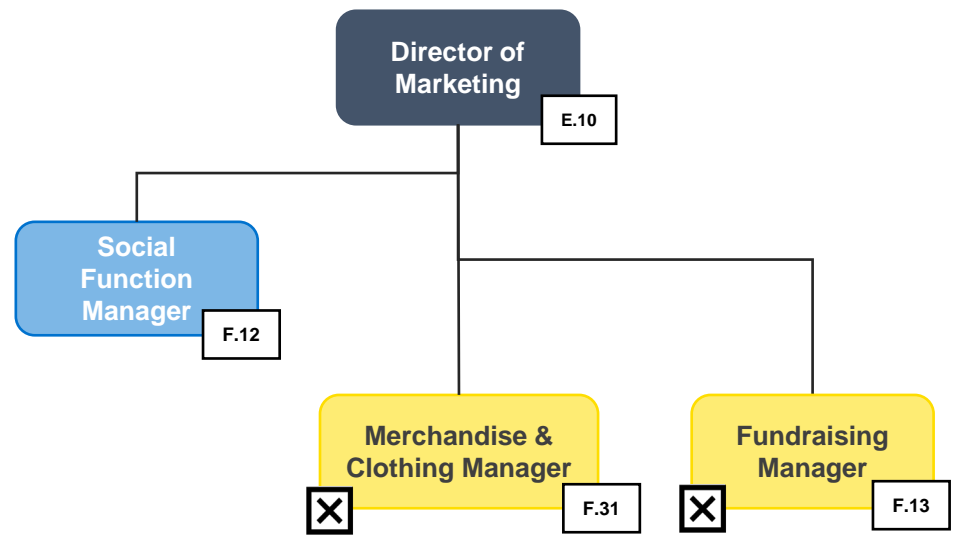
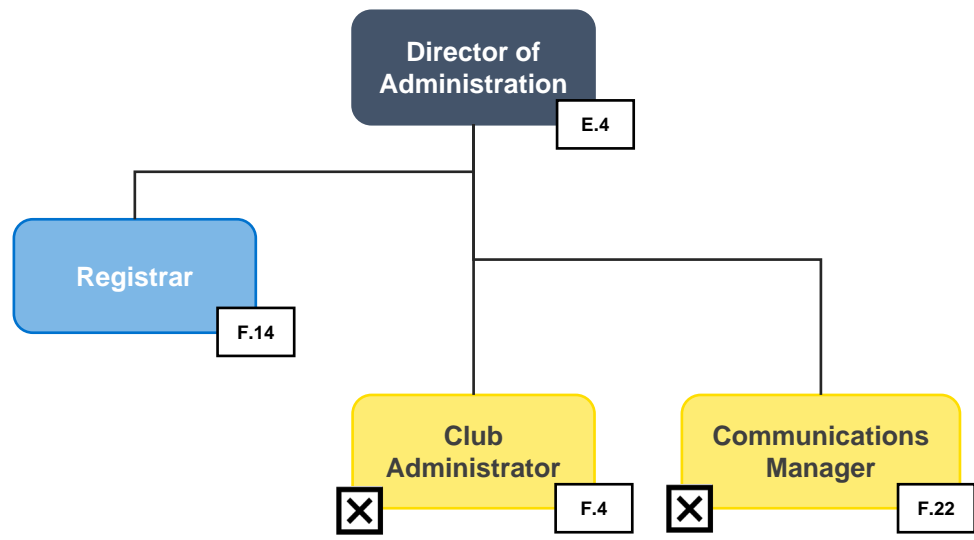




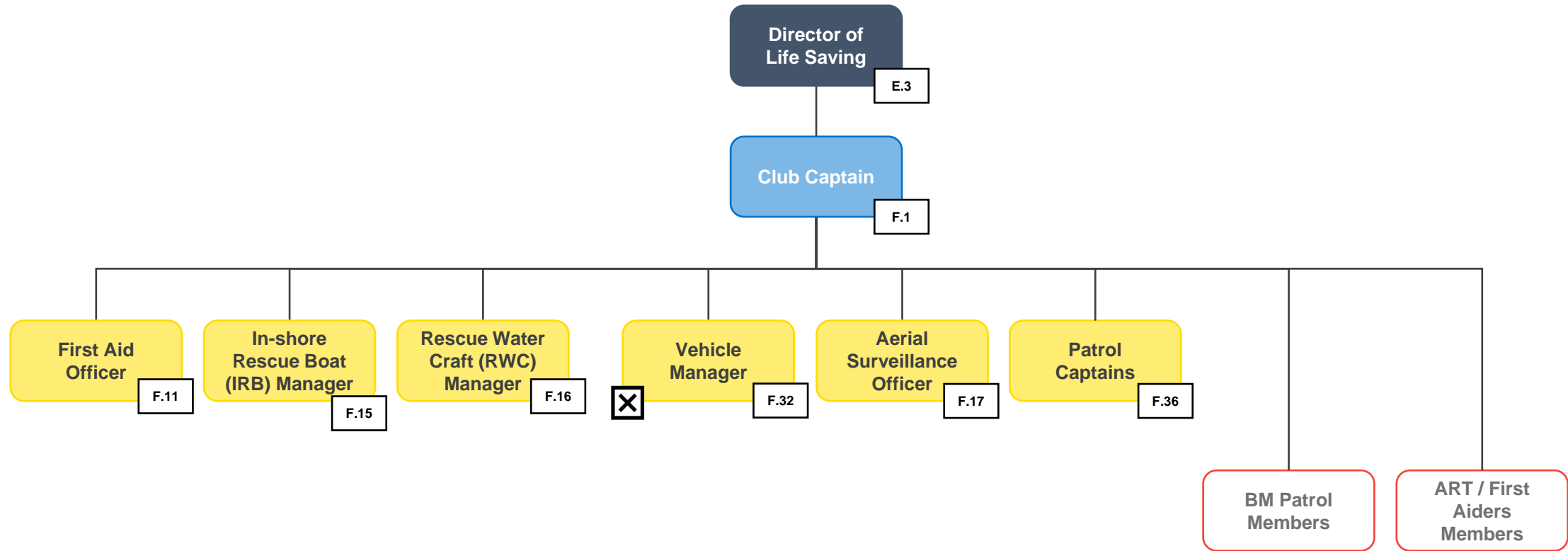
# QMSLSC Organisational Structure



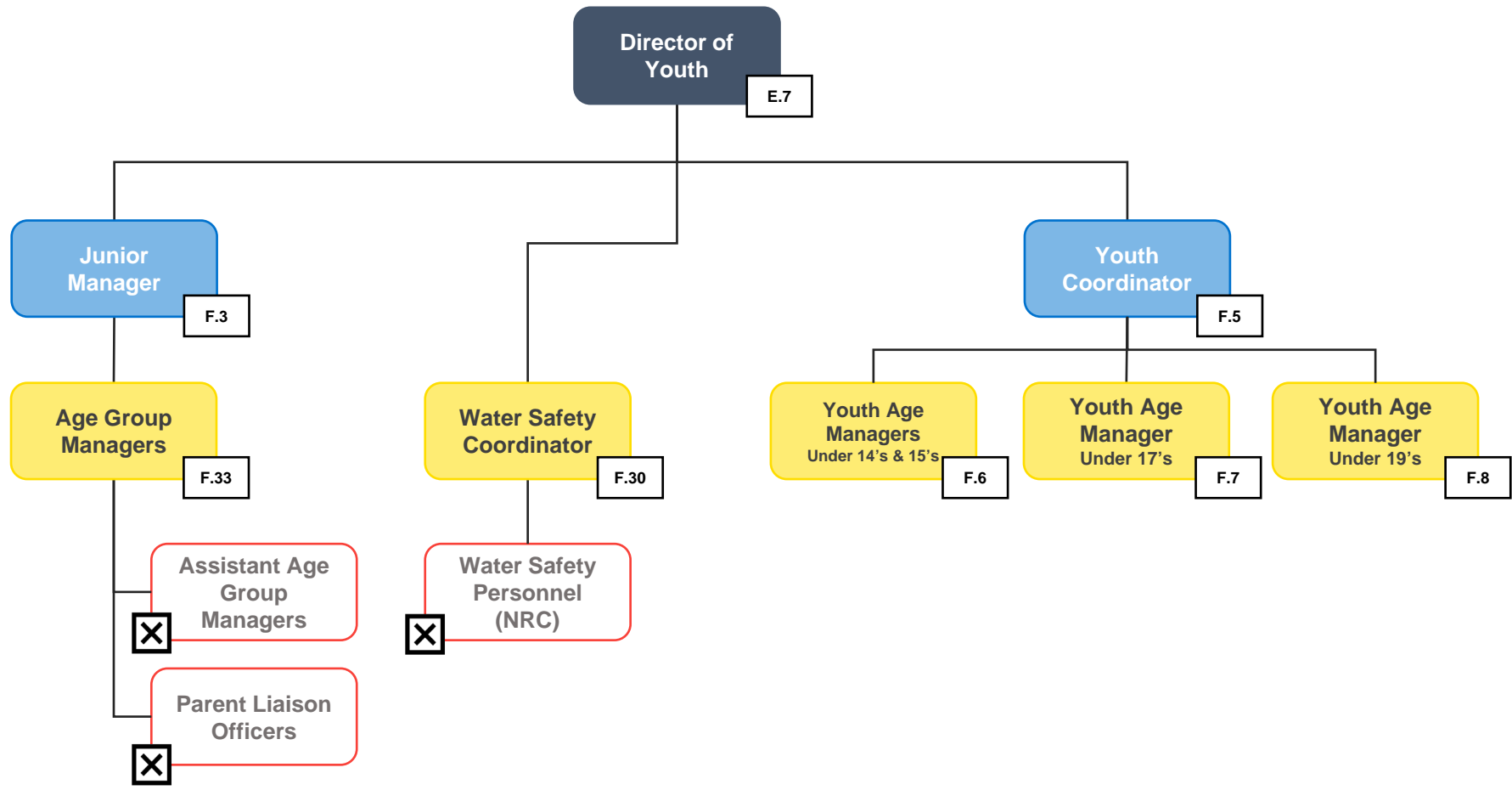
# QMSLSC Organisational Structure



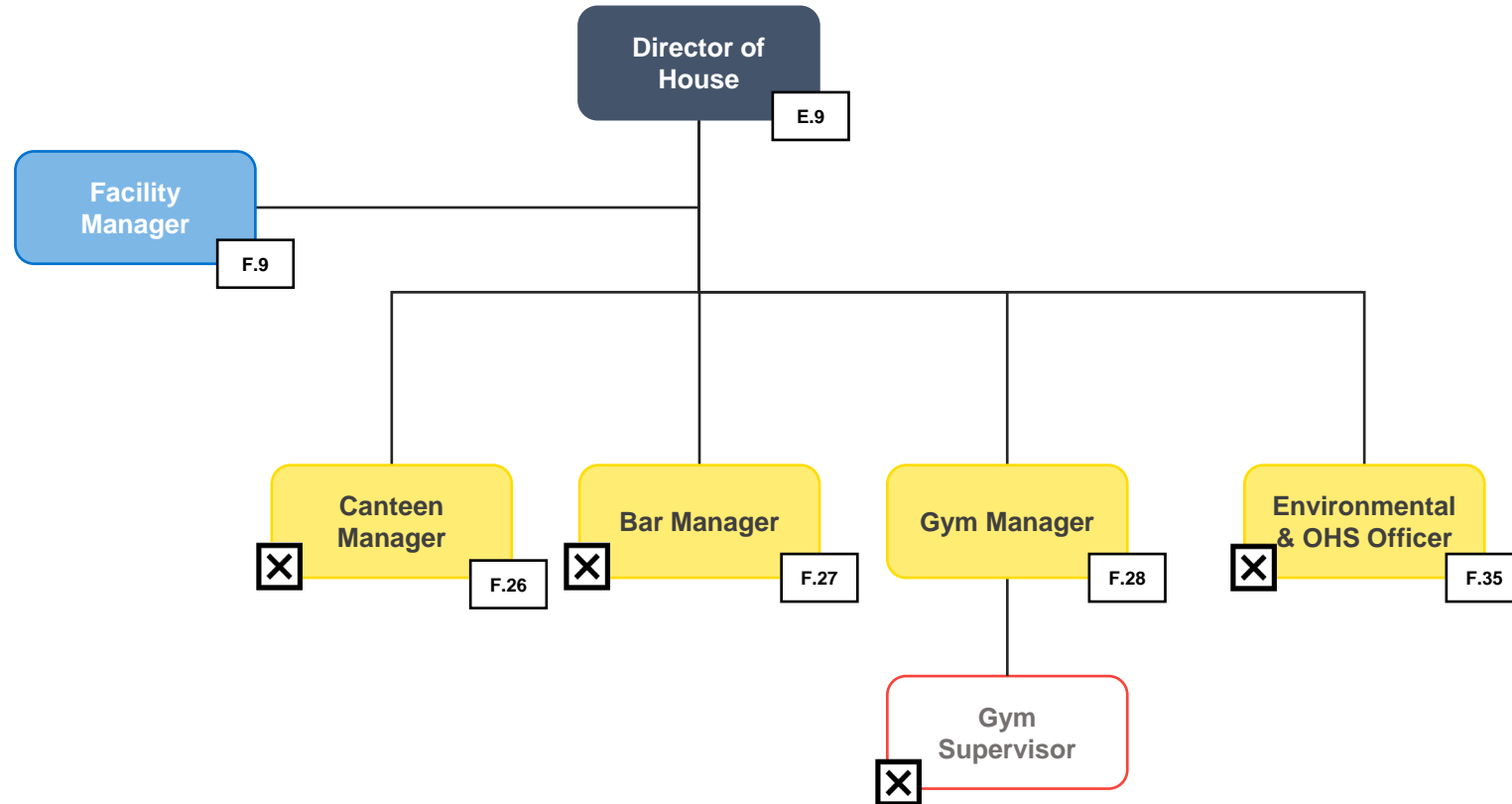
# QMSLSC Organisational Structure



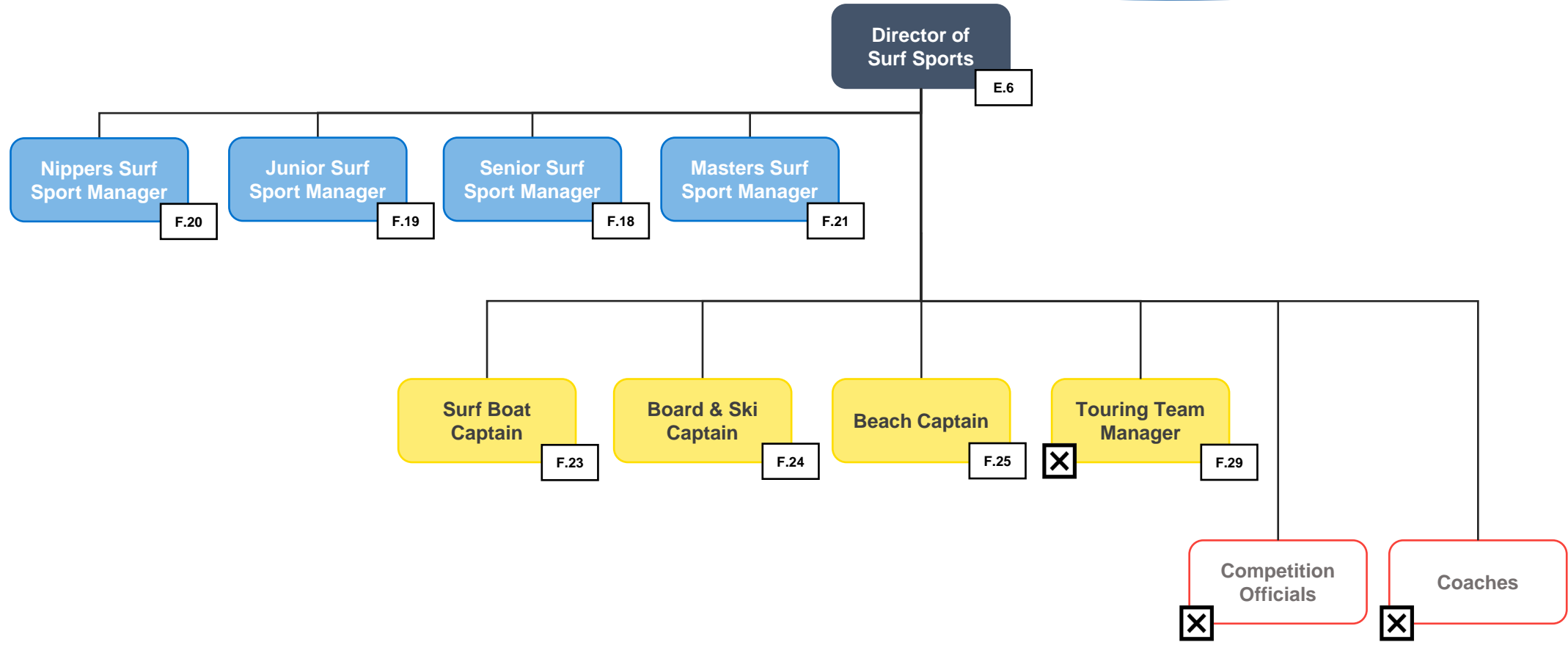
# QMSLSC Organisational Structure



# QMSLSC Organisational Structure



# QMSLSC Organisational Structure



# QUINNS MINDARIE SURF LIFE SAVING CLUB

<b>Document Name:</b>	By-laws Annexure B – Club Logo
<b>Document Number:</b>	QM-BL-ANX-B
<b>Version Number:</b>	1.00
<b>Issued Date:</b>	24/05/2021
<b>Review Date:</b>	11/05/2021
<b>Responsible Portfolio:</b>	Administration

## REFERENCE DOCUMENTS

<b>QM-CON-01</b>	QMSLSC Constitution
<b>QM-BL-01</b>	QMSLSC By-laws






### 1. CLUB LOGO

The following provides detail with regards to the Club Logo and Emblem.

#### QUINNS MINDARIE



**SURF LIFE SAVING CLUB**

PRINTING - INK SPECIFICATIONS	
	PMS 280C BLUE
	PMS 285C BLUE
	PMS WARM RED C
	PMS YELLOW C
	BLACK

Current Logo files are available via the following link:

<https://drive.google.com/drive/folders/1hpahqfG6AHW2KRUGXKLBDBwXtL1CIUpK?usp=sharing>

# QUINNS MINDARIE SURF LIFE SAVING CLUB

<b>Document Name:</b>	By-laws Annexure C – Life Members
<b>Document Number:</b>	QM-BL-ANX-C
<b>Version Number:</b>	1.00
<b>Issued Date:</b>	24/05/2021
<b>Review Date:</b>	11/05/2021
<b>Responsible Portfolio:</b>	Administration

## REFERENCE DOCUMENTS

<b>QM-CON-01</b>	QMSLSC Constitution
<b>QM-BL-01</b>	QMSLSC By-laws

## LIFE MEMBERS

### 1. ELECTION OF LIFE MEMBERS

- a) Life Members can only be elected at an Annual General Meeting.
- b) As per 7.3 of the Constitution, The Board may recommend to the Annual General Meeting that any person who has rendered distinguished service to the Club be appointed as a Life Member.
- c) Life Members will only be elected at an Annual General Meeting by attaining by secret ballot a four-fifths majority of eligible voting members present.
- d) In accordance with 7.3(c) of the Constitution, a person must accept or reject the Club's resolution to confer Life Membership in writing. Upon written acceptance, the person's details shall be entered upon the Register, and from the time of entry on the Register the person shall be a Life Member.

### 2. SELECTION OF LIFE MEMBERS

- a) Life Members of the Club may be elected from the members who have rendered fifteen (15) years distinguished service to the Club or in the opinion of the Life Membership Committee a member should be recommended to be elected.
- b) The Life Membership Committee shall make sure that all nominations for Life Membership meets the criteria and is checked for accuracy as detailed herein prior to submission to the Club Board of Directors.
- c) Under exceptional and extraordinary circumstances, the Life Membership Committee may nominate a member of the club for Life Membership who falls inside of the fifteen (15) distinguished service limitation, however years of service cannot be less than ten (10) years.
- d) Prospective nominees' names shall be considered by the Life Membership Committee (Refer 3.15 in By-laws) and the selected nominees shall be submitted to the Board of Directors.



## QUINNS MINDARIE SURF LIFE SAVING CLUB

- e) There shall be no restriction on numbers for consideration and election at the Annual General Meeting.

### 3. LIFE MEMBER AWARD

- a) A member who receives a Life Member Award will be seen as a financial member of the Club.
- b) A Life Member will be exempt from payment of membership fees however must still register annually and pay the insurance amount.
- c) A Life Member shall be entitled to all the rights and privileges of the Club for life and shall be entitled to attend all general meetings of the Club.
- d) A Life Member shall be exempt from all patrol duties and Club swims.
- e) A Life Member shall continue to observe and uphold the Clubs Constitution, By-laws, Rules, Policies, Procedures and Code of Conduct.
- f) A Life Member shall be awarded the Life Membership Badge and a plaque as a commemorative award for this achievement.

# QUINNS MINDARIE SURF LIFE SAVING CLUB

<b>Document Name:</b>	By-laws Annexure D – Club Competition Cap Design
<b>Document Number:</b>	QM-BL-ANX-D
<b>Version Number:</b>	1.00
<b>Issued Date:</b>	24/05/2021
<b>Review Date:</b>	11/05/2021
<b>Responsible Portfolio:</b>	Administration

## REFERENCE DOCUMENTS

<b>QM-CON-01</b>	QMSLSC Constitution
<b>QM-BL-01</b>	QMSLSC By-laws

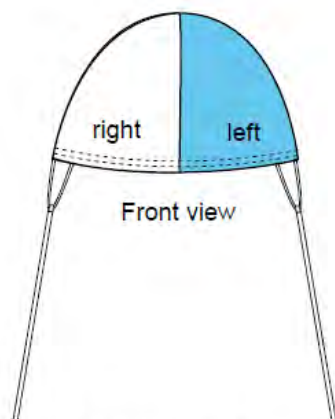
### 1. CLUB COMPETITION CAP DESIGN

The following provides detail with regards to the Club Competition Cap Design.

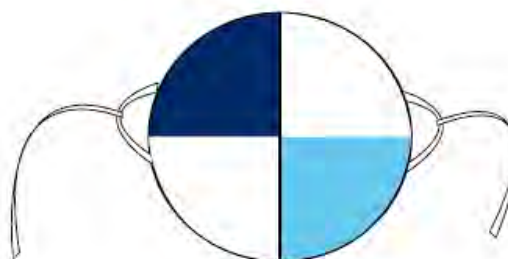
#### PRINTED SKULL CAP

POLYESTER / X LIFE LYCRA, QUALITY 4111

Nylon lycra TCUX213



**View shown for cap as worn**



**front**

**Top view**

sublimation print

-col - blue breeze- C41, M9, Y0, K0

col - navy -C93, M62, Y43, K26  
to match navy vita 6007

## QUINNS MINDARIE SURF LIFE SAVING CLUB

<b>Document Name:</b>	By-laws Annexure E – Duty Statements – Board of Directors
<b>Document Number:</b>	QM-BL-ANX-E
<b>Version Number:</b>	1.00
<b>Issued Date:</b>	24/05/2021
<b>Review Date:</b>	12/05/2021
<b>Responsible Portfolio:</b>	Administration

### REVISION HISTORY

Revision Number:	Revision Date:	Author:	Brief Description of Changes
0.1	12/05/2021	R.Lissett	Initial Draft
1.00	24/05/2021	R.Lissett	First Version

### REFERENCE DOCUMENTS

<b>QM-CON-01</b>	QMSLSC Constitution
<b>QM-BL-01</b>	QMSLSC By-laws

### DUTY STATEMENTS – BOARD OF DIRECTORS

This document contains the Duty Statements for the Board of Directors, incorporating the roles and responsibilities for each position.



# QUINNS MINDARIE SURF LIFE SAVING CLUB

## DUTY STATEMENTS

1. President .....	3
2. Vice President .....	4
3. Director of Lifesaving.....	5
4. Director of Administration .....	6
5. Director of Finance .....	8
6. Director of Surf Sports .....	10
7. Director of Youth.....	12
8. Director of Education .....	14
9. Director of House.....	16
10. Director of Marketing .....	18



# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 1. PRESIDENT

The President shall;

- a) Be the head of Quinns Mindarie Surf Life Saving Club Incorporated and will be the Chairperson at any Board of Directors, Executive Committee, Annual General or Special General Meeting at which the President is present;
- b) Have the right to attend all committees and sub committees and shall be an officio on all committees with full voting rights, or may appoint his representative to attend and vote at such meetings in his/her place;
- c) Be required to attend all Special/General Meetings and Presidents forums conducted by SLSWA and report to the Board of Directors;
- d) Administer and be responsible for all affairs of the Club and uphold the Constitution, By-laws and Rules;
- e) In consultation with the Board of Directors, draw up the Club Strategic plan and continually overview and update this Plan and convey this to the members;
- f) In conjunction with Director of Marketing be responsible for the media releases, interviews and public relations with the media and the general public;
- g) Represent the Club on all official occasions or appoint a representative to attend on his/her behalf;
- h) Ensure the responsibilities of all Board positions are fulfilled;
- i) Have the ultimate authority in enforcing the Member Protection Policy;
- j) Uphold the Clubs Constitution, By-laws and Rules;
- k) Under-go the Member Screening process pursuant to the Club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref Annexure J).

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**President – QMSLSC**

---

**Name:**

**Witness:**

**Member of the Board of Directors**

---

**Name:**

**Date:**



# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 2. VICE PRESIDENT

The Vice President shall;

- a) Assist the President in carrying out the duties and in the President's absence shall deputise and assume the responsibility of the President;
- b) Be a member of the Club's Board of Directors (BoD) and Executive Committee;
- c) Convene and chair the meetings of the Disciplinary/Resolution Committees;
- d) Initiate, organise and otherwise control such special projects that are referred to him by the Board of Directors;
- e) Convene and chair 'Special Events' Committee meetings and attend all organising committee meetings associated with special events involving the Club;
- f) Be the Clubs appointed contact for communications with the Local Government Authority;
- g) Report to the Board of Directors;
- h) Uphold the Constitution, By-laws and Rules;
- i) Under-go the Member Screening process pursuant to the Club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref Annexure J).

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Vice President – QMSLSC**

---

**Name:**

**Witness:**

**Member of the Board of Directors**

---

**Name:**

**Date:**



## 3. DIRECTOR OF LIFESAVING

The Director of Lifesaving (DoL) shall;

- a) Be a member of the Clubs Board of Directors (BoD) and Executive Committee; be the Chairperson of the Life Saving Committee (LSC) and report to the BoD;
- b) Be a member of the Disciplinary/Resolution Committee;
- c) Attend the State Lifesaving Forums convened by SLSWA;
- d) Convene meetings as the Director of Life Saving (DoL) sees fit or is so directed by the BoD;
- e) Be responsible for the development of the Clubs Surf Lifesaving responsibilities with the assistance of the Life Saving Committee;
- f) Liaise with the Local Council and SLSWA on the final Life Saving Agreement;
- g) In conjunction with the Club Captain and Director of Education be responsible for the general education of all members in the skill of surf lifesaving including annual preseason workshops for Patrol Captains and Vice Captains;
- h) Exercise control, subject to the direction of the BoD, of the use of Club property by any Member;
- i) Access any funding opportunities to obtain and update lifesaving equipment;
- j) Have authority to require any Member to perform any duty consistent with the member's obligations under the Club Rules or By-laws, subject to duties specifically provided for in the Rules or By-laws;
- k) Be a Member, ex-Officio, of the Education, Surf Sports and Junior Activities Committees;
- l) Be the holder of the Bronze Medallion and pass the annual Proficiency as laid down by SLSA;
- m) Uphold the Constitution, By-laws and Rules;
- n) Under-go the Member Screening process pursuant to the Club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref Annexure J);

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Director of Lifesaving –  
QMSLSC**

**Name:**

**Witness:**

**Member of the Board of  
Directors**

**Name:**

**Date:**

## QUINNS MINDARIE SURF LIFE SAVING CLUB

### 4. DIRECTOR OF ADMINISTRATION

The Director of Administration (DoA) shall;

- a) Be a member of the Clubs Board of Directors (BoD) and Executive Committee;
- b) Be a member of the Finance and Administration Committee that reports to the (BoD);
- c) Attend all BoD and General Meetings, record and provide safe keeping of all minutes of meetings, routine matters and correspondence, and shall monitor administration matters in relation to the Club;
- d) Act as Secretary of the Constitution Committee and, as such, keep a record in a handbook prepared for that purpose, of all alterations made from time to time to the Constitution;
- e) Be responsible for the general routine and administration of the Club and all other duties usually associated with the DoA;
- f) Issue notices and compile agendas for and maintain the minutes for all Special/Annual Meetings & BoD meetings;
- g) Be responsible for the custody of the papers belonging to the Club, except those relating to finance;
- h) Be responsible for ensuring that upon receipt of any sponsorship money, cheques or otherwise the amount be forwarded to the Director of Finance (DoF) in accordance with the Financial Management Guidelines attached to the By-laws;
- i) Prepare a draft copy of the Annual Report and submit it to the Board of Directors for approval before printing and presentation to Members at the Annual General Meeting;
- j) Produce to the Auditors, the minute books and such other information available as and when required by them;
- k) Be a member (ex officio) of Committees and Sub-Committees appointed by the BoD;
- l) Be responsible for the production of the Club Handbook at the commencement of each season;
- m) Disseminate all information and materials to the relevant Directors;
- n) Be responsible for all initial membership applications and table them at the next BoD meeting for ratification as Probationary Members;
- o) Be responsible for all the Club's inwards and outwards correspondence;
- p) The DoA may delegate any of the functions of the office to other officers of the Club or to a salaried employee with endorsement of the BoD;
- q) Uphold the Constitution, By-laws and Rules;
- r) Under-go the Member Screening process pursuant to the Club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref Annexure J).





# QUINNS MINDARIE SURF LIFE SAVING CLUB

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Director of Administration  
– QMSLSC**

---

**Name:**

**Witness:**

**Member of the Board of  
Directors**

---

**Name:**

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 5. DIRECTOR OF FINANCE

The Director of Finance (DoF) shall;

- a) Be a member of the Clubs Board of Directors (BoD) and Executive Committee;
- b) Be the Chairperson of the Finance and Administration Committee (FAC);
- c) Convene FAC meetings as the Director of Finance (DoF) sees fit or is so directed by the BoD;
- d) Not have been declared bankrupt within the last 10 years or be subject to current bankruptcy proceedings;
- e) Oversee and be responsible for the activities and duties carried out by the FAC;
- f) Maintaining such records and papers of the Club relating to finance as the Board may from time to time direct;
- g) Keeping correct accounts and records showing the true financial position of the club;
- h) At each Ordinary Meeting of the Board, and, if the Board so directs, at any Special Meeting of the Board, present a statement in writing of the Club's true financial position;
- i) Present a summary of payment to a meeting of the Board or a General Meeting of the Club;
- j) Ensure that all money due to the Club is promptly collected and received and that all payments authorised by the Club are promptly made;
- k) Deposit all moneys received by or on behalf of the Club within 5 working days to the credit of the Club's account in such financial institution or institutions as the Board has directed;
- l) Promptly issue receipts for all moneys received by or on behalf of the Club and drawing cheques for money duly payable by the Club;
- m) Prepare the annual balance sheet and financial statement of the Club, having them examined by the Club's auditors, and presenting them to the Annual General Meeting;
- n) Produce promptly to the Club's auditors any financial records of the Club required by the auditors generally assisting the auditors as required by them for the purpose of examining the Club's accounts;
- o) Report immediately to the Board any member whose subscription or other dues is or are in arrears;
- p) Liaise with the Fund Raising Committee;
- q) Subject to any direction of the Board, the DoF may delegate any of the functions of the office to other officers of the Club or to a salaried employee or organisation engaged to complete that function;
- r) Monitor all sponsorship money, cheque or other funds received and deposited;

## QUINNS MINDARIE SURF LIFE SAVING CLUB

- s) Ensure that all office holders authorised to collect funds in the name of any part of the Club, shall do so in accordance with good financial practice;
- t) Prepare financial submissions on behalf of the Club;
- u) Uphold the Constitution, By-laws and Rules;
- v) Under-go the Member Screening process pursuant to the Club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref Annexure J).

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Director of Finance –  
QMSLSC**

---

**Name:**

**Witness:**

**Member of the Board of  
Directors**

---

**Name:**

**Date:**

## 6. DIRECTOR OF SURF SPORTS

The Director of Surf Sports (DoSS) shall;

- a) Be a member of the Clubs Board of Directors (BoD);
- b) Be the Chairperson of the Surf Sports Committee (SSC);
- c) Attend the Surf Lifesaving Forums convened by SLSWA;
- d) Convene meetings as seen fit or is so directed by the BoD;
- e) Provide monthly reports to the BoD on the Surf Sports activities within the Club;
- f) Be conversant with the Rules of Competition as outlined in SLSA competition handbook;
- g) Develop a Surf Sports Development Program and review this plan each season;
- h) Prepare a calendar of events for the period August to August each year based on Club submissions and submit to the BoD for ratification;
- i) Appoint officials from lists of accredited members;
- j) Encourage members to complete the officials course for the benefit of the Club;
- k) Encourage and develop members to participate in Surf Sports Coaching and arrange for those members to attend accredited Coaching Courses;
- l) Work in conjunction with the Director of Marketing to promote the Surf Sports of Surf Lifesaving to the general public through the media;
- m) Work in promoting and supporting the Clubs intra club Surf Sports events;
- n) Collect on behalf of the Director of Finance (DoF) all monies associated with carnival entry, transport and accommodation in accordance with the Financial Management Guidelines in the By-laws;
- o) Work in conjunction with the Director of Youth (DoY) to develop surf sports within the Under 14-19 age groups;
- p) Work in conjunction with the Director of Lifesaving to identify members who default in patrol hours to restrict those members entry into SLSWA and SLSA sanctioned Surf Sports events;
- q) Be an ex-officio member of Committees and/or Sub-Committees relating to Surf Sports as appointed by the Board of Directors;
- r) Uphold the Constitution, By-laws and Rules;
- s) Under-go the Member Screening process pursuant to the Club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref Annexure J).



# QUINNS MINDARIE SURF LIFE SAVING CLUB

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Director of Surf Sports –  
QMSLSC**

---

**Name:**

**Witness:**

**Member of the Board of  
Directors**

---

**Name:**

**Date:**

## 7. DIRECTOR OF YOUTH

The Director of Youth (DoY) shall;

- a) Be a member of the Clubs Board of Directors (BoD);
- b) Be the Chairperson of the Junior Development Committee;
- c) Attend the Surf Lifesaving Forums convened by SLSWA;
- d) Represent the Club at the SLSWA Youth Development Committee;
- e) Convene meetings as the Director of Youth (DoY) see fits or is so directed by the BoD;
- f) Provide monthly reports to the BoD on the Youth activities within the Club;
- g) Have a detailed knowledge of the policy and procedures of SLSWA in dealing with the Youth of Surf Lifesaving and the Working with Children (WWC) Act;
- h) Undergo a compulsory criminal records (police) check;
- i) Liaise with the member protection officer to ensure all Club Officers and members who assist in the Club's Youth activities have a WWC card or compulsory police checks as required by SLSWA Policy;
- j) Brief all Office Bearers and members who assist in the Club's Youth Activities on the requirements of the SLSWA's Policy and Procedures with working with the youth of surf lifesaving and Working with Children Act;
- k) Develop the Club's Youth Surf Lifesaving Development Program covering the areas of Youth Member retention, Leadership, Surf Sports, Community Service and review this plan annually and have the BoD endorse and ratify the plan and or its amendments;
- l) Oversee all the Club's youth activities including promotion, education and competition in conjunction with the Youth Activities Committee;
- m) Work in conjunction with the Director of Surf Sports to develop surf sports within the Under 14-19 age groups;
- n) Carry out such other duties as the BoD may from time to time direct;
- o) Be an ex-officio member of any Committees and/or Sub-Committees relating to Youth as appointed by the Board of Directors;
- p) Uphold the Constitution, By-laws and Rules;
- q) Under-go the Member Screening process pursuant to the Club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref Annexure J).

# QUINNS MINDARIE SURF LIFE SAVING CLUB



I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Director of Youth –  
QMSLSC**

---

**Name:**

**Witness:**

**Member of the Board of  
Directors**

---

**Name:**

**Date:**

## 8. DIRECTOR OF EDUCATION

The Director of Education (DoE) shall;

- a) Be a member of the Clubs Board of Directors (BoD);
- b) Be the Chairperson of the Education Committee (EC);
- c) Be a member of the Disciplinary/Resolution Committee;
- d) Be an ex officio member of the Lifesaving Committee;
- e) Represent the Club as delegate to attend the SLSWA Education State Advisory Forums;
- f) Convene meetings as the Director of Education (DoE) seen fit or is so directed by the BoD;
- g) Be the holder of the Bronze Medallion award, Training Officers award and pass the annual proficiency as laid down by SLSWA;
- h) Provide monthly reports to the BoD on the Education activities within the Club;
- i) Liaise with the Chief Instructor/Assessor and arrange for the appropriate examiners to be available for exams;
- j) Be responsible for the organisation, instruction and training of all lifesaving awards as laid down in the manual of Surf Life Saving Australia;
- k) Actively recruit potential examiners and organise for the provision of their training;
- l) Work with the examiners in order to provide a consistency in examinations to the standard required by SLSWA;
- m) Be responsible for the annual proficiency of club members;
- n) Initiate, organise and otherwise control such special projects that are referred to them by the BoD;
- o) Oversee and be responsible for the activities and duties of the Chief Instructor, Club Assessors and Trainers;
- p) Uphold the Constitution, By-laws and Rules;
- q) Under-go the Member Screening process pursuant to the Club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref Annexure J).





# QUINNS MINDARIE SURF LIFE SAVING CLUB

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Director of Education –  
QMSLSC**

---

**Name:**

**Witness:**

**Member of the Board of  
Directors**

---

**Name:**

**Date:**

## 9. DIRECTOR OF HOUSE

The Director of House (DoH) shall;

- a) Be a member of the Clubs Board of Directors (BoD);
- b) Be the Chairperson of 'The House Committee' (HC);
- c) Convene meetings as the seen fit or is so directed by the BoD;
- d) Be a member of any Building Sub-Committees appointed by the BoD and liaise closely with the BoD members on their Club House requirements;
- e) In conjunction with the Director of Finance (DoF) maintain overall responsibility of all finances dealt with through the Club's Bar and Canteen as per the Financial Management Plan;
- f) In consultation with the House Committee, develop a Club House Improvement Plan, which shall be presented to the BoD for endorsement and this plan should be continually updated on an annual basis;
- g) Be responsible for all club house maintenance issues;
- h) Liaise with the Local Council to remedy any issues ASAP;
- i) Oversee and manage all cleaning requirements of the Club house;
- j) Oversee and manage all security monitoring services for the Club house;
- k) Maintain a Club house access register (Access Card/Key Register);
- l) Maintain adherence by members to the Club's Alcohol Consumption Policy and report any such breaches of this policy to the BoD;
- m) Take on the position as Licensee of Club Liquor License, or with endorsement of the BoD delegate this responsibility to another club member;
- n) Ensure the Club adheres to the Liquor Licensing Act;
- o) Ensure accreditation records are up to date for the Bar Staff/RSA Holders/Approved Managers;
- p) Have the Bar Manager maintain a functional and profitable Bar for the benefit of all members;
- q) Submit a monthly financial report to the DoF in accordance with the Financial Management Guidelines set out in the By-laws;
- r) Maintain and control responsibility for liquor purchases and associated sales within the guidelines of the Club and in accordance with the liquor licensing laws of Western Australia;
- s) Maintain and control all records relating to liquor purchases and sales and produce reports to the BoD monthly;
- t) In conjunction with Facilities Manager maintain a safe environment within the Club House and develop an OSH plan for ratification by the BoD;
- u) In conjunction with the Gym Manager establish a Code of Practice and Etiquette for all gym users as described within the By-laws;
- v) Assist the Gym Manager in coordinating a functional timetable of Gym use;
- w) Have the Canteen Manager maintain a functional and profitable Canteen for the benefit of all members;

## QUINNS MINDARIE SURF LIFE SAVING CLUB

- x) Maintain and control all records relating to food and drink purchases and sales and produce reports to the BoD monthly;
- y) Be a member and have full voting rights on the Bar and Canteen Sub-Committees appointed by the Board of Directors;
- z) Uphold the Constitution, By-laws and Rules;
- aa) Under-go the Member Screening process pursuant to the Club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref Annexure J).

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Director of House –  
QMSLSC**

**Name:**

**Witness:**

**Member of the Board of  
Directors**

**Name:**

**Date:**



## 10. DIRECTOR OF MARKETING

The Director of Marketing (DoM) shall;

- a) Be a member of the Clubs Board of Directors (BoD);
- b) Carry out the duties as the Director of Publicity and Marketing;
- c) Work in conjunction with the Director of Administration;
- d) Develop a Club Marketing Plan and review the plan on a yearly basis;
- e) Implement the Marketing Plan to promote the activities of the Club to increase membership and awareness within the local community and to Surf Life Saving in WA.;
- f) Develop a Club Publicity Plan and review the plan on yearly basis;
- g) Be responsible for management of the Club's website and Social Media channels;
- h) Implement the Club Publicity plan to promote the activities and achievements of the club to endeavour to create good relations with the media and general public. (No mention shall be made of any domestic affairs of members nor shall any media controversy be entered into involving any member, Club, SLSWA or SLSA;
- i) In conjunction with the President be responsible for the media releases, interviews and public relations with the media and the general public;
- j) Be responsible for the Clubs Brand and Design including apparel and merchandise;
- k) Be responsible for the production and dissemination of the Club's monthly newsletter or delegate this responsibility as required;
- l) Report monthly to the Board of Directors on marketing related activities;
- m) Uphold the Constitution, By-laws and Rules;
- n) Under-go the Member Screening process pursuant to the Club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref Annexure J).

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Director of Marketing –  
QMSLSC**

**Name:**

**Witness:**

**Member of the Board of  
Directors**

**Name:**

**Date:**

## QUINNS MINDARIE SURF LIFE SAVING CLUB

<b>Document Name:</b>	By-laws Annexure F – Duty Statements – Club Officers
<b>Document Number:</b>	QM-BL-ANX-F
<b>Version Number:</b>	1.00
<b>Issued Date:</b>	27/05/2021
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<b>Responsible Portfolio:</b>	Administration

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Revision Number:	Revision Date:	Author:	Brief Description of Changes
0.01	18/05/2021	R. Lissett	Initial Draft
0.02	25/05/2021	R. Lissett	Incorporate JG feedback
1.00	27/05/2021	R. Lissett	Initial Version

### REFERENCE DOCUMENTS

<b>QM-CON-01</b>	QMSLSC Constitution
<b>QM-BL-01</b>	QMSLSC By-laws

### DUTY STATEMENTS – CLUB OFFICERS

This document contains the Duty Statements for the Club Officers, incorporating the roles and responsibilities for each position.

# QUINNS MINDARIE SURF LIFE SAVING CLUB

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# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 1. CLUB CAPTAIN

**Reports To:** The Director of Lifesaving (DoL)

**Attends:** The Lifesaving Committee  
Patrol Captain Selection Committee

The Club Captain shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Be a proficient Bronze Medallion award holder,
- Hold the Silver Medallion – Beach Management award,
- Attend the Lifesaving Committee and act as Chairperson in the absence Director of Lifesaving,
- Be a member of the Patrol Captain Selection Committee,
- Arrange all qualified members into Club patrols,
- Develop Club patrol rosters,
- Notify patrolling members of patrol obligations before 1<sup>st</sup> October,
- In conjunction with the Chief Instructor, ensure all patrolling members have completed annual proficiency,
- Ensure all patrol members received adequate training in the operation of patrol equipment,
- Assist the club administration to ensure all patrol members over the age of 18, undergo the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Be responsible for all records and rosters for patrols and for keeping of accurate records of life saving activities carried out by patrol members,
- Promptly inform the Director of Surf Sports of any patrol default by any active member,
- Uphold the Clubs By-laws in relation to members who are in default of rostered patrol hours,
- Prepare and submit Club statistics on patrol attendance and lifesaving to the Director of Lifesaving,
- Carry out the function of Incident Controller for any major emergency that impacts on the Club,
- In times of emergency have the full authority of the Board of Directors over the coordination of members and club equipment,



## QUINNS MINDARIE SURF LIFE SAVING CLUB

- Have the power to refuse the use of any Club property to any member who is breach of any Club By-laws or rules,
- Have the authority to use or direct the use of any or all of the Club's lifesaving equipment as they see fit, for the purpose of achieving the Club's objectives,
- In liaison with the Director of Lifesaving be responsible for the upkeep and maintenance of all lifesaving gear and equipment with the exception of the surf boats, vehicles, IRB's and RWC's,
- Be responsible for the proper presentation of all gear and equipment and reports for gear inspections when required by SLSWA,
- Ensure that adequate amounts of patrol equipment are in service and available for mobilisation in support of patrol activities,
- Ensure that any patrol equipment in need of maintenance or repair is adequately identified and the Club officer responsible for is notified and, in conjunction with the DoL, ensure that adequate resources are made available to perform the maintenance or repair,
- Ensure accurate inventories are maintained for all Club patrol equipment and associated registers (e.g. Surfguard) are kept up to date.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Club Captain**

**QMSLSC**

**Name:**

**Witness:**

**Member of the Board of Directors**

**Name:**

**Date:**



# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 2. CHIEF INSTRUCTOR

**Reports To:** Director of Education (DoE)

**Attends:** Education Committee

Patrol Captain Selection Committee (if required)

The Chief Instructor shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Be a proficient Bronze Medallion award holder,
- Be a current holder SLSA Trainer and Assessor awards,
- Act as the Club's Chief Examiner,
- Be responsible for the formulation of members into squads for training purposes,
- Arrange for appropriate instructors to take these squads,
- Shall seek out and encourage potential instructors for the various awards,
- Be responsible for advising members of the various awards available to them,
- Arrange for the appropriate paperwork for the various awards to be forwarded to SLSWA,
- Arrange for appropriate resources for the examination of award candidates,
- Advise the Registrar accordingly of any new awards obtained so that club records can be maintained accurately,
- Take note of when proficiencies are due and advise the Director of Education and Club Captain accordingly.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Chief Instructor**

**QMSLSC**

**Name:** \_\_\_\_\_

**Witness:**

**Member of the Board of Directors**

**Name:** \_\_\_\_\_

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 3. JUNIOR MANAGER

**Reports To:** Director of Youth (DoY)  
Junior Development Committee (Chair)

**Attends:** Junior Surf Sports Committee  
Beach Set up Sub-committee (Chair)

The Junior Manager shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Manage the Junior (Nipper) Section of the Club under the direction of the Director of Youth. This shall encompass all Nippers in the U6 to U13 age groups,
- Be responsible for conducting induction and information sessions for all Age Managers prior to the start of the season,
- Arrange for all new Age Managers to complete the Age Managers course run by SLSWA,
- Be responsible for the recommendation of Age Managers to the Director of Youth for ratification by the BoD each season,
- Assist the club administration to ensure all Age Managers, Assistant Age Managers, and active volunteers (e.g. water safety) over the age of 18 undergo the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Liaise with the Junior Surf Sports Manager as required with regard to training for interclub competition,
- Be responsible for the setting up of the beach for the Nipper activities and shall Chair and oversee the Beach Set up Sub-committee,
- Will consult with the Water Safety Coordinator for the provision of water safety for the Nipper age groups,
- Organise a programme of competitive events throughout the season for the purposes of awarding Champion Boy/Girl, Age Manager Awards and event trophies at the end of the season,
- Assist the Director of Youth in arranging for the appropriate trophies to be distributed at the end of the season and organise the Nippers wind up.



# QUINNS MINDARIE SURF LIFE SAVING CLUB

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Junior Manager**

**QMSLSC**

---

**Name:**

**Witness:**

**Member of the Board of Directors**

---

**Name:**

**Date:**



# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 4. CLUB ADMINISTRATOR

**Reports To:** Director of Administration (DoA)

**Attends:** Board of Directors Meeting

The Club Administrator shall;

- Uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Liaise and work closely with the Director of Finance in accepting annual membership subscription fees from current and prospective members and issue receipts,
- In conjunction with the Director of Finance arrange for account reminders to be sent to existing members for outstanding membership fees,
- Be available on any designated Registration Days,
- Also be available on a regular basis during the week and on Sunday mornings throughout the season or as so directed by the Board of Director (BoD) to answer membership inquiries and/or receive membership fees.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Club Administrator**

**QMSLSC**

**Name:**

---

**Witness:**

**Member of the Board of Directors**

**Name:**

---

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 5. YOUTH COORDINATOR

**Reports To:** Director of Youth

**Attends:** Youth Development Committee (Chair)  
Senior & Master Surf Sports Committee

The Youth Coordinator shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Manage the Youth age section of the club (children aged 13 to 19 years) under the direction of the Youth Development Committee,
- Attend and encourage participation of Youth members onto the Youth Development Committee,
- Shall ensure that on reaching the correct age, the Youths are registered for the appropriate awards,
- Arrange a suitable program of training for competition and may co-opt whatever assistance is required from other members,
- Arrange for an appropriate programme of activities for the age group to ensure that once trained, the youths are able to practice their lifesaving and competition skills in the appropriate environment,
- Liaise with the appropriate officers to avoid a conflict of schedules, i.e. patrols/competitions,
- Assist in the development of activities and programs aimed at retaining the membership of this age group within surf lifesaving,
- Facilitate the integration of Youth into Club operations such as lifesaving, surf sports and nipper activities,
- Assist the Director of Youth in the development of activities and programs aimed at retaining the membership of this age group,
- Lead the recruitment of Youth members into the SLSWA Youth Leaders Program,
- Monitor and signpost to Youth members related SLSWA events,
- Lead on the submissions process for SLSWA Rise/Step Up Camps.

# QUINNS MINDARIE SURF LIFE SAVING CLUB



I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Youth Coordinator**

**QMSLSC**

---

**Name:**

**Witness:**

**Member of the Board of Directors**

---

**Name:**

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 6. YOUTH AGE MANAGERS U14'S & U15'S

**Reports To:** Youth Coordinator

**Attends:** Youth Development Committee

The Youth Age Managers U14's & U15's shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Manage the U14/15 age section of the Club under the direction of the Youth Development Committee,
- Encourage participation of cadet members to join the Youth Development Committee,
- In conjunction with the Chief Instructor ensure that on attaining the correct age, the U15 members are registered for the appropriate awards,
- In conjunction with the Senior Sports Manager arrange and appropriate program of training for competition and may co-opt whatever assistance is required from other members,
- In conjunction with the Youth Coordinator arrange for an appropriate program of activities for the age group to ensure that once trained, the cadets are able to practice their lifesaving and competition skills;
- Facilitate the integration of cadets into club operations such as lifesaving, surf sports and nipper activities;
- Assist the Director of Youth in the development of activities and programs aimed at retaining the membership of this age group;
- Encourage cohort to enrol and participate in the SLSWA Youth Leaders Program;
- Track participation of the cohort and mentor the group.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Youth Age Managers U14's & U15's**

**QMSLSC**

**Name:** \_\_\_\_\_

**Witness:**

**Member of the Board of Directors**

**Name:** \_\_\_\_\_

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 7. YOUTH AGE MANAGER U17'S

**Reports To:** Youth Coordinator  
**Attends:** Youth Development Committee  
Senior Development Committee

The Youth Age Manager U17's shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Manage the U17 age section of the Club under the direction of the Youth Development Committee,
- Encourage participation of U17 Youth members to join the Youth Development Committee,
- In conjunction with the Chief Instructor ensure that on attaining the correct age, that available SLSA awards are promoted to the U16/17 members,
- In conjunction with the Senior Sports Manager, arrange an appropriate program of training for competition and may co-opt whatever assistance is required from other members,
- In conjunction with the Youth Coordinator, arrange for an appropriate program of activities for the age group to ensure that once trained, the U17 members are able to practice their lifesaving and competition skills,
- Facilitate the integration of Youth into club operations such as lifesaving, surf sports and nipper activities,
- Assist the Director of Youth in the development of activities and programs aimed at retaining the membership of this age group,
- Encourage cohort to enrol and participate in the SLSWA Youth Leaders Program,
- Track participation of the cohort and mentor the group.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Youth Age Manager U17's**

**QMSLSC**

**Name:** \_\_\_\_\_

**Witness:**

**Member of the Board of Directors**

**Name:** \_\_\_\_\_

**Date:**



# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 8. YOUTH AGE MANAGER U19'S

**Reports To:** Youth Coordinator

**Attends:** Senior Development Committee  
Senior and Masters Surf Sports Committee

The Youth Age Manager U19's shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Assist the club administration to ensure all U19 members over the age of 18 undergo the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Manage the U19 age section of the Club under the direction of the Senior Development Committee;
- Encourage participation of U19 members to join the Senior Development Committee;
- In conjunction with the Chief Instructor ensure that on attaining the correct age, that available SLSA awards are promoted to the U19 members;
- In conjunction with the Senior Sports Manager, arrange an appropriate program of training for competition and may co-opt whatever assistance is required from other members;
- Liaise with the Director of Youth in the development of activities and programs aimed at retaining the membership of this age group and to ensure that once trained, they are able to practice their lifesaving and competition skills;
- Identify and encourage Youth candidates for leadership and training roles and connect them with appropriate mentors;
- Track participation of the cohort and mentor the group.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Youth Age Manager U19's**

**QMSLSC**

**Name:** \_\_\_\_\_

**Witness:**

**Member of the Board of Directors**

**Name:** \_\_\_\_\_

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 9. FACILITY MANAGER

**Reports To:** Director of House (DoH)

**Attends:** The House Committee

The Facility Manager shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18years (Ref; QMSLSC By-laws Annexure J),
- Be responsible for all Club house maintenance issues,
- Maintain an up to date floor plan of storage within the facility,
- In co-operation with the Environmental & OHS Officer conduct regular facility inspections to identify maintenance required,
- Maintain an up to date maintenance log to arrange repair of facility items as required,
- Report to the Director of House cost of required repairs and seek approval if repairs are in excess of \$100,
- Under the Director of House see to any immediate maintenance requirements over \$100,
- Under Director of House seek required quotes for maintenance and repair activities over \$1000 excluding GST,
- Report/Advise to the Director of House of any maintenance issue to the internal and external building that requires the attention of the City of Wanneroo,
- Maintain receipts of expenses and ensure they are passed on to the Club Administrator,
- In consultation with other Club officers ensure the facility and contents are maintained in a clean and orderly manner.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Facility Manager**

**QMSLSC**

**Name:** \_\_\_\_\_

**Witness:**

**Member of the Board of Directors**

**Name:** \_\_\_\_\_

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 10. MEMBER PROTECTION AND INFORMATION OFFICER (MPIO)

**Reports To:** President

**Attends:** Finance and Administration Committee

The Member Protection and Information Officer (MPIO) shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Responsible for the planning, implementation and review of all member protection activities of the Club,
- Ensure the safety and welfare of Club members,
- Assist in grievance and complaints resolution,
- Refer complaints and grievances to other bodies in conjunction with the complaints and grievance related club policies,
- Ensure all required member protection policies are in place and promoted within the Club,
- Will have an awareness and understanding of:
  - SLSA Policy 6.05 Member Protection
  - SLSA Safeguarding Children and Young People Program
  - SLSA reporting and complaints guidelines
  - SLSA child protection commitment statements
  - SLSA codes of conduct
  - Relevant checks for working with children
  - Privacy requirements

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Member Protection and  
Information Officer**

**QMSLSC**

**Name:** \_\_\_\_\_

**Witness:**

**Member of the Board of Directors**

**Name:** \_\_\_\_\_

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 11. FIRST AID OFFICER

**Reports To:** Director of Lifesaving (DoL)

**Attends:** The Lifesaving Committee  
Education Committee

The First Aid Officer shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Be the holder of a Senior First Aid Certificate,
- Preferably be the holder of an Advance Resuscitation Certificate,
- Be responsible for the upkeep of the First Aid Room,
- Develop the Clubs First Aid Room Standard Operating Procedure (SOP's),
- Be responsible for the efficient operation of the First Aid Room,
- Ensure that all first aid supplies are current and that adequate supplies are maintained,
- Where sufficiently qualified, assist in the training of First Aid for Club Members,
- Ensure that resuscitation consumables (e.g. oxygen cylinders) are available for use and rescue ready,
- Ensure incident reports are forwarded to the Club Administrator for entry into Surfguard on a monthly basis,
- Promote training opportunities in first aid activities to Club members.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**First Aid Officer**

**QMSLSC**

**Name:** \_\_\_\_\_

**Witness:**

**Member of the Board of Directors**

**Name:** \_\_\_\_\_

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 12. SOCIAL FUNCTION MANAGER

**Reports To:** Director of Marketing (DoM)  
Finance and Administration Committee

**Attends:** The House Committee  
Social Function Sub Committee (Chair)

The Social Function Manager shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Convene and chair the Social Function Sub Committee,
- Coordinate all of the Club's social events,
- Develop the Club's social function calendar in liaison with the Board of Directors,
- Submit any proposed expenditure through to the Director of Marketing,
- Work closely and liaise with Director of Marketing, Director of House, Bar Manager, and where appropriate the Fundraising Manager in relation to social activities,
- Assist the Director of Marketing in preparing a detailed financial report after any social event for presentation to the Board of Directors.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Social Function Manager**

**QMSLSC**

**Name:**

**Witness:**

**Member of the Board of Directors**

**Name:**

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 13. FUNDRAISING MANAGER

**Reports To:** Director of Marketing (DoM)  
**Attends:** Finance and Administration Committee  
Fundraising Sub Committee (Chair)

The Fundraising Manager shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Convene and chair the Fundraising Sub Committee,
- Coordinate and manage the Annual SLSWA Street Appeal,
- Coordinate all of the Club's fundraising events,
- In conjunction with the DoM, develop the Club's fundraising activities calendar for the year,
- Submit any proposed expenditure through to the Director of Marketing,
- With the sanction of the Board of Directors assist the DoM in seeking out new club sponsorship,
- Through the DoM, seek approval of the Board of Directors for any proposed sponsors or fundraising events prior to entering into any agreement and or commitment,
- Where appropriate, work closely and liaise with Social Function Manager in relation to social activities,
- Assist the Director of Marketing in preparing a detailed financial report after any fundraising event for presentation to the Board of Directors.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Fundraising Manager**

**QMSLSC**

**Name:** \_\_\_\_\_

**Witness:**

**Member of the Board of Directors**

**Name:** \_\_\_\_\_

**Date:**



# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 14. REGISTRAR

**Reports To:** Director of Administration (DoA)  
**Attends:** Finance and Administration Committee  
Board of Directors Meeting (when required)

The Registrar shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18years (Ref; QMSLSC By-laws Annexure J),
- Keep an accurate record of all members and officers of the Club and at the direction of the DoA, record details of all awards obtained throughout the season. (Registrar to be advised by Chief Instructor in this regard) These records to be kept up to date at all times,
- Account to SLSWA on the correct number of members for registration purposes,
- Compile a yearly list of members in their relevant category as soon as possible after Registration Day and keep this list updated throughout the year,
- Bring to the attention of the Director of Administration who will inform the Board of Directors of any prospective new memberships that are taken after Registration Day,
- Ensure that the appropriate officers are informed of any such new members,
- Be responsible for keeping records of the various Club awards and trophies won each year and shall ensure that any perpetual awards won are updated and remain at the Club for display,
- Be responsible for ensuring that all appropriate transfer papers have been issued to transferring members and report such transfers to the Board of Directors via the DoA,
- In conjunction with the Member Protection & Information Officer (MPIO) and other Club Officers ensure that all members comply with the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Registrar**

**QMSLSC**

**Name:** \_\_\_\_\_

**Witness:**

**Member of the Board of Directors**

**Name:** \_\_\_\_\_

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 15. IN-SHORE RESCUE BOAT (IRB) MANAGER

**Reports To:** Director of Lifesaving (DoL)

**Attends:** The Lifesaving Committee  
Education Committee

The In-shore Rescue Boat (IRB) Manager shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Be the holder of a current IRB Driver Award,
- Ensure that the Club IRB(s) are ready for patrol activities and use by qualified members as required. In the event the IRB(s) are not available for patrol, it shall be the duty of the IRB Manager to inform the Club Captain,
- In alignment with current SLSA, SLSWA, and Club regulations and requirements, maintain documented Club operating policies and procedures (SOP) as they pertain to Club IRB operations. Review of these policies and procedures to be conducted at least every 12 months to ensure accuracy,
- Liaise with the Vehicle Manager to ensure that there is an adequate supply of fuel available for IRB(s) operations,
- In conjunction with the Patrol Captains ensure that all IRB operators complete the appropriate IRB log after use and any damage or equipment failures are reported to the Club Captain,
- Immediately report any IRB related incidents to the Club Captain and assist as required in any investigations carried out as the result of the incident,
- In conjunction with Vehicle Manager, ensure that any required maintenance and repairs are carried out by the nominated repairer,
- Ensure that fuel, tools, and equipment are correctly stored away after operations and training,
- Be responsible for the organisation of training squads in consultation with the Chief Instructor.



# QUINNS MINDARIE SURF LIFE SAVING CLUB



I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**IRB Manager**

**QMSLSC**

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**Name:**

**Witness:**

**Member of the Board of Directors**

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**Name:**

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 16. RESCUE WATER CRAFT (RWC) MANAGER

**Reports To:** Director of Lifesaving (DoL)

**Attends:** The Lifesaving Committee  
Education Committee

The RWC Manager shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18years (Ref; QMSLSC By-laws Annexure J),
- Be the holder of a current RWC Operator Award,
- Ensure that the Club RWC(s) are ready for patrol activities and use by SLSWA WERT members as required. In the event the RWC(s) are not available for patrol, it shall be the duty of the RWC Manager to inform the Club Captain and SLSWA Lifesaving Operations Officer,
- In alignment with current SLISA, SLSWA, and Club regulations and requirements, maintain documented Club operating policies and procedures (SOP) as they pertain to Club RWC operations. Review of these policies and procedures to be conducted at least every 12 months to ensure accuracy,
- Liaise with the Vehicle Manager to ensure that there is an adequate supply of fuel available for RWC(s) operations,
- In conjunction with the Patrol Captains ensure that all RWC operators complete the appropriate RWC log after use and any damage or equipment failures are reported to the Club Captain and SLSWA Lifesaving Operations Officer,
- Immediately report any RWC related incidents to the Club Captain and assist as required in any investigations carried out as the result of the incident,
- Report RWC operating hours as requested to the SLSWA Lifesaving Operations Officer,
- In conjunction with SLSWA Lifesaving Operations Officer, ensure that any required maintenance and repairs are carried out by the SLSWA nominated repairer,
- Ensure that fuel, tools, and equipment are correctly stored away after operations and training,
- Be responsible for the organisation of training squads in consultation with the Chief Instructor and SLSWA Training and Development Coordinator.



# QUINNS MINDARIE SURF LIFE SAVING CLUB

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**RWC Manager**

**QMSLSC**

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**Name:**

**Witness:**

**Member of the Board of Directors**

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**Name:**

**Date:**

## 17. AERIAL SURVEILLANCE OFFICER

**Reports To:** Director of Lifesaving (DoL)

**Attends:** The Lifesaving Committee

The Aerial Surveillance Officer shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18years (Ref; QMSLSC By-laws Annexure J),
- Be the holder of a current Drone Patrol Operator Award, and relevant CASA authorisations,
- In alignment with current SLISA, SLSWA, CASA and Club regulations and requirements, maintain documented Club Operating Policies and Procedures (SOP) as they pertain to club drone operations. Review of these polices and procedures to be carried out at least every 12 months to ensure accuracy,
- Ensure that the Club assigned drone(s) is ready for patrol activities. In the event the drone(s) is not available for patrol, it shall be the duty of the Aerial Surveillance Officer to inform the Club Captain and SLSWA Aerial Surveillance Officer,
- In conjunction with the Patrol Captains ensure that all drone operators complete the appropriate drone usage log after use and any damage or equipment failures are reported to the Club Captain and SLSWA Aerial Surveillance Officer,
- Immediately report any drone related incidents to the Club Captain and SLSWA Aerial Surveillance Officer and assist as required in any investigations carried out as the result of the incident,
- In conjunction with SLSWA Aerial Surveillance Officer, ensure that any required maintenance and repairs are carried out by the SLSWA nominated repairer,
- Ensure that equipment is correctly stored away after operations and training,
- Be responsible for the organisation of training squads in consultation with the Chief Instructor and SLSWA Aerial Surveillance Officer.



# QUINNS MINDARIE SURF LIFE SAVING CLUB

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Aerial Surveillance Officer**

**QMSLSC**

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**Name:**

**Witness:**

**Member of the Board of Directors**

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**Name:**

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 18. SENIOR SURF SPORTS MANAGER

**Reports To:** Director of Surf Sports (DoSS)  
Senior & Master Surf Sports Committee

**Attends:** Youth Development Committee  
Senior Development Committee

The Senior Surf Sports Manager shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Be responsible for the organisation and conduct of all applicable senior intra club swims and other events,
- Inform the Director of Marketing, Director of Surf Sports and the Registrar of all results of competition, for publicity purposes,
- Have responsibility over any competitor who competed in a Senior Competition,
- In conjunction with the Surf Sports Committee and Youth Co-ordinator arrange a calendar of events and training for the season,
- Be responsible for the transportation of equipment to and from competitions,
- To endeavour to have qualified competition officials and ensure that the appropriate competitor to official ratio is supplied to each carnival as required,
- In conjunction with the Club Captain provide any First Aid or Water Safety Personnel required for competitions,
- Have the authority to co-opt helpers from within the Club membership as required,
- Under the direction of the Director of Finance arrange for the collection of entry fees from club competitors who compete at any interclub competitions and Australian and State championships,
- Liaise with the appropriate officers and coaches to organise an appropriate competition training programme.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Senior Surf Sports Manager**

**QMSLSC**

**Name:**

**Witness:**

**Member of the Board of Directors**

**Name:**

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 19. JUNIOR SURF SPORTS MANAGER

**Reports To:** Director of Surf Sports (DoSS)  
**Attends:** Junior Surf Sports Committee (Chair)  
Junior Development Committee

The Junior Surf Sports Manager shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Liaise closely with the Junior Manager and be responsible for the organisation and conduct of all Nipper competition days and other events,
- Inform the Director of Marketing, Director of Youth, Director of Surf Sport and the Registrar of all results of competition, for publicity purposes,
- Have responsibility over any competitor who competed in Junior Competitions,
- In conjunction with the Junior Development Committee arrange a calendar of events and training for the season,
- Be responsible for the transportation of equipment to and from competitions,
- Endeavour to have qualified competition officials and ensure that the appropriate competitor to official ratio is supplied to each carnival as required,
- In conjunction with the Club Captain provide any First Aid or Water Safety Personnel required for competitions,
- Have the authority to co-opt helpers from within the Club membership as required,
- Under the direction of the Director of Finance arrange for the collection of entry fees from club competitors who compete at any interclub competitions and Australian and State championships,
- Liaise with the appropriate officers and coaches to organise an appropriate competition training programme.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Junior Surf Sports Manager**

**QMSLSC**

**Name:**

**Witness:**

**Member of the Board of Directors**

**Name:**

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 20. NIPPER SURF SPORTS MANAGER

**Reports To:** Director of Surf Sports (DoSS)

**Attends:** Junior Surf Sport Committee  
Junior Development Committee

The Nippers Surf Sports Manager shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Liaise closely with the Junior Manager and the Junior Surf Sport Manager in the organisation and conduct of all Nipper competition days and other events,
- Inform the Director of Marketing, Director of Youth, Director of Surf Sports and the Registrar of all results of competition, for publicity purposes,
- Have responsibility over any competitor who competed in Little Nipper Competition,
- In conjunction with the Junior Surf Sports Manager and the Junior Surf Sports committee arrange a calendar of events and training for the season,
- Be responsible for the transportation of equipment to and from competitions,
- Endeavour to have qualified competition officials and ensure that the appropriate competitor to official ratio is supplied to each carnival as required,
- In conjunction with the Club Captain and Junior Surf Sports Captain provide any first aid or water safety personnel required,
- Have the authority to co-opt helpers from within the Club membership as required,
- Under the direction of the Director of Finance assist the Junior Surf Sports Manager in arranging for the collection of entry fees from club competitors who compete at any interclub competitions and Australian and State championships,
- Liaise with the appropriate officers and coaches to organise an appropriate competition training programme.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Nippers Surf Sports Manager**

**QMSLSC**

**Name:** \_\_\_\_\_

**Witness:**

**Member of the Board of Directors**

**Name:** \_\_\_\_\_

**Date:**



# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 21. MASTER SURF SPORTS MANAGER

**Reports To:** Director of Surf Sports (DoSS)

**Attends:** Senior & Master Surf Sports Committee

The Master Surf Sports Manager shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Be responsible for the organisation and conduct of all applicable intra club swims and other masters events,
- Inform the Directors of Marketing of all results of competition, for publicity purposes,
- Have responsibility over any competitor who competes in Masters Competition,
- In conjunction with the Surf Sports Committee arrange a calendar of events and training for the season,
- Be responsible for the transportation of equipment to and from competitions,
- To endeavour to have qualified competition officials and ensure that the appropriate competitor to official ratio is supplied to each carnival as required,
- In conjunction with the Club Captain provide any first aid or water safety personnel required at competitions,
- Have the authority to co-opt helpers from within the Club membership as required,
- Under the direction of the Director of Finance arrange for the collection of entry fees from Club competitors who compete at any interclub competitions and Australian and State championships.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Master Surf Sports Manager**

**QMSLSC**

**Name:** \_\_\_\_\_

**Witness:**

**Member of the Board of Directors**

**Name:** \_\_\_\_\_

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 22. COMMUNICATIONS MANAGER

**Reports To:** Director of Administration

**Attends:** Finance and Administration Committee

The Communications Manager shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Is an admin on all the Club sponsored media sites,
- Is responsible monitoring Club pages and is to report any breach of club policies to the Director of Marketing and Director of Administration,
- Be responsible for groups using the Club name and Club sponsored sites,
- Liaise with the MPO to ensure groups using the Club name and Club sponsored sites are adhering to the Club Member Protection Policy and the Club Social Media Policy.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Communications Manager**

**QMSLSC**

**Name:** \_\_\_\_\_

**Witness:**

**Member of the Board of Directors**

**Name:** \_\_\_\_\_

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 23. SURF BOAT CAPTAIN

**Reports To:** Director of Surf Sports (DoSS)

**Attends:** Senior & Master Surf Sports Committee

The Surf Boat Captain shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Be responsible for the care and upkeep of the Clubs Surf Boats and trainers and association equipment,
- Be responsible for the organisation of training programs of Clubs Boat Crews and Sweeps and the instruction of qualified members interested in rowing,
- Shall ensure that all sweeps have appropriate accreditation,
- Be responsible in placing members interested in rowing into the appropriate teams,
- Liaise closely with the Senior Development Co-ordinator in finding and encouraging interested members in rowing,
- In liaison with the Director of Marketing pursue sponsorship to purchase new or replacement equipment,
- Make sure that any maintenance or repairs that exceed \$100.00 has the approval of the Director of Surf Sports.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Surf Boat Captain**

**QMSLSC**

**Name:** \_\_\_\_\_

**Witness:**

**Member of the Board of Directors**

**Name:** \_\_\_\_\_

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 24. BOARD AND SKI CAPTAIN

**Reports To:** Director of Surf Sports (DoSS)

**Attends:** Senior & Master Surf Sports Committee

The Board and Ski Captain shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Be responsible for the care and upkeep of the Clubs competition Skis and Boards and trailers and associated equipment,
- Be responsible for the allocation of the Club's competition boards and competition ski's and associated equipment,
- Be responsible for the training of new members in the instruction of surf board and surf ski paddling,
- Facilitate the equipment hire agreements between the Club and members and ensure that the agreement is adhered to,
- Ensure that competition boards and skis are only used by the appropriate people of the correct age and size,
- Shall ensure that all coaches are accredited,
- Be responsible in placing members interested in paddling into the appropriate teams,
- Liaise closely with Under 15/17/19 Manager in finding interested members in paddling,
- In close liaison with the Director of Marketing seek out sponsorship to purchase new or replacement equipment,
- Ensure that any maintenance or repairs that exceed \$100.00 has the approval of the Director of Surf Sports.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Board and Ski Captain**

**QMSLSC**

**Name:** \_\_\_\_\_

**Witness:**

**Member of the Board of Directors**

**Name:** \_\_\_\_\_

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 25. BEACH CAPTAIN

**Reports To:** Director of Surf Sports (DoSS)  
**Attends:** Senior & Master Surf Sports Committee  
Junior Surf Sports Committee

The Beach Captain shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Be responsible for the training of new members in the instruction of Beach Sprinting and Beach Flags,
- Develop and encourage sprint coaches to join or assist the Club so as to develop the Club members interested in beach sprinting,
- Shall ensure that all coaches are accredited, in conjunction with all competition coaches, Director of Surf Sports and Surf Sports Managers be responsible in placing members interested into the appropriate teams,
- In conjunction with all competition coaches, Director of Surf Sports and Surf Sports Managers assist in selecting and placing members into appropriate relay teams,
- Liaise closely with all Age Group Managers to find interested members in beach sprinting and flags,
- In close liaison with Director of Marketing seek out sponsorship to purchase uniforms, clothing, etc.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Beach Captain**

**QMSLSC**

**Name:** \_\_\_\_\_

**Witness:**

**Member of the Board of Directors**

**Name:** \_\_\_\_\_

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 26. CANTEEN MANAGER

**Reports To:** Director of House

**Attends:** The House Committee  
Canteen Sub-committee (Chair)

The Canteen Manager shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Be responsible for management of the Club's Canteen, by ordering and restocking of the canteen prior to Sunday mornings, or other arranged events,
- Convene and chair the Canteen Sub-Committee with the volunteer Canteen Helpers, co-ordinates a roster of 12 parent volunteers,
- In liaison with the Director of Finance and the Director of House maintain an agreed monetary float and arrange for banking of the weekly takings,
- Provide a monthly financial statement to the Director of House detailing the breakdown of transactions,
- If agreed to by the Board of Directors arrange for canteen to be open at other times – i.e. training nights, summer holiday Vac Swim, etc,
- Discuss with the House Committee what items should or should not be sold to achieve the best possible outcome,
- Liaise with the Bar Manager, the Fundraising and Social Manager to arrange any special requirements or opening times for social functions.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Canteen Manager**

**QMSLSC**

**Name:** \_\_\_\_\_

**Witness:**

**Member of the Board of Directors**

**Name:** \_\_\_\_\_

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 27. BAR MANAGER

**Reports To:** Director of House  
**Attends:** The House Committee  
The Bar Sub-committee (Chair)

The Bar Manager shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Be the Manager of the Club Restricted Liquor License, uphold all the requirements of the Club Restricted Liquor License,
- Be responsible for management of the Club's Bar,
- Purchase and restock refreshments prior to Bar opening times, or other arranged events,
- Convene and chair the Bar Sub-Committee with the volunteer Bar Staff, develops and co-ordinates a roster of 12 volunteer Bar Staff,
- In liaison with the Director of Finance and Director of House maintain an agreed monetary float, arrange for banking of the weekly takings,
- Provide a monthly financial statement to the Director of House detailing the breakdown of transactions,
- Uphold the Alcohol Consumption Policy and report to the BoD through the Director of House any Breaches of this policy,
- Discuss with the House Committee selling price of refreshments and what items should or should not be stocked in order to achieve the best outcome,
- Liaise with the Canteen Manager and the Fundraising and Social Manager to arrange any special requirements or opening times for social functions.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Bar Manager**

**QMSLSC**

**Name:** \_\_\_\_\_

**Witness:**

**Member of the Board of Directors**

**Name:** \_\_\_\_\_

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 28. GYM MANAGER

**Reports To:** Director of House

**Attends:** The House Committee

The Gym Manager shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Be responsible for the management of the Club Gym,
- Make sure that all Gym users have completed the Gym induction in accordance with the Club's By-laws,
- Develop the Club's policy and procedures for the use of the Club's Gym,
- Be suitable qualified 'Certificate III in Fitness' (Gym Instructor) to instruct Club members in the use of Gym equipment or delegate this responsibility to a Club member (with this Certificate) who wishes to instruct members,
- Report any damaged or faulty Gym equipment to the Director of House and then arrange for repair,
- Making sure damaged or faulty equipment is taken out of service until repairs can be made or equipment disposed of,
- Assist in developing general fitness programs for Club members, work in conjunction with Surf Sports coaches in developing programs specific aim at the Surf Sports discipline,
- Report any misuse of equipment to the Director of House,
- Report any member utilising the Gym who is ineligible of such benefit to the Director of House,
- Liaise with the Director of House on any issues relating to the use or management of the Club Gym.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Gym Manager**

**QMSLSC**

**Name:** \_\_\_\_\_

**Witness:**

**Member of the Board of Directors**

**Name:** \_\_\_\_\_

**Date:**



## QUINNS MINDARIE SURF LIFE SAVING CLUB

### 29. TOURING TEAM MANAGER

**Reports To:** Director of Surf Sports

**Attends:**

The Touring Team Manager shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Be responsible and manage the arrangements of the Clubs touring team in regards to travel, accommodation/meals, touring team uniforms, club functions when a Club team travels outside of the Perth metropolitan area, that involves at the least an overnight stay,
- Manage and arrange all the travel requirements for the Clubs team when travelling to a special event that doesn't involve an overnight stay i.e. State Championships,
- With agreement of the BoD may delegate some of the responsibilities of the duties mentioned to other Club members as the Touring Team Manager sees fit. These Club members will be able to carry the title of Assistant Touring Team Manager(s),
- Develop a code of conduct policy for members who are on tour under the Club's name,
- Be able to deal with any minor breaches by members of the code of conduct,
- Seek the assistance of any Board of Directors member who are on tour for any major breaches of this code of conduct (if there is no BoD on tour, the Touring Team Manager will contact the Club President to establish the best course of action),
- Liaise with the BoD through the Director of Surf Sports with regard to funding assistance from the Club to send teams away,
- Travel with the Clubs Touring Team at no cost and manage all requirements whilst away [note: Touring Team Manager's travel and accommodation costs are to be absorbed into the overall cost of the team],
- Liaise closely with the Clothing and Merchandise Manager in relation to the Club's Touring Team uniform,
- Liaise closely with the Director of Surf Sports and all Surf Sports Managers in relation to the numbers of competitors and requirements of the touring team,
- Liaise closely with the Fundraising and Social Managers, to assist in fundraising to offset the cost of the touring team,
- Provide a clear and concise financial statement and report in relation to all costs of Touring Team to the Director of Surf Sports.



# QUINNS MINDARIE SURF LIFE SAVING CLUB

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Touring Team Manager**

**QMSLSC**

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**Name:**

**Witness:**

**Member of the Board of Directors**

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**Name:**

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 30. WATER SAFETY COORDINATOR

**Reports To:** Director of Youth  
**Attends:** Junior Development Committee  
The Lifesaving Committee

The Water Safety Coordinator shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Liaise with the Director Youth and the Junior Manager in relation to the requirements of Water Safety for nipper activities,
- Liaise closely with all Age Managers and their assistants to coordinate all water safety requirements for nipper activities,
- Prepare and implement a roster system to ensure the prescribed numbers of water safety personnel are on duty at the required times,
- Encourage members (parents) to participate in the Water Safety Program and then liaise with the Chief Instructor to have those members trained in the NRC (Nipper Rescue Certificate),
- Advise the Junior Manager of any inadequate water safety personnel numbers, with intention of ceasing the activity until rectified,
- Make sure that water safety personnel have the prescribed equipment and caps to carry out their duties.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Water Safety Coordinator**

**QMSLSC**

**Name:** \_\_\_\_\_

**Witness:**

**Member of the Board of Directors**

**Name:** \_\_\_\_\_

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 31. MERCHANDISE/CLOTHING MANAGER

**Reports To:** Director of Marketing

**Attends:** Finance and Administration Committee Meetings  
Merchandise and clothing Sub-Committee (Chair)

The Merchandise/Clothing Manager shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Liaise with the Director of Marketing and other BoD members in relation to the requirements of the Club,
- In relation to Club apparel and merchandise, seek out the opinion of all sections of the Club with their ideas and desires for possible designs and items that can be made available under the Clubs name,
- Be responsible for management of the store, by ordering and restocking of the prior to registration days, or other arranged events where items will be high demand,
- Convene and chair the Club's Merchandise and clothing Sub-Committee with the volunteer helpers co-ordinate a roster of other member volunteer assistants,
- In liaison with the Director of Finance and Director of Marketing maintain an agreed monetary float, arrange for handing over of the weekly takings to the Director of Finance,
- Provide a monthly financial statement to the Director of Marketing detailing the breakdown of transactions,
- Liaise with Touring Team Manager on the requirements of the Clubs touring team,
- Seek approval from the BoD voa the Director of Marketing prior to committing the Club to any expenditure when ordering products.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Merchandise/Clothing Manager**

**QMSLSC**

**Name:** \_\_\_\_\_

**Witness:**

**Member of the Board of Directors**

**Name:** \_\_\_\_\_

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 32. VEHICLE MANAGER

**Reports To:** Director of Lifesaving

**Attends:** The Lifesaving Committee

The Vehicle Manager shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Ensure that the Club vehicles (ATV's and 4WD vehicles) are ready for surf lifesaving patrols,
- Should any of the vehicles not be available for patrol, it shall be the duty of the Vehicle Manager to inform the Director of Lifesaving by Friday evening at the latest,
- Ensure that the vehicles have adequate fuel for each weekend of patrol,
- Be responsible for one of the Clubs fuel cards to obtain fuel for IRB, RWC and vehicle operations,
- Obtain receipts for every fuel transaction, and forward to the Club Administrator,
- Keep accurate records of all purchases of fuel and make sure this can be reconciled against receipts and hours of operations,
- Be responsible for arranging the required servicing of each vehicle including any repair work or maintenance,
- Advise the Director of Lifesaving or any BoD member prior to committing to any extra work greater than \$300.00 to gain the approval of the Board of Directors or Executive Committee for such expenditure,
- Develop the SOP's for vehicle operations and update these SOP'S on an annual basis,
- Report any misuse of the Clubs vehicles to the Director of Lifesaving.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Vehicle Manager**

**QMSLSC**

**Name:** \_\_\_\_\_

**Witness:**

**Member of the Board of Directors**

**Name:** \_\_\_\_\_

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 33. AGE GROUP MANAGERS

**Reports To:** Junior Manager

**Attends:** Junior Development Committee

The Age Group Managers shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Undertake the Age Group Managers Course and unless with the express permission of the Director of Youth shall have the minimum SLSA award of the Nipper Rescue Certificate,
- Works and liaise closely with the Junior Manager in the development of Nippers under their control in all areas of surf lifesaving,
- Encourage participation and having a go attitude,
- Only enter Nippers into the water with adequate numbers of water safety to Nipper ration (5:1) in attendance,
- Do not subject any Junior Club members to any dangerous situations,
- Carry out the specific surf qualification training applicable to the age group,
- Make sure that all Junior members of the Age Group Managers group have completed and passed the proficiency swim prior to them entering the water,
- Encourage parent/guardian involvement in participation, for assistance during running of events or activities,
- Never force a child to do anything against their will.

[Note: If a child refuses to participate in any activity, liaise with the Junior Manager or Director of Youth where the parent/guardian is to be summonsed to take care of that child during that activity]

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Age Group Manager**

**QMSLSC**

Name: \_\_\_\_\_

**Witness:**

**Member of the Board of Directors**

Name: \_\_\_\_\_

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 34. SENIOR DEVELOPMENT COORDINATOR

**Reports To:** Vice President  
Senior Development Committee (Chair)  
**Attends:** Senior and Masters Surf Sports Committee  
Education Committee

The Senior Development Coordinator shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Assist the club administration to ensure all senior members over the age of 18 undergo the Member Screening process pursuant to the Club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Liaise with the directors of the different BoD portfolios in the development and implementation of age appropriate activities and programs aimed at retaining the membership of the U17 to 30 year age group through integration into the various aspects of club operations in alignment with the club's strategic outlook,
- Identify and encourage youth candidates for leadership and training roles and connect them with appropriate mentors.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Senior Development Coordinator**

**QMSLSC**

**Name:** \_\_\_\_\_

**Witness:**

**Member of the Board of Directors**

**Name:** \_\_\_\_\_

**Date:**

# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 35. ENVIRONMENTAL & OHS OFFICER

**Reports To:** Director of House

**Attends:** The House Committee

The Environmental & OHS Officer shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- Be responsible for the ongoing development and implementation of a sustainable environmental policy for the Club,
- Recruit volunteers as required to assist with implementation of the Club environmental policy,
- Liaise with the Director of Marketing to create and promote environmentally friendly activities and events,
- Carry out a yearly Occupational, Safety and Health (OSH) inspection of the club and its activities and report any issue to the Director of House,
- Ensure the Club is in adherence to the local, state and federal health regulations and directives,
- Develop the Club OSH Policy and Procedure Plan and review on an annual basis,
- Submit this plan to the BoD through the Director of House for ratification,
- Make recommendations to the BoD through the DoH regarding any OSH issues,
- Have the authority to request assistance from Club members in the execution of these duties.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Environmental & OHS Officer**

**QMSLSC**

**Name:** \_\_\_\_\_

**Witness:**

**Member of the Board of Directors**

**Name:** \_\_\_\_\_

**Date:**



# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 36. PATROL CAPTAINS

**Reports To:** Director of Lifesaving

**Attends:** The Lifesaving Committee

The Patrol Captains shall;

- Be a financial member of the Club and uphold the Clubs Constitution, By-laws and Rules,
- Under-go the Member Screening process pursuant to the club, SLSWA Policy and Working with Children Act when dealing with members under the age of 18 years (Ref; QMSLSC By-laws Annexure J),
- The On-Duty Patrol Captain shall have unconditional authority on the beach and members shall adhere to any direction or requirement so issued by such person,
- The Patrol Captain shall be responsible for the correct and efficient operation of the patrol and shall adhere to the requirements of the Quinns Beach Lifesaving Agreement and the Patrol Standard Operating Procedures (*Reference: QMSLSC By-laws Annexure H*),
- The Patrol Captain is to ensure that patrol members sign on and off duty in the Patrol Log and be responsible that these details are correct,
- Patrol Captains who cannot attend their rostered patrol shall make all effort to obtain a suitably qualified and experienced replacement,
- Patrol Captains who cannot obtain such replacement shall advise the Club Captain or the Director of Lifesaving at least 24 hours prior to the commencement of that patrol,
- Patrol Captains must report any issues or irregularities to the Director of Lifesaving as soon as practical after a patrol.

I declare after reading the above duties and requirement, I agree to fulfil the duties and requirements prescribed to the best of my abilities.

**Signed:**

**Patrol Captains**

**QMSLSC**

**Name:** \_\_\_\_\_

**Witness:**

**Member of the Board of Directors**

**Name:** \_\_\_\_\_

**Date:**

## QUINNS MINDARIE SURF LIFE SAVING CLUB

<b>Document Name:</b>	By-laws Annexure G – Alcohol Consumption Policy and Code of Conduct Guidelines
<b>Document Number:</b>	QM-BL-ANX-G
<b>Version Number:</b>	1.00
<b>Issued Date:</b>	24/05/2021
<b>Review Date:</b>	11/05/2021
<b>Responsible Portfolio:</b>	Administration

### REFERENCE DOCUMENTS

<b>QM-CON-01</b>	QMSLSC Constitution
<b>QM-BL-01</b>	QMSLSC By-laws

### ALCOHOL CONSUMPTION POLICY & CODE OF CONDUCT GUIDELINES

The Alcohol Consumption Policy, Code of Conduct Guidelines have been developed for the protection of members and the Quinns Mindarie SLSC and any breaches will not be tolerated and may result in suspensions of all Membership Rights.

Policy and guidelines are as follows;

- a) Membership social gatherings (general opening times) and Club event functions will be for members and their guests only and not the general public. Liquor may only be sold to members and their guests.
- b) There is to be no selling of package takeaway liquor to any person, member or not.
- c) No person under the age of 18 years will be allowed at or behind the bar during license opening times.
- d) No person under the age of 18 years will be allowed in the licensed area during opening times unless accompanied by a parent or guardian.
- e) Members and their guests who are under the age of 18 years will be strictly prohibited from consuming alcohol within license areas or Club premises.
- f) Members and their guests will adhere to all directions and instructions of the official Bar Staff.
- g) Outside of license area opening times all liquor will be securely stored under lock and key.
- h) All large Club event functions that could be subject to objections by the police and/or local council, must be approved by the Board of Directors.
- i) Those responsible for the organisation of functions that involve the consumption of alcohol, must ensure that such functions are conducted in a manner consistent with the current licensing legislation and guidelines.

## QUINNS MINDARIE SURF LIFE SAVING CLUB



- j) Alcohol misuse can lead to unsafe or unacceptable sexual behaviour and/or violent behaviour. Accordingly, the Club will not tolerate behaviour that endangers others or constitutes a violation of relevant law, these guidelines, Club policies, procedures or other Club rules and By-laws.
- k) Abusive consumption of alcoholic beverages shall not be seen to excuse unacceptable conduct.
- l) A risk management approach should be taken to planning events/activities involving the supply or consumption of alcohol.
- m) The Quinns Mindarie SLSC does not condone any social function that has a purpose or focus on the rapid or over-consumption of alcohol.
- n) Liquor will only be sold in accordance with the Quinns Mindarie SLSC liquor license and the responsible service and harm minimisation provisions of the liquor laws will apply.

<b>Document Name:</b>	By-laws Annexure H – Patrol Standard Operating Procedure
<b>Document Number:</b>	QM-BL-ANX-H
<b>Version Number:</b>	1.00
<b>Issued Date:</b>	24/05/2021
<b>Review Date:</b>	11/05/2021
<b>Responsible Portfolio:</b>	Administration

## REFERENCE DOCUMENTS

<b>QM-CON-01</b>	QMSLSC Constitution
<b>QM-BL-01</b>	QMSLSC By-laws
	QMSLSC Standard Operating Procedure – October 2018

## PATROL STANDARD OPERATING PROCEDURE

Quinns Mindarie Surf Life Saving Club Inc. have compiled a Standard Operating Procedures adopted from City of Wanneroo By-laws, QMSLSC Patrol Hazard Register, and the SLSWA Standard Operating Procedures.

The document can be accessed via the link below (Note: Access to `SLSA Members Portal' is required).

There is also a hardcopy of this document located in the Quinns Mindarie Surf Life Saving Club First Aid Room.

[QMSLSC Standard Operating Procedures](#)

[https://members.sls.com.au/members/document\\_library/319/media/4618](https://members.sls.com.au/members/document_library/319/media/4618)

## QUINNS MINDARIE SURF LIFE SAVING CLUB

<b>Document Name:</b>	By-laws Annexure I – Social Media Policy
<b>Document Number:</b>	QM-BL-ANX-I
<b>Version Number:</b>	1.00
<b>Issued Date:</b>	24/05/2021
<b>Review Date:</b>	11/05/2021
<b>Responsible Portfolio:</b>	Administration

## REFERENCE DOCUMENTS

<b>QM-CON-01</b>	QMSLSC Constitution
<b>QM-BL-01</b>	QMSLSC By-laws
<b>SLSA Policy</b>	SLSA Social Media Policy

## SOCIAL MEDIA POLICY

Until the introduction of a Club Policy, Quinns Mindarie Surf Life Saving Club Inc. have adopted, as a minimum the SLSA Social Media Policy. The Club uses the latest available version of the SLSA Social Media Policy.

The SLSA Social Media Policy can be accessed via the SLSA Members Portal. (Member login is required to view this document)

## QUINNS MINDARIE SURF LIFE SAVING CLUB

<b>Document Name:</b>	By-laws Annexure J – Member Protection Policy
<b>Document Number:</b>	QM-BL-ANX-J
<b>Version Number:</b>	1.00
<b>Issued Date:</b>	24/05/2021
<b>Review Date:</b>	11/05/2021
<b>Responsible Portfolio:</b>	Administration

### REFERENCE DOCUMENTS

<b>QM-CON-01</b>	QMSLSC Constitution
<b>QM-BL-01</b>	QMSLSC By-laws
<b>SLSA Policy</b>	SLSA Member Protection Policy
	SLSWA Member Screening Policy

### MEMBER PROTECTION AND SCREENING POLICY

Until the introduction of a Club Policy, Quinns Mindarie Surf Life Saving Club Inc. have adopted, the SLSA Member Protection Policy and SLSWA Member Screening Policies. The Club uses the latest available version of these Policies.

The SLSA and SLSWA Policies can be accessed via the SLSA Members Portal. (Member login is required to view this document)

## QUINNS MINDARIE SURF LIFE SAVING CLUB

<b>Document Name:</b>	By-laws Annexure K – Club Induction Agenda
<b>Document Number:</b>	QM-BL-ANX-K
<b>Version Number:</b>	1.00
<b>Issued Date:</b>	24/05/2021
<b>Review Date:</b>	11/05/2021
<b>Responsible Portfolio:</b>	Administration

## REFERENCE DOCUMENTS

<b>QM-CON-01</b>	QMSLSC Constitution
<b>QM-BL-01</b>	QMSLSC By-laws

## CLUB INDUCTION AGENDA

- Introduction of Board of Directors and Club Structure,
- Membership requirements and classification,
- OSH briefing,
- National and State SLS Structure,
- Insurance Coverage for members,
- Junior Activities and Parent Obligations,
- Surf Awards and Patrol Obligations,
- Competition Opportunities,
- Social Opportunities.

# QUINNS MINDARIE SURF LIFE SAVING CLUB

<b>Document Name:</b>	By-laws Annexure L – Gym Facilities
<b>Document Number:</b>	QM-BL-ANX-L
<b>Version Number:</b>	1.01
<b>Issued Date:</b>	09/06/2021
<b>Review Date:</b>	09/06/2021
<b>Responsible Portfolio:</b>	Administration

## REFERENCE DOCUMENTS

<b>QM-CON-01</b>	QMSLSC Constitution
<b>QM-BL-01</b>	QMSLSC By-laws

## GYM FACILITIES

### 1. ACCESS TO THE CLUB

An access card will be issued free by the Club to Bronze Medallion holders and other eligible members who are 16 years of age and over (replacements cost \$20). This card and associated PIN will allow access to the Club facilities between the hours of 5am and 10pm. This system is in place to prevent unauthorised access to the club facilities to the general public and restrict access of any member who is not financial or is deemed to be in default of his/her membership obligations.

### 2. USE OF THE GYM

Use of the Gym is restricted to:

- a) Active / Active Reserve Members aged 18 years and over,
- b) Long Service and Life Members,
- c) Elected Office bearers,
- d) Bronze Medallion holders under the age of 18 when accompanied by a member from one of the groups listed in 2.a through to 2.c,
- e) Age Managers,
- f) Scheduled supervised training sessions for members who have their NRC or SRC awards and are not in the above groups but are required to maintain a level of fitness;
  - These sessions are to be regular scheduled open sessions (i.e. not ad-hoc) as approved by the Board of Directors and communicated to all affected members,
  - These sessions are to be actively supervised by an appointed member who has a Certificate III in Fitness (Gym Instructor) or other suitable and current qualification,
  - These sessions are to be open to all affected members.

For insurance and liability issues no other persons are permitted to use the gym facilities at any time.



# QUINNS MINDARIE SURF LIFE SAVING CLUB

## 3. GYM RULES

In order to meet our legal obligations all Gym users must;

- Complete the Gym Induction,
- Gym inductions will be arranged by the Gym Manager several times a season, usually whenever a new group of members become eligible to use the gym,
- Report any injuries sustained to the Gym Manager,
- Complete and attach an 'Out of Service' tag to any damaged or malfunctioning equipment and report it to the Gym Manager,
- Wear appropriate footwear and clothing while using the gym,
- Use a towel whilst using the equipment,
- Unload weights from equipment and store them in the appropriate rack,
- Store handheld weights and mats in the appropriate location,
- Leave the equipment and the Gym facility as you found it,
- Ensure the Club is secure if you are the last person to leave.

There is a list of Gym rules on the Gym notice board – please abide by them.

## PLEASE REMEMBER

**FOR THEIR OWN SAFETY, CHILDREN ARE NOT PERMITTED IN THE GYM AT ANY TIME.**