

- b) The list of events to be conducted at the Championships shall also be decided at the October Management Meeting.

#### **BY-LAW 9.5 – TROPHIES, PRIZES AND ELIGIBILITY**

In relation to trophies, prizes whether cash or kind and the eligibility of Individual Member/s representing a section of the Association to compete for or accept such trophies or prizes the following shall apply:

- a) The Association shall reserve unto itself the authority to determine, from time to time, conditions relative to the acceptability of trophies or prizes, reimbursement of accommodation, travel and other expenses, and eligibility to compete for trophies or prizes.
- b) Wagering or gambling on any competition conducted by the Association, State, Branch or Club is not permitted.
- c) The Association shall be the authority to approve competitions involving 'cash prizes" and therefore any Affiliated Club or other section of the Association wishing to allocate any "cash prizes" for competition events shall seek the approval of their respective Branch, State Centre or in the case of events involving international or interstate competitors, the Association.
- d) "Cash prizes" shall not be awarded for any event at an Association, State or Branch championship carnival.
- e) "Cash prizes" shall not be made available from Affiliate Club general funds, however, sponsor income may be distributed utilising the club banking account.
- f) Notwithstanding the foregoing, sponsors should be strongly encouraged to provide items of lifesaving gear as prizes rather than cash but where "cash prizes" are presented they shall be portrayed as coming direct from the sponsors.

#### **BY-LAW 9.6 – TEAM MANAGEMENT**

- a) The Club when participating in any carnival or similar function shall appoint a Manager of its competitors and other members of the Club selected to represent and/or assist the Club at such carnival.
- b) Every Manager so appointed shall be responsible for the proper conduct of himself/herself and of the members under his control, and attend all briefings.
- c) A Manager shall, as far as practicable, remain with the party under his control during the entire period of his/her managership. In the event of the

party under his/her control separating into sections the Manager shall be responsible for appointing a member of each and every section to act as his/her Manager of the section.

- d) In the case of mixed gender teams including minors, a chaperone or chaperones shall also be appointed.
- e) In the case of a carnival or similar function conducted under the control of the Branch, the name of the Manager so appointed shall be notified to the Branch with the Carnival entries, or, at the latest, before the commencement of the carnival.
- f) The Manager shall remain in attendance with his/her team during the course of such carnival or similar function and shall take action to ensure that competitors under his/her control report to the Check Marshal immediately they are called upon to do so.
- g) The Manager shall report to the Carnival Referee or other nominated official whenever called upon to do so by the Carnival Announcer or other authorised official and shall comply with the directions then given him/her.

## **SECTION 10**

### **Visits and Tours**

In relation to visits and tours by Club Members or teams who shall include all persons who travel with or under the arrangements made by the Club, the following directions shall be mandatory requirements.

#### **BY-LAW 10.1 – INTER-CLUB/INTERSTATE VISIT**

In relation to the club or a member or members of the club wishing to visit other clubs within Australia, the following shall apply:

- a) Visits within a State, Territory or Branch shall be subject to the control of that Centre or Branch providing any such control provides for the appointment of a Manager in all circumstances.
- b) With the exception of national surf carnivals, interstate visits shall be subject to advice to State Centre and Branch by the intending touring party at least twenty-one (21) days prior to such visits.
- c) Such advice shall detail the proposed destination and dates of the visit, method of travel, the number intending to travel and the name and address of the Team Manager's and contact details who shall be deemed responsible in the event of necessity for future references.

- d) Providing there are no grounds for objection, the State Centre of the intending touring party shall forthwith advise the relevant State Centre of the proposed visit to their region.

#### **BY-LAW 10.2 – INTERNATIONAL TOURS POLICY**

When individuals or teams are identifiable as Club or Association members by uniform or insignia or the purpose of the tour is to compete in events using Association type equipment or attend Association conferences or matters identifiable with Association activities, then the following policies and conditions apply.

- a) At least six months notice of the proposed departure date shall be given by the Club, before permission to tour shall be granted, unless under special circumstance as approved by SLSA.
- b) State Centre shall not, in any way, be responsible financially for any part of the expenses attributable to any tour by the Club..
- c) Appointment of officials, size and composition of the team and selection policies shall be a matter for the Club, however, the Association strongly recommends the inclusion of Educational Officers in any team to tour overseas.
- d) The Club shall knowingly select in an overseas touring team any member who is under form of suspension or is financially indebted to any Club, Branch or State Centre.
- e) The Association shall reserve the right to set special conditions under which permission will be granted to the Club team to tour overseas countries in the same season that an Australian Representative Team shall be visiting those same countries..
- f) At least one month prior to the departure of the Club team, State Centre and SLSA shall be supplied with a copy of the final itinerary, points of contact, full details of the composition of the team, names and addresses of team members and the team manager.
- g) The Club, team to tour overseas shall have an appointed Team Manager who will be responsible for all matters concerning the team. In the event of any incident, complaint or otherwise adverse reaction to the team as a whole, or members individually, the manager shall be automatically responsible to the Association and may be called before the Branch, State or Australian Council to face judiciary inquiry and possible disciplinary action.

- h) Comprehensive reports and recommendations (if any) on any tour (together with a team photograph wherever possible) must be supplied to State Centre within (10) weeks of the completion of the tour.
- i) Adequate insurance policies shall be negotiated in respect of personal accident to and/or sickness of every member of the touring team, loss or damage to the personal effects of team members and to such special life saving and/or display equipment as shall be provided for use on the tour.

### **BY-LAW 10.3 – INTERNATIONAL TOURS – WITHOUT INVITATION**

The Club seeking to tour overseas without having received a specific invitation shall –

- a) make an application to the Branch, for permission to conduct a tour which shall include the following;
  - (i) proposed itinerary;
  - (ii) duration of the tour;
  - (iii) proposed composition of the team (a detailed composition of team members, names, capacities, etc., should be supplied as soon as it is completed);
  - (iv) details of how the tour will be financed including any proposals of sponsorship;
  - (v) aims and objectives of the tour, having regard to surf life saving;
  - (vi) an undertaking that the Branch, State Centre or Association will not in any way be financially responsible for the tour;
  - (vii) the method of selection to be used.
- b) If the application by the club is endorsed at branch level, the branch shall then forward the application to State Centre requesting endorsement of same and on forwarding to Australian Council, and in the case of an application to tour by a club affiliated directly to State Centre, State Centre shall, if it endorses the application, forward same to Australian Council.
- c) The Australian Council upon receipt of the application, and if satisfied all conditions have been met, may then seek from the overseas country, district or club concerned, permission for the tour to take place and give the Club, Branch or State Centre permission to correspond direct with the overseas body.

### **BY-LAW 10.4 INTERNATIONAL TOURS – WITH INVITATION**

A Club, Branch or State Centre seeking to tour overseas after having received a specific invitation shall –

- a) if the invitation is accepted, make application for permission to conduct the tour, to its Branch, State Centre and the Australian Council setting out all details as required by the Association's Regulations 7.101(c) and 7.103(a) accompanied by full detail's and a copy of the invitation received;
- b) if the Branch and/or State Centre endorse the application, it shall be forwarded to the Australian Council seeking final approval for the tour to be conducted;
- c) the Australian Council, upon receipt of the application and having satisfied itself all conditions have been met, may grant permission for the tour to take place and give the Club, Branch or permission to correspond direct with the overseas body. Before granting this permission, the Australian Council will ascertain from the national overseas body that the invitation has been endorsed by them;

#### **BY-LAW 10.5 – TOURS TO AUSTRALIA**

In relation to tours by overseas Life Saving organisations to the Club, the following conditions shall apply:

- a) The Club, wishes to issue an invitation to any overseas lifesaving body to tour in Australia, it must firstly make an application to the Australian Council through its Branch/State Centre. Such application shall include all details of the proposed tour including accommodation, financial obligations of the host body, proposed itinerary and details of any appointed Liaison Officer/s.
- b) Branches, and/or State Centres receiving such applications shall, before endorsing the application, consider the following –
  - i) the ability of the Club and/or Branch to host such a tour having in mind the membership and financial situation of the hosting Club and/or Branch;
  - ii) that the proposed visit will not seriously disrupt any programming of the Club, Branch or State Centre;
  - iii) that qualifications of the host body's liaison officer/s are satisfactory to properly carry out the required duties;
  - iv) such tours may be referred to as "domestic tours" and once authority has been given by the applicable Branch, State Centre and Australian Council these authorities shall not bear any responsibility, financial or otherwise, in connection with the tour.
- c) The Australian Council upon receipt of the endorsed application, and provided that all the necessary conditions have been met, will consider the application, and if approved, the Australian Council shall notify the

overseas Association concerned. However, the tour should not be considered confirmed until the overseas Association has advised the Australian Council of the invitation's acceptance.

- d) Within eight (8) weeks of the completion of any tour by an overseas body, the Club shall supply the Australian Council with a comprehensive report detailing the activities and achievements of the tour.
- e) Despite a tour being classified as a "domestic tour" it is anticipated that the Club will take such opportunities to invite the Branch, State Centre and the Australian Council representatives to be present at receptions and to be given the opportunity of having discussions with overseas visitors.

## SECTION 11

### **Discipline, Penalties and Appeals** (Refer Appendix A)

#### **BY-LAW 11.1 – JURISDICTION**

- a) The penalising authority for the Club shall be vested in the following –
  - The Council
  - The Management Committee
  - Executive Committee
  - The Judiciary Committee
  - The Carnival or function sub-committee
  - The President
  - The Captain
- b) Should the Club decide the alleged offence is beyond the responsibility of the Club, the matter may be referred to the Branch for determination.
- c) All members penalised by any of the authorities in (a) above, shall be notified in writing within 7 days and advised of their penalty and also their rights of appeal.

#### **BY-LAW 11.2 – DISCIPLINE**

- a) General

- i) The club may penalise or refer to the Judiciary Committee, any member of any Auxiliary Organisation within its jurisdiction or any member of such, whether a competitor or not, who, in the opinion of club has practised or counselled any unbecoming conduct or conduct which reflects upon the good name of the Association or any or all of its Officers, whether at any competition, meeting, function or other activity, or at any other time.
- ii) Penalty decisions shall be promptly conveyed in writing to the body or member concerned and it shall be incumbent on the club to give immediate effect to such decision, and to notify the Point Danger Branch and the State Centre..

### **BY-LAW 11.3 – PENALTIES**

- a) Without limiting the scope of penalties that may be imposed, the form a penalty may take includes-
  - i) Reprimand – with the offence being recorded in the books of the penalising body;
  - ii) Suspension – may be applied as a complete or partial suspension of a member's privilege for a definite period of time or until a definite pre-set goal is reached, and partial suspension could well require the member to carry out all or part of his duties in the Club without being able to avail himself of the normal facilities and privileges of a member,. The extent or limit of the penalty must be set by the penalizing authority imposing the said penalty, provided that the period of suspension shall not be longer than 5 calender years from the date of the order.
  - iii) Termination – Club membership may be terminated because of the prevailing circumstances, and when the extreme action of expulsion is not warranted;  
  
A member whose membership is terminated may re-apply for membership of the Association at some later time.
  - iv) Expulsion – from “Club Membership” would be applied only as a response to a very serious offence against the Club, the Association or their principles or ideals.
  - v) Fines – imposed in such amounts as the penalizing authority thinks fit.

- vi) Such combination of any of the above as the penalizing authority thinks.
  - vii) Such other penalty or penalties as the penalizing body thinks fit.
- b) Where an individual Club member is suspended by the Club, he shall forfeit either completely or partially, as may be decided, all privileges as a member of an affiliated Club during the period of his suspension. In the case of complete suspension, a member shall forfeit all rights during the currency of his suspension. Partial suspension shall limit such member's participation in inter-Club or Association activities but shall not interfere with his rights as a Club member.

#### **BY-LAW 11.4 – APPEALS**

- a) Any members penalised by a penalising authority for the Club shall have the right to lodge an appeal against such penalty to the next highest penalising authority within the Club provided that the appeal shall be lodged in writing to Club within fourteen (14) days of the notification of the penalty and shall set out clearly the grounds of the appeal. The appeal shall be placed before the next highest penalising authority within the Club, and shall be dealt with in the following manner –
- dismissed and the penalty upheld;
  - dismissed and a heavier penalty imposed;
  - upheld and a lighter penalty imposed;
  - upheld and the appellant exonerated;
- b) Any member penalised by the Club shall have the right to appeal to the Branch against the penalty, provided that –
- i) Such an appeal shall be allowed only after the party concerned has properly availed i himself of the rights of appeal to the Club as contained in the Constitution and By-Laws of the Club.
  - ii) the appeal shall be made within fourteen (14) days of the imposition of the penalty, or if the party concerned has exercised its right of appeal to the Club within fourteen (14) days of the notification of the decision of such appeal;
  - iii) the appeal shall be made through the Club who shall forthwith refer the appeal to the Branch, provided that the Club may at the same time submit any representations on the appeal which it may wish to make;
  - iv) upon the setting of an appeal hearing, the Branch shall either itself or by its Judiciary Committee or by a Committee appointed for the purpose, hear the appeal and communicate its decision in writing to the appellant.



- c) Any member penalised by the Club Judiciary Committee may exercise a direct right of appeal to the Branch as provided for in Judiciary Committee Procedures (Appendix A).

**BY-LAW 11.5 – REFERENCES/GRIEVANCES**

- a) In addition to the matters set out in Part 2. By-Laws Section 11/11.1 to 11.4 which are of a disciplinary nature, any interested party may submit a reference or Grievance to the Club upon any matter touching the affairs of the Club, Association and its members.
- b) Every reference or Grievance shall be in writing setting out clearly the matters sought to be investigated by the Club, and the Executive shall then decide where such reference shall be directed.
- c) the hearing of a reference shall proceed in accordance with Appendix "A" to these By-Laws.
- d) The hearing of any appeal from a decision on a Reference or Grievance shall proceed in accordance with Appendix "A" to these By-Laws. ( Refer to Appendix "A")

## APPENDIX ‘A’

### JUDICIARY COMMITTEE

#### Rules of Procedure

#### 1. DEFINITIONS

In these Rules –

- 1.1 “The Committee” means the Judiciary Committee.
- 1.2 “Secretary” means the Secretary for the time being of the Judiciary Committee.
- 1.3 “Member” for the purposes of these rules of procedure means a member of the Association, and includes a Club, subject to the jurisdiction of State Centre or Branch by which the Committee shall have been appointed.
- 1.4 “Reference” includes any complaint against a member of the club brought by any person, and any dispute under the club’s Constitution and/or rules. The term also includes Grievances brought by a member of the Association against another member.

#### 2. JURISDICTION

- 2.1 The Committee primarily has jurisdiction to hear a Reference of a disciplinary nature referred to it pursuant to By-Law 11.2.
- 2.2 The Committee may also hear References directed to it by the Club Executive or Management Committees pursuant to By-Law 11.5
- 2.3 Every reference directed to the Judiciary Committee shall be dealt with by that Committee or it may refer the conduct of the reference to the Branch or State Centre
  - a) in whose area the matter for reference arises, or
  - b) having the most direct interest in the matters raised by the reference.

If the reference is referred to a Branch or State Centre, that Branch or State Centre shall appoint its Judiciary Committee to hear the reference and proceed in the terms of Rule 3 set out hereunder.

- 2.4 Every person bringing a reference shall have a right to be heard by the Committee provided that –
  - a) He has an interest in the subject matter of the reference;
  - b) His reference is in clear and unambiguous terms.
- 2.5 In every case the committee is required to proceed in accordance with the rules of 'natural justice'. (Refer SLSQ "Disciplinary And Judiciary Procedures" - August 1992)

### 3. PROCEDURE

The following procedures shall be followed by the Judiciary Committee;

- 3.1 Upon receipt of a reference, the Chairperson of the Committee or his Delegate may appoint an independent person to act as investigator upon the reference. Such appointment shall be in writing, enclosing a copy of the reference and instructing the investigator to make all relevant enquiries and prepare to assist the Committee within fourteen(14) days.
- 3.2 The investigator, if appointed, shall make all relevant enquiries and shall appear at the time and place appointed for the hearing by the Secretary of the Committee.
- 3.3 Upon receipt of a reference the Secretary shall forthwith appoint the time and place for the hearing suitable to the members of the Committee. He shall give at least seven (7) days notice of the hearing to all interested parties and such notice shall be in or to the effect of the following form –

*"ABC' SURF LIFE SAVING CLUB*

To: .....

Dear Sir,

You are hereby notified that a meeting of the Judiciary Committee of this Club will be held

at.....on.....19..at.....a.m./pm. to enquire into the following matter, referred to the Committee by the Club.

You are required to be (present) (represented) at that time and place together with such witnesses as you may desire to call.

(Mr./Ms..... has been appointed pursuant to the Club Constitution as an independent investigator to make all relevant enquiries and to appear to assist the Committee at the hearing.) - Optional

The Secretary will, upon receipt of your request in writing, at least five (5) days before the day appointed for the investigation setting out the names

and addresses of members of the Association who you desire to call as witnesses, require such members to be present at the investigation. If the time and place appointed are not suitable to you, you may apply for an adjournment by application in writing, to be in my hands at least three (3) days before the time appointed.

You are not entitled to legal representation as of right but you may apply at the commencement of the enquiry for such representation, and the Committee may grant or refuse such application as it thinks fit. The same provisions shall apply where representation other than legal representation is required.

In any event you are required to advise the committee of your intention to attend or not to attend as the case may be, 3 days before the hearing is due to commence.

Yours faithfully,  
Secretary  
Judiciary Committee

- 3.4 The Committee shall have power to require the attendance of any member at a ny hearing by the Committee. The Secretary shall give reasonable notice to a member informing him of the time and place of the hearing, and that he is required to attend.
- 3.5 In the case of a complaint against a member of the Club who has been suspended, he shall remain under suspension until the decision of the Committee, unless the Chairperson of the Committee decides otherwise.
- 3.6 The independent investigator if appointed by the Chairperson of the Committee shall make enquiries within a reasonable time.
- 3.7 The Committee shall likewise conduct the enquiry within a reasonable time, subject to any reasonable application for an adjournment in writing and received by the Secretary at least three days before the time fixed for the enquiry.
- 3.8 No interested party shall be entitled to legal representation as of right at the Committee hearing provided always that an application may be made at the commencement of the hearing for such representation. The Committee may grant or refuse such a n application a s it sees fit. T he same provisions shall apply where an application is made for representation other than legal representation, provided that where a minor (U18) member is charged it s shall b e mandatory for a parent/s or guardian, or an adult approved by the parent(s) or guardian to be invited to attend at all material times, and every effort should be made to encourage these persons to be in attendance in the interests of the minor (U18) member.

- 3.9 Any notice required by the Rules to be given by the Secretary shall be given in writing delivered personally or sent by prepaid post addressed to the member concerned. A notice given by post shall be deemed to have been given on the day following that on which it shall be posted.
- 3.10 Any member who fails without reasonable excuse to comply with the requirements of any notice addressed to him by the Secretary shall be subject to such action as the Executive of the Club, shall on the report of the Committee think fit.

#### **4. AT THE HEARING**

- 4.1 All interested parties shall be present at the hearing. Provided that a hearing may proceed in the absence of an interested party only where the Committee is satisfied by evidence that the party had due notice of the meeting and has chosen to be absent from the hearing, or the Committee agrees that it is in the best interest of the party not to be present.
- 4.2 A quorum of the Committee shall be three (3) members.
- 4.3 In the case of a complaint against a member, all witnesses other than the member concerned must remain out of the hearing until called upon to give evidence.
- 4.4 The independent investigator, if appointed, shall be present to assist the Committee.
- 4.5 The reference to the Committee shall be read by the Chairperson.
- 4.6 The independent investigator, if appointed, shall present relevant evidence, including the calling of witnesses. Any submission by the investigator, or documentary evidence submitted by him, shall be given whatever weight the Committee thinks fit, subject always to the consideration that oral evidence from a witness may be of more weight than other forms of evidence.
- If the independent investigator is not appointed, the Committee itself shall receive the evidence relevant to the reference.
- 4.7 The person who is, the subject of the reference shall then present relevant evidence on his/hers own behalf.
- 4.8 In all cases, where witnesses are called they shall be examined by the party (if any) on whose behalf they have been called, and then cross-examined by the other interested parties to the reference. The party calling the witness shall have the right to re-examine the witness. The

Committee members may ask questions of the witness, but no other examination or cross-examination of that witness shall be allowed except by leave of the Chairperson. Such cross-examination may be conducted through the Chairperson and/or telephone or other multi-media as determined by the Committee.

- 4.9 The Committee may, in its discretion, refuse to admit evidence which is irrelevant or of so little weight as to be properly excluded.
- 4.10 At the conclusion of all the evidence, each interested party and the investigator, if appointed, may make submissions to the Committee in such speaking order as the Chairperson may direct. Right of reply by any party shall be at the discretion of the Chairperson.

## **5. AT THE CONCLUSION OF THE HEARING**

- 5.1 The Committee shall meet in camera after the hearing has been completed and formulate its findings.
- 5.2 The findings of the Committee and the order or penalty agreed upon may be by the majority, with the Chairperson having a casting vote in the event of a tied decision. The minority may furnish separate findings, but the majority findings and order or penalty shall be deemed to be the decision of the Committee.
- 5.3 The Secretary of the Committee shall forthwith give notice of the decision of the Committee to all interested parties, together with notice of any order or penalty imposed, which upon being confirmed by the appointing authority shall become effective forthwith.
- 5.4 The Committee shall furnish its report at the first meeting of the appointing authority after the hearing is completed. That authority shall either confirm the decision of the Committee or proceed according to the next succeeding paragraph.
- 5.5 The decision of the Committee cannot be altered by the appointing authority, but a two-thirds majority of those present and voting at the meeting may return the reference to the Committee for further consideration or the hearing of additional evidence. The grounds of such return of the reference shall be clearly stated.
- 5.6 A person exonerated by the Committee may start under protest at any Carnival or Association event held before the meeting of the appointing authority at which the Committee's decision is presented for confirmation or return as the case may be.

## 6. DETERMINATION OF ANY PENALTY

- 6.1 THE Chairperson or other member of the Committee shall deliver the Committee's findings in the presence of such interested parties who wish to attend.
- 6.2 If an adverse finding is delivered, the party against whom the finding has been made, shall be invited to make submissions on penalty.
- 6.3 The Committee shall make any determination of penalty as may be required and it sees fit. It necessary, the Committee may meet again in camera to consider a penalty.

## 7. NOTIFICATION

- 7.1 The Secretary of the Committee shall forthwith give notice of the decision of the Committee to all interested parties, together with notice of any made order or penalty imposed, which upon being confirmed by the appointing authority shall become effective forthwith.
- 7.2 The Committee shall furnish its report at the first meeting of the appointing authority after the hearing is completed. That authority shall either confirm the decision of the Committee or proceed according to the next succeeding paragraph.
- 7.3 The decision of the Committee cannot be altered by the appointing authority, but a two-thirds majority of those present and voting at the meeting may return the reference to the Committee for further consideration or the hearing of additional evidence. The grounds of such return of reference shall be clearly stated.
- 7.4 A person exonerated by the Committee may start under protest at any Carnival or Association event held before the meeting of the appointing authority at which the Committee's decision is presented for confirmation or return as the case may be.

## 8. APPEALS

- 8.1 Any person aggrieved by a decision of the Committee upon a Reference has a right to appeal to the next highest authority from that which appointed the committee which conducted the hearing within twenty-eight (28) days of being notified of a decision in writing.

## **APPENDIX ‘B’**

### **RULES OF DEBATE**

#### **1. GENERAL**

- 1.1 The under mentioned Rules shall apply to the conduct of all meetings of the Council, and Committees.
- 1.2 For the purpose of these Rules, the word “member” shall refer to members of the Club.

#### **2. CHAIRPERSON’S AUTHORITY**

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

#### **3. DEBATE**

- 3.1 Any member desiring to speak shall stand up and address the Chairperson.
- 3.2 If two or more members rise to speak at the one time, the Chairperson shall decide which is entitled to priority.
- 3.3 The meeting may decide that a particular person shall or shall not be heard, provided that a motion of this nature shall not be debated.
- 3.4 No member shall interrupt another while speaking except to raise to a point of order.
- 3.5 No speaker shall digress from the subject under discussion.
- 3.6 No member shall use offensive or unbecoming words.



- 3.7 During the debate, a member may raise a point of order whereupon the member then speaking shall resume his seat until the point of order has been decided.
- 3.8 It shall be competent for any member to move a motion of dissent from the Chairperson's ruling other than on matters of procedure and points of order. The mover of a motion of dissent shall concisely state his point. The seconder and Chairperson only may then speak to the motion;
- a) At any time during the debate, a member may move "that the question be now put" provided the Chairperson is satisfied that reasonable time for debate of the original motion be allowed. The motion shall be put without debate – it need not be seconded. This motion may be applied to an amendment, in which case it is the amendment which is immediately put to the vote. It shall not be competent for the mover, seconder or any person who has spoken to the original motion or amendment to move "that the question be now put".
  - b) If carried, the original motion shall be put to the vote without further debate except that the mover thereof shall have the right of reply; if lost, the debate may proceed.
  - c) A member may move the adjournment of the debate to a subsequent meeting. If the motion for adjournment is lost, the mover thereof shall not be allowed to speak again on the question under debate. If carried the mover shall have the right of resuming the debate at the ensuing meeting and the mover of the original motion shall have the right of reply.

#### **4. MOTIONS AND AMENDMENTS**

- 4.1 Any member proposing a motion or an amendment shall state its nature before addressing the meeting thereon.
- 4.2 The mover of a motion shall not occupy more than ten minutes nor any other speaker more than five minutes; provided that the meeting may, by resolution, without debate, grant an extension of time to any speaker.
- 4.3 No member may speak more than once to a motion except with the Chairperson's permission, in explanation or reply, or to ask a question provided that he may speak again on any amendment to the motion.
- 4.4 The mover of a motion's right of reply shall be exercisable at the end of the debate.

- 4.5 The mover of an original motion must get the consent of his seconder, and the approval of the meeting, before making any alteration to the wording of his motion.
- 4.6 Any member (other than as provided in Rule 4.7 herein) may move an amendment to a motion, provided it is not a direct negative of the motion proposed.
- 4.7 The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment and vote in favour of it.
- 4.8 A particular member may move or second one amendment only to each motion, but may speak on amendments moved by others.
- 4.9 An amendment having been moved, it shall not be competent to move any further amendment, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at the one time.
- 4.10 If there is an indication of more than one amendment to be brought forward, the mover of the original motion may elect to reply at the end of the debate on the first amendment.
- 4.11 The mover of an amendment has no right of reply.
- 4.12 A member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of the debate.
- 4.13 Amendments shall be put to the meeting before the motion is put, and shall be committed to the meeting in the order in which they are received.
- 4.14 When an amendment is carried the motion as amended becomes the motion before the meeting.
- 4.15 Motions and amendments can be withdrawn only when a majority of those present at the meeting consent. A motion for withdrawal is open to debate, which however must be confined to the matter of withdrawal.
- 4.16 If, after a motion has been determined, it is considered in the general interest that the matter should be re-opened for discussion before the termination of the same meeting, the meeting may, by unanimous vote, order its recommittal

**5. VOTING**

- 5.1 Voting shall be by the voices, or at the discretion of the Chairperson or at the request of any member, by show of hands or by secret ballot.
- 5.2 Any member, supported by not less than three others, may call for a division in which case members shall move to the right or left of the Chairperson, as directed by him.
- 5.3 In the event of a division any member declining to vote shall elect to retire behind the Chairperson or have his vote counted in the negative.
- 5.4 The Chairperson may appoint tellers to assist him in counting a vote.

## APPENDIX “C”

### Patrol Rules

The patrol season shall be as decided by the Branch, annually.  
The method of patrol duties shall be determined by the Management Committee prior to the commencement of each Season.

1. Active Members shall attend patrols as rostered or appointed provided that:-
  - a) Active Cadet and Award Members shall be eligible for duties only commensurate with their qualifications;
  - b) A member desirous of transferring from one Patrol to another shall do so only with the consent of the Captain of the Club;
  - c) It shall be permissible to appoint a substitute, when unable to attend, the member appointing such substitute to be responsible in the event of the substitute not attending;
  - d) Representation at any Carnival as a Selected Competitor or Carnival Official or at any demonstration or meeting of the Association does not constitute attendance and it shall be the responsibility of the individual to arrange substitution in these instances;
  - e) Exemption for patrol duty may be granted by the Captain in special circumstances but for extended periods of exemption written application shall be made to the Committee who shall decide the issue;
  - f) At each Meeting of the Management Committee a report, taken from the Patrol Register, shall be tabled by the Club Captain, or his deputy indicating any breaches that require investigation as provided for in By-Law 6/6.8.
2. The first Patrol on duty shall see that all lifesaving gear including operational IRB is placed in position on the beach and the last Patrol on duty shall return such gear to the clubhouse or gear room.
3. The Patrol shall assemble in the Club Room five (5) minutes before the appointed hour to commence duty unless it is the first patrol of the day, in which case it shall assemble 15 minutes before the appointed hour.

4. A member who is late for Patrol duty or who misses a Patrol without notifying his Patrol Captain or the Club Captain may be allotted a Penalty Patrol or other duties at the discretion of the Club Captain. Failure to attend penalty patrol incurs automatic suspension until the next Club Meeting.
5. Patrol members shall wear Association Caps and other dress as directed by the Association.
6. Before the Patrol commences duty, the Patrol Captain shall detail the position each man is to take in the event of rescues, allocate qualified IRB personnel to the IRB, and shall detail a member to tower or lookout duty.
7. In the absence of the Patrol Captain the Patrol Vice-Captain shall have like power and authority.
8. Members of Patrol and activities of the patrol are under the control and direction of the Patrol Captain, and members are not allowed to leave the patrolled area unless extenuating circumstances arise and then must first obtain permission from their Patrol Captain.
9. In the event of the Patrol having finished its term of duty, and the succeeding Patrol failing to relieve it, the Patrol Captain shall ensure that an adequate Patrol is maintained. Whilst he reports to the Club Captain.
10. Patrol Captains are held responsible for the efficiency of their Patrols, and are required to record in the Patrol Register the names of absentees from their Patrols, and any irregularity such as being late, leaving early or not being in the regulation dress.
11. Patrol Captains shall regularly test their Patrol on their ability and knowledge of the resuscitation methods and rescue procedures utilising the gear on patrol.
12. A member shall obey his Patrol Captain, either in the actual work of lifesaving, or any other duty associated with the activities of the Patrol within the Club.
13. Clubs are reminded of requirements as per the Association's Memorandum of Association, Articles of Association and Rules & Regulations –

Patrol Exemption Policy

In relation to Patrol duties the following shall apply:-

- a) Members, Clubs and the Association generally, must recognise the obligation of all members to perform patrol duties and/or other duties within the Surf Life Saving structure.
  - b) Exemptions from patrol, or other duties, may only be granted in the most exceptional of circumstance.
  - c) Clubs may provide exemptions for senior Club Officers, and persons who Club duties are such that exemption is provided in the Club Constitution and By-Laws or, by special resolution of a General Meeting of the Club.
  - d) The Association may provide exemption from all – or part – of Club patrol duties for members of the Board of Surf Life Saving, senior Association, Officers or, members of Association patrols or rescue services.
  - e) Under no circumstances shall competitors be granted patrol, or Club duty exemptions, solely upon competition reasons.
  - f) Any patrol, or duty exemption, granted by a Club – unless those provided for in (c) and (d) above must be immediately submitted for ratification to the Association (Branch or State) stating names and reasons for exemption.
14. Patrol Captains are required to ensure that the Patrol, Radio and IRB logs completed, and also to ensure that the First Aid Room is accessible, and is also to ensure that the First Aid Room is accessible, and is clean and tidy at all times, particularly after the last patrol of the day.
  15. Patrol Captains are to ensure that motorised equipment is driven only by members with the appropriate licences.

NOTE: Providing the spirit of these Rules are not minimised in any manner, Clubs may see fit to provide for their own problems in relation to patrols.

## **APPENDIX “D”**

### **Clubhouse Rules**

#### **GENERAL**

1. The benefits of Club privileges shall be permitted only to members of the Club and such Association visitors as are approved by the Captain and Clubhouse Officer and/or written approval of the Secretary.
2. Preference in allocation of accommodation shall be determined on the following basis:- Active Members, Active Reserve Members, Cadet Members, Qualified Associates, visiting Association Members.
3. All members are to sign in upon arrival.
4. Junior Active members shall be permitted to stay in the clubhouse on weekends during the season providing, there are two or more, and a Senior Active Member or Senior Committee member is present. Junior Active Members shall not be permitted to stay in the clubhouse on weekends during the winter season unless a Senior Active Member or Senior Committee Member is present.
5. Any member who is desiring to stay at the clubhouse other than weekends and Public Holidays shall make written application to the Secretary providing at least ten (10) days notice is given and providing that any such privilege shall not be extended beyond three (3) consecutive weeks.
6. All members staying at the Club may be required to pay a fee to stay at the club and also a catering fee.
7. Unseemly conduct likely to interfere with the comfort of other members of the Club shall not be tolerated and members are requested to assist in preventing such conduct.
8. Damage occasioned to clubhouse facilities shall be subject to investigation and decision of liability by the Membership Committee.
9. Fire Extinguishers are not to be tampered with. Extinguishers are to be used only for fire Emergencies. Members should be aware of the fire drill procedures existing for the premises.
10. Members shall use their individual efforts in preserving the cleanliness of the Club's quarters.

11. A roster of daily and weekend duties shall be placed on the Notice Board by the Clubhouse Officer.
12. Any refusal of clubhouse duties shall be dealt with by the Clubhouse Officer with Club Captain.
13. Bad language shall not be tolerated in the clubhouse.
14. Pets shall not be allowed in the clubhouse.
15. Clubhouse keys shall be in the control of the Club Captain, Clubhouse Officer, Secretary and President.
16. Foodstuff shall not be brought onto Club premises or stored or consumed therein except in the kitchen or such other areas as may be designated from time to time by the Committee.
17. Wet costumes shall not be permitted into the sleeping quarters or kitchen nor allowed to remain in the dressing room.
18. Foodstuff shall not be brought into Club premises or stored or consumed therein except in the kitchen dining area, or such other areas as may be designated from time to time by the Committee.
19. All kitchen and cleaning duties shall be completed as soon as possible after completion of meals and shall be done to the satisfaction of the Clubhouse Director.
20. Liquor may only be consumed by those members over 18 years, in the club bar lounge or at an organised function arranged by the Committee. No drinking during patrol hours.
21. The First Aid Officer, his/her assistants and patients are the only persons permitted in the First Aid Room. First Aid equipment shall be used for first aid purposes only.
22. Junior (Nippers) members shall be permitted the use of the "Club Room" whilst under the supervision of a Club Official.

### **BUNK ROOMS ( RULES )**

1. Noise, likely to interfere with the sleeping members will not be tolerated.
2. No BOYS in female dorm, and no FEMALES in boys dorm.



3. Juniors to be inside club and checked in by 11.00 PM
4. Main lights in sleeping quarters must be extinguished by 12 midnight.
5. All members shall vacate their bunks one (1) hour before patrols are due to start, and are required to carry out their duties and daily compulsory activities, as per the notice board and clubhouse officer's directions.
6. Quarters shall be swept, beds made, private clothing and belongings left in an orderly manner by 8 am.
7. Locker inspections shall be carried out by the Clubhouse Officer and or/Club Captain, if necessary.
8. NO SMOKING. Smoking is strictly forbidden.
9. NO DRUGS. Any member found with drugs will be instantly suspended from Club.
10. NO LIQUOR. Liquor is not allowed in the dormitories or upstairs lounge.
11. NO FOOD. - Food if stored in lockers must be in sealed containers. Food is not to be consumed in Bunk Rooms ( Dormitories).

## APPENDIX “E”

### Gear Rules

#### 1. SURF BOARD & SKI

- 1.1 Board and Skis owned by the Club or it's members shall be stored under the control of the Board & Ski Officer.
- 1.2 Members shall not use other member's Board's, Ski's or water craft without prior approval of the owner.
- 1.3 Members shall not use Club gear without prior approval of the Craft Officer, Gear Steward, Club Captain or Chief Training Officer.
- 1.4 The Skis and Boards shall never be launched or brought in near the marked surf bathing area or buffer area, nor where bathers are likely to be encountered.

#### 2. SURF BOAT

- 2.1 The Surf Boat shall not be used for any other purpose than Surf Life Saving the practice thereof, and the instruction in rowing, except with the permission of the Executive Committee.
- 2.2 No members of the Club shall use the boat unless it is in charge of the Boat Officer, Boat Vice Captain or Club Captain or Vice Captain, except that if these Officers are unavailable, one of them may grant permission to a member of the Club (who in his opinion is qualified to do so) to take charge of a Boat and such member shall be responsible to the Committee for the conduct of the crew and the manner in which the boat is used while it is under his control and for each breach of the Surf Boat By-Laws.
- 2.3 Save in the case of rescues, no person other than Club member's, shall be allowed in a Boat, except with the approval of the Boat Captain or his Deputies.
- 2.4 The Boat shall not be taken away from the area patrolled by the Club without the special permission of the Executive Committee except for the express purpose of rescuing persons in danger in the vicinity of that area or for training purposes or for Carnivals.
- 2.5 The Boat and gear shall be housed in the Boat shed provided for that purpose and securely locked up, or a designated storage place

approved by the Executive Committee. The Officer last in charge of the Boat each day shall be responsible for its return to the shed/storage place and shall report to the Committee in writing any damage to or loss of gear that may have occurred.

- 2.6 Members, except those on patrol may be called upon to assist in getting the Boat in and out of the water, and a refusal to do so will be a matter for report to the Committee for action thereon.
- 2.7 No more than a boat crew of five (5) or less than that number shall be taken in a Boat unless under special circumstances.
- 2.8 The Boat shall never be launched or brought in near the marked surf bathing area or buffer area, nor where bathers are likely to be encountered.

### **3. POWER BOAT RESCUE CRAFT**

The Power Boat Officer shall:-

- 3.1 be responsible for the general maintenance and up-keep of all powered surf rescue craft and equipment.
- 3.2 at all times ensure that the IRB is ready for patrols and adequate fuel is on hand.
- 3.3 in consultation with Club Captain, be in charge of all powered surf rescue craft operations.
- 3.4 have a ( IRB) Power Rescue Craft in attendance at all examinations where directed by the Club Captain.
- 3.5 have a Power Rescue Craft in attendance at the buoys on all occasions that surf events or tests are being held.
- 3.6 Organise training of crew and driver as required by the Club Captain.
- 3.7 Control the training of crews for IRB competition, as approved by the Committee.

## APPENDIX “F”

### **Junior (Nipper) Activities Committee Rules**

#### **1. APPOINTMENT, OBJECTS, COMPETITION, MEETINGS AND PROCEDURES.**

##### 1.1 Appointment

The Club, at its Annual General Meeting shall endorse the appointment of a Junior Activities Committee (hereinafter referred to as the JAC), as provided for in By-Law 6.2 of current financial members of the Club who are interested in the objects and duties of the JAC.

##### 1.2 The Objects and Duties of the JAC shall be:

- (i) The responsibility for the conduct and co-ordination of all matters relating to Junior Activities.
- (ii) To provide for Junior members an educational experience in a wide range of subjects and skills within the aquatic/marine environment.
- (iii) To prepare Junior members for their eventual transition to the marine and patrol environment of the Senior section of the Movement.
- (iv) To provide for the instruction and the conduct of examinations of members willing to gain the Junior Achievement Certificate.
- (v) To organise, in conjunction with the parent body, the instruction and/or examination of members willing to gain the Resuscitation Certificate, and/or the Surf Rescue Certificate of the SLSA.
- (vi) To provide for the instruction and the conduct of examinations of members, aged 14 years or over, willing to gain the Junior Panel of Judges Certificate.
- (vii) To provide rules and regulations for the conduct of Junior Activities for members who have attained the age of seven (7) years but who have not attained the age of fourteen (14) years.

- (viii) To endeavour to raise finance to provide for the foregoing objects.

NOTE- The age classifications required for various purposes shall be under 8 to thirteen (under 14 years), and shall be the members age as at the 30<sup>th</sup> September in the ensuing Season. However, a Junior who turns 14 years of age in the then current Season shall be permitted to continue as a Junior for the remainder of the Season.

1.3 MANAGEMENT AND COMPOSITION

- a) The JAC shall be responsible for the management of Junior Activities and shall be comprised of current financial members who have applied to the Executive Committee for membership of the JAC and been endorsed. Group applications are also acceptable.
- b) The Chairman of the JAC shall be an Executive Officer of the Club and shall be elected at the AGM of the Club following an endorsed nomination from the Annual Meeting of the JAC.
- c) The JAC shall elect all or any of the following officers to conduct the activities of the JAC – Deputy Chairman, Secretary, Treasurer, Register, Education Officer, Carnival Nomination Officer, Clothing Co-ordinator, Awards Officer, Team Manager, Gear Steward, Chief Water Safety Officer, Publicity Officer, Canteen Co-ordinator and Age Group Managers.
- d) The JAC decisions shall be subject to ratification of the club and the general rules of Committee control as provided for in By-Law 6.1.
- e) An Executive shall be responsible for JAC decisions between JAC meetings, and shall be comprised of the Chairman, Deputy Chairman, the Secretary, the Treasurer, the Registrar, the Awards Officer and the Team Manager.

1.4 Meetings of the JAC:

- a) The Annual Meeting which shall be held prior to the Club Annual General Meeting with the following agenda:

- Attendances

- Apologies
- Annual report of Activities
- Endorsement of Junior Activities Officer Nomination
- Election of Officers
- Meeting dates

JAC Meetings which shall be held at the discretion of the Chairperson of the JAC with the following agenda-

b) Agenda

- Attendances
- Apologies
- Confirmation of Minutes of previous Meeting
- Business arising
- Correspondence
- Reports
- General Business

- c) Meetings may be held as required to deal with urgent matters providing decisions are subject to ratification by a JAC meeting, and if necessary the Club.
- d) Special Meetings may be held as required to deal with urgent matters providing decisions are subject to ratification by a JAC meeting, and if necessary the Club.
- e) A quorum shall be as provided for in the Club Constitution.
- f) Voting at meetings of the JAC shall be limited to currently endorsed members of the JAC.

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1.5 ELECTIONS

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

1.6) FINANCE

- a) The Club Treasurer and where convenient assisted by the JA Treasurer, shall receive all monies, issue receipts and bank such monies to the account of the Club to be used for Club endorsed Junior Activities.
- b) Payment of accounts shall be effected by the Club Treasurer, following checking of the accounts by the JA treasurer.
- c) Credit and Debit ledgers shall be established and maintained by the JAC to determine the financial standing of the JAC in relation to the Club.
- d) The finance of the JAC shall be supported by means approved by the Club which shall include a Club budget allowance, donations, capitation levies, carnivals, socials and other functions.

1.7) COMPETITION

- a) The JAC shall have power to regulate all intra-Club competitions providing such competition has been approved by the Club.
- b) No inter-Club contest or competition shall be held without the approval of the Club and the Branch.
- c) All Junior competitors shall wear protective clothing approved by the Association in all water activities as directed by the Branch.
- d) A Sub-Committee comprised of the Age Managers and the Team Managers shall select the competitors and teams for all inter/intra Club competitions and carnivals and may alter such selections at its discretion, and its decision shall be final.

1.8) DISCIPLINE

The conduct of members of the Junior Activities shall be subject to the control of the JAC in the first instance, provided that any disciplinary actions are subject to review by the Club.

1.9 GENERAL

- i) Decisions of the JAC shall be subject to ratification by the Club, and all Junior Activities Committee correspondence, unless otherwise specifically approved, shall be through the Club.
- ii) Any matters not covered in the foregoing shall be in accordance with the current Constitution of the Club, and if not coming within the scope thereof shall be determined by the Branch.

2. **OFFICERS AND THEIR DUTIES**

- 2.1 The Junior Activities Officer: Shall chair all Meetings of the Committee at which he is present and shall exercise a general supervision over the affairs of the JAC. He shall be an officer of the Club and shall represent the JAC on the Branch JAB. ( Refer By-Law 4.18). The Chairperson shall, when presiding at a Meeting, have a deliberative and a casting vote. He shall submit an Annual Report of the JAC to the Club and submit regular reports to Club management.
- 2.2 Deputy Junior Activities Officer: In the absence of the Junior Activities Officer, the Deputy Junior Activities Officer shall perform all the duties usually undertaken by the Junior Activities Officer.
- 2.3 The Junior Activities Secretary: Shall attend to all the correspondence and attend all Meetings, record the minutes of the Meetings in a Minute Book. He/she shall issue notices of Meetings and any circulars of matters of interest to the Committee in conjunction with the Club Secretary.
- 2.4 The Junior Activities Treasurer: Shall be responsible for the overall supervision of any financial commitments of the JAC and shall submit reports to the JAC. He shall submit budget income and expenditure and shall maintain Credit and Debit ledger of the JAC financial dealings with a view to establishing the standing of the JAC. He shall provide and seek co-operation of the Club Treasurer.
- 2.5 The Junior Activities Registrar: Shall be responsible for keeping a true and correct record of the birth dates of all Junior (nippers), compiling the



- registration of all competitors for annual submission to the Registrar of the Branch, and provide other relevant information.
- 2.6 The Junior Activities Awards Officer: Shall be responsible for the training and examination arrangements for the Junior Age Awards. He shall be responsible to and work in conjunction with the Club Chief Training Officer.
- 2.7 The Junior Activities Team Manager: Shall be responsible for the control and conduct of the competitors and shall submit a team report following each major carnival. He or the Age Managers shall record the attendance of the competitors at Carnivals. He shall be responsible for preparing the age competitors and teams as selected by the Selection Committee for their respective events and ensure the competitors are at the marshalling area at the prescribed time for such events. He shall be assisted by an assistant JA Team Manager and the JA Age Group Managers.
- 2.8 The Junior Activities Gear Steward: Shall be responsible for all the JAC equipment, making sure such equipment is in good condition and repair and properly housed and co-ordinate beach setup for training.
- 2.9 The Junior Activities Chief Water Safety Officer: Shall be responsible for water safety at JAC training days.
- 2.10 The Junior Activities Education Officer: Shall be responsible for organizing specific educational programs and events to further the education of the JAC membership.
- 2.11 The Junior Activities Carnival Nomination Officer: Shall be responsible for Carnival nominations in conjunction with the JA Age Managers and JA Team Manager.
- 2.12 The Junior Activities Clothing Co-ordinator: Shall be responsible for obtaining and marketing costumes and clothing following decisions by the JAC.
- 2.13 The Junior Activities Publicity Officer: Shall be responsible for the publicity of the Committee, to publish the results of the Committee Activities and Carnivals from time to time as well as points of interest from the Committee Meetings. He shall also work in conjunction with the Club's Publicity Officer.
- 2.14 The Junior Activities Canteen Co-Ordinator (or Committee): Shall be responsible for provisioning the canteen and subsequent marketing activities.

- 2.15 The Junior Activities Age Managers: Shall prepare programs and work in conjunction with the JA Awards Officer in his duties and act as an assistant to the JA Team Manager during the performance of his duties.
- 2.16 Delegates to the Branch JAB: Three (3) Delegates one of whom shall be the Junior Activities Officer shall attend all Branch Meetings and report on the proceedings thereof to the next club and JAC Meetings. Where any matter before the Association has been considered by the Club and a decision given thereon, the delegates shall vote in accordance with such decision.

### **3. TEAM SELECTION**

A Sub-Committee comprised of the Chairperson, the Training Officer - Junior Activities and the Team Manager shall select the competitors and teams for all inter/intra Club competitions and carnivals and shall place on the notice board a list of such competitors and teams, and may change such list at its discretion and its decision shall be final.

**APPENDIX “G”**

**THE COMMON SEAL**

**CLUB BADGE**

**LIFE MEMBERSHIP BADGE**

APPENDIX "G"

LIFE MEMBERSHIP PLAQUE

## **APPENDIX “H”**

### **CLUB ATTIRE**

#### **COSTUME AND CAP**

The Club's swimming costume shall be the Association costume for R & R competitions and royal blue trunks for all other forms of competition or in a design approved from time to time by the Management Committee for specific team events.

The Club's competition caps shall be royal blue with two 20mm gold stripes as approved by the Management Committee and the Association.

Any other form of clothing worn as a Club uniform by virtue of having some form of Club insignia attached shall be approved by the Management Committee.

No member shall be entitled to wear the Club's costume, insignia caps or other uniform without express authorization of the Management Committee.

#### **CLUB BLAZER**

The Club's Blazer shall be of royal blue material with insignia (reel, line and belt) inscribed in gold on the top Blazer pocket, together with the words "Kirra Surf Life Saving Club".

#### **HONOUR BLAZER**

The Club's Honour Blazer shall be of royal blue material and shall have worked on the pocket in gold, a reel, line and belt, together with the word "KIRRA" above and the words "Surf Life Saving Club" below, the whole to be surrounded by a laurel wreath, and shall be inscribed with the name of the championship event, together with the year the title is won.

## APPENDIX “I”

### KIRRA SURF LIFE SAVING CLUB INC

#### CARETAKER

Responsible to the Management Committee ( Council ) of the Club through the President/Deputy President/Secretary.

State of Duties: Caretaker

1. Unlock club premises on Friday evening to allow entry to club members.
2. The caretaker shall not allow entry of any persons, members or otherwise, between the evening of the last day of any weekend and the following Friday evening, unless requested to do so by the President or Secretary.
3. Only Club members or non members, with authority of either the Club President or Secretary, are to be permitted to reside at the clubhouse on weekdays, or permitted to enter the club house for training purposes.
4. On Monday morning and each Friday empty all rubbish bins and put rubbish bins out on rubbish collection days. Caretaker shall be responsible for cleaning and tidying up all facilities Monday to Friday when building is not being used by members.
5. Advise the Club President, Secretary or Clubhouse Director of any broken items, unserviceable appliances, or damage to the premises.
6. The Caretaker is not to discipline any club members, but to request them to adhere to Club Rules and by-laws, and report any misbehavior breaking of rules by any member immediately, if the incident is considered serious, or if not serious, as soon as possible to the President or the Secretary. If neither of these persons are not available, report the incident to any available committee member.
7. The Caretaker will be issued with a key to enter the clubhouse and a key to enter the office to use the phone in case of emergency only. These keys shall be returned on termination of caretaker's duties, or when the caretaker is absent on holidays.

- 8.(a) **General-** Position open to single person of neat and tidy appearance.
- 8.(b) **Conditions** Room provided ( Maximum 1 person)  
No animals allowed, and no visitors, other than family to caretakers room.  
  
No live-in children.
- 8.(c) **Remuneration -** As directed by Management.