

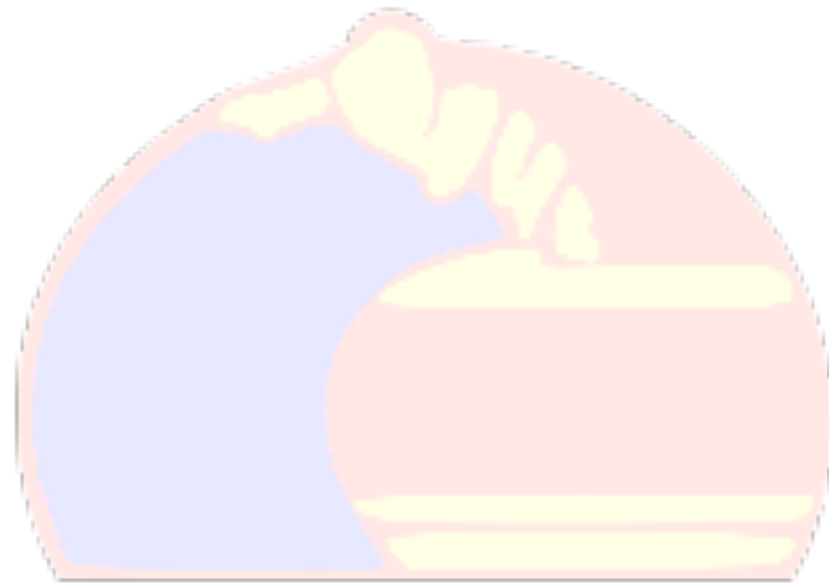


DIXON PARK SURF LIFE SAVING CLUB INCORPORATED
ABN 36 248 962 500
Ocean Street
MEREWETHER NSW 2291

BY-LAWS (last update 08/02/17)

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BY-LAWS

1. DUTIES OF OFFICERS

1.1. President

- a) Be a member of the Executive Committee.
- b) Preside at all meetings and functions.
- c) Be responsible for seeing that all office bearers carry out their duties in accordance with the rules and regulations of the Club.
- d) Act as the principal leader with overall responsibility for the club's administration.
- e) Act as a facilitator for club activities and voice members views at appropriate forums.
- f) Ensure the development, ongoing review and implementation of the Club Strategic and Annual Management Plans.
- g) Ensure planning and budgeting is monitored and completed in accordance with the needs of the club and members wishes.
- h) Ensure all rules and regulations of the club are upheld.
- i) Engage sponsors and supporters.
- j) Ensure financial, social and structural viability of the club is established and maintained.
- k) Identify and communicate to members, opportunities available at club, branch, state and national levels.
- l) Be responsible for club planning, including succession and business planning.
- m) Ensure all club activities are carried out within the laws of NSW.
- n) In each and every year take steps to ensure that all Executive Committee Members and office holders prepare and submit a Report as set out under their portfolio within one (1) month of the conclusion of the season.
- o) In each and every year provide a report of the overall activities of the Club for inclusion in the Club's Annual Report within one (1) month of the conclusion of the season.
- p) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

1.2. Vice President

- a) Be a member of the Executive Committee.
- b) Will be the Club Liquor Licence Manager.
- c) Contribute to the development, ongoing review and implementation of the Club Strategic and Annual Management Plans.
- d) Will manage the Club Upstairs Function Area including the bar, kitchen, hire of facility and catering for external functions.
- e) Assist the President, deputise as required and in the President's absence assume the responsibility and authority of that office.
- f) Engage sponsors and supporters.
- g) Carry out such duties as required by the Executive Committee.
- h) Should the President and Vice President both be absent from a meeting or are unavailable to act as Chair, the Executive Committee members present at the meeting shall elect one of their own number to act as Chair.
- i) In each and every year provide a report of activities for inclusion in the Club's Annual Report within one month of the conclusion of the season.
- j) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

1.3. Director of Administration

- a) Be a member of the Executive Committee.

- b) Will be the Public Officer.
- c) Alternate title is Secretary.
- d) Contribute to the development, ongoing review and implementation of the Club Strategic and Annual Management Plans.
- e) Perform the general routine administration of the club
- f) Accountable for Surf Guard and ensure records are current and correct.
- g) Maintain files, including (but not limited to) legal documents, constitutions, club policies, leases and titles.
- h) Receive, record, read, reply and file correspondence accordingly.
- i) Make arrangements including agenda, venue, date, etc., for club meetings in consultations with the Chair and advise members accordingly.
- j) Provide a copy of all correspondence in and out to the monthly meetings.
- k) Collect and collate reports for all meetings.
- l) Organise taking of minutes of meetings and maintain a copy for records.
- m) Ensure circulation of minutes to committee members prior to the next meeting.
- n) Call for and receive nominations for committee and other positions for the club at the Annual General Meeting.
- o) Collate and arrange printing of the annual report.
- p) In each and every year provide a report of activities for inclusion in the Club's Annual Report within one month of the conclusion of the season.
- q) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

1.4. Director of Finance

- a) Be a member of the Executive Committee.
- b) Alternate title is Treasurer.
- c) Controls all financial aspects of the club as authorised by the Executive Committee
- d) Contribute to the development, ongoing review and implementation of the Club Strategic and Annual Management Plans.
- e) Request the Executive Committee to prepare annual budgets with assumptions for their respective portfolios aligned to the Club Strategic and Annual Management Plans.
- f) Collate and consolidate the portfolios budgets into an overall club budget.
- g) Produce relevant and timely financial and management accounting reports.
- h) Monthly or relevant period completion of financial accounting processes.
- i) Maintain the Surf Club's accounting records including detailed records of all payments and monies received ensuring it is logically filed with authorised supporting documentation.
- j) Liaise with club auditor regarding the annual audit and preparation of compliant financial statements for presentation to members at the Annual General Meeting
- k) Prepare and lodge any statutory returns and reports as required.
- l) Liaise with Director of Administration to ensure the entity is compliant with relevant Legislation and Regulations and various taxation requirements.
- m) In each and every year provide a report of activities for inclusion in the Club's Annual Report within one month of the conclusion of the season.
- n) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office

1.5. Director of Life Saving

- a) Be a member of the Executive Committee.
- b) Alternate title is Club Captain.
- c) Must hold a SLSA Bronze Medallion Certificate II in Public Safety (Aquatic Rescue).

- d) Contribute to the development, ongoing review and implementation of the Club Strategic and Annual Management Plans.
- e) Administer and organise patrol roster.
- f) Manage adherence to requirements as per Lifesaving Agreement and Standard Operating Procedures.
- g) Coordinate pre-season preparation phase (equipment/uniforms, rostering, communication etc.).
- h) Oversee the roles concerning lifesaving gear, ensuring it is well maintained.
- i) Provide regular communication to patrol captains and members directly and in clubs newsletters.
- j) Work with Director of Education to address training requirements and deficiencies.
- k) Liaise with Branch Director of Lifesaving.
- l) Communicate with patrol defaulters to maintain efficiency of patrols.
- m) Ensure members are proficient each season and records updated.
- n) Keep a record of members patrol duties performance.
- o) Submit reports to the Executive Committee in each and every year provide a report of activities inclusion in the Club's Annual Report within one month of the conclusion of the season.
- p) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

1.6. Junior Activities Manager

- a) Be a member of the Executive Committee.
- b) Alternate title is Junior Activities Chairperson or Director.
- c) Contribute to the development, ongoing review and implementation of the Club Strategic and Annual Management Plans.
- d) Submit reports to the Executive Committee on behalf of the Junior Activities group.
- e) Assist with the coordination of Junior Activities.
- f) Responsible for providing advice, direction and coordination for Age Managers.
- g) Monitoring the implementation of new HSLs, SLSNSW and SLSA initiatives.
- h) Work with the Executive Committee to set the agenda for each season's activities.
- i) Chair the Junior Activities meetings.
- j) Work as required with the Junior Activities committees and office holders to ensure satisfactory outcomes for the Club.
- k) Distribute relevant correspondence to the Junior Activities group.
- l) In each and every year provide a report of Junior activities of the Club for inclusion in the Club's Annual Report within one (1) month of the conclusion of the season.
- m) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

1.7. Director of Education

- a) Be a member of the Executive Committee.
- b) Alternate title is Chief Training Officer (CTO).
- c) Must hold a SLSA Bronze Medallion Certificate II in Public Safety (Aquatic Rescue)
- d) Contribute to the development, ongoing review and implementation of the Club Strategic and Annual Management Plans.
- e) Lead and develop a team of trainers who will engage members to meet the operational needs of the Club.
- f) Coordinate all lifesaving/education courses, their trainer/s and the resources.
- g) Assess, develop and deliver training solutions to meet the Club's Management Plan.

- h) Positively support the policies, culture, operation and management of the Club, Branch, SLSNSW and SLSA.
- i) Follow procedures and protocols as outlined in SLSA and SLSNSW Training Standard Operating Procedures.
- j) Ensure all training sessions are efficient, records completed and filed.
- k) Develop training for new resource implementation.
- l) Ensure re-qualifications/proficiencies of awards and certificates are completed by required date and recorded.
- m) Analyse skill mix throughout club and develop training where needed.
- n) Submit reports to the Club Executive Committee.
- o) Arrange assessments through the Branch as required, ensuring follow-up as required.
- p) Attend Branch meetings (as required) and report to Branch and/or Club all relevant information.
- q) Liaise with Branch Director of Education.
- r) In each and every year provide a report of activities of the Club for inclusion in the Club's Annual Report within one (1) month of the conclusion of the season.
- s) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

1.8. Director of Surf Sports

- a) Be a member of the Executive Committee.
- b) Alternate title is Competition Manager.
- c) Must hold a SLSA Bronze Medallion Certificate II in Public Safety (Aquatic Rescue)
- d) Contribute to the development, ongoing review and implementation of the Club Strategic and Annual Management Plans.
- e) Ensure implementation of relevant policies relating to Surf Sports.
- f) Conduct regular communication with club surf sports representatives.
- g) Ensure effective directorship of club surf sports and its competition operations.
- h) Follow procedures and protocols as outlined in SLSA and SLSNSW Competition Training Standard Operating Procedures
- i) Prepare reports for presentation to the Executive Committee, Branch Meetings and other meetings as required.
- j) Provide leadership and strategic direction relating to Surf Sports.
- k) Represent the club at meetings/conferences as required.
- l) Contribute to the Management Plan relating to Surf Sports in consultation with appropriate club surf sports officers.
- m) Develop programs and reports as requested by the Executive Committee.
- n) Oversee programs relating to Surf Sports.
- o) Liaise with Branch Director of Surf Sports.
- p) Responsible for the care and maintenance of the gym.
- q) In each and every year provide a report of activities of the Club for inclusion in the Club's Annual Report within one (1) month of the conclusion of the season.
- r) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

1.9. Public Officer

- a) Will be the Director of Administration.
- b) Acting as the official contact for DPSLSC Incorporated, including taking delivery of documents served on the association and bringing them to the attention of the executive committee as soon as possible.

- c) Custody of any documents as required for the proper governance and management of the association.
- d) Enable and ensure all statutory documentation is maintained and updated as required.
- e) Collecting all association documents from former committee members and delivering the documents to the new committee member.
- f) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

1.10. Liquor Licence Manager

- a) Will be the Vice President.
- b) Ensure that the club is compliant with the relevant Liquor Administration Act and legislation.
- c) Ensure that all liquor licensing requirements are adhered to by DPSLSC Inc.
- d) Maintain a register of members qualified in the Responsible Service of Alcohol.
- e) Ensure that only RSA qualified members access and work from the bar area at club functions.
- f) Manage and oversee any training required in the attainment of the Responsible Service of Alcohol

1.11. Member Services Officer

- a) Reports to the Director of Administration.
- b) Alternate title is Registrar.
- c) Contribute to the implementation of the Club Annual Management Plan.
- d) Attend the Club's registration days for the purposes of accepting new, renewing and transferring memberships.
- e) Have all necessary forms available and completed as required.
- f) Within seven (7) days of registration of a new Member or transfer a member forward the name to the Director of Administration for endorsement by the Executive Committee.
- g) Keep all registration forms in an orderly manner as the Law requires.
- h) Maintain a register of Member Protection data as the Law requires.
- i) Respond to HSLs, SLSNSW and SLSA requests as soon as possible.
- j) Provide a monthly report of new and renewing members to the Executive Committee.
- k) Be proficient with the Surfguard database.
- l) Maintain the database, ensuring that the system is kept up to date -in a timely manner.
- m) Maintain Incident reporting if required.
- n) Provide reports to the Executive Committee as requested, reports include financial members, proficiencies, patrol hours, progress of assessments and lifesaving awards.
- o) Awareness of Child Protection, Anti-Harassment and Discrimination, Codes of Conduct, Member Protection and other relevant policies.
- p) Ensure the safety and welfare of Club Members.
- q) Assist in grievance and complaints resolution.
- r) Identify options for resolution of conflicts and grievances.
- s) Refer complaints and grievances to the Executive Committee or other bodies as appropriate.
- t) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

1.12. Support Services Officer

- a) Reports to the Director of Life Saving.
- b) Alternate title is IRB Captain.
- c) Contribute to the implementation of the Club Annual Management Plan.
- d) Must hold a SLSA Bronze Medallion Certificate II in Public Safety (Aquatic Rescue).

- e) Must hold SLSA IRB Driver Certificate.
- f) Coordinate pre-season servicing of all power craft and ATV.
- g) Ongoing coordination of servicing/repair of power craft and ATV.
- h) Administration of fuelling systems/processes.
- i) Administration of defective equipment/fault reporting and resolution.
- j) Support and promote power craft and ATV training in consultation with Director of Education and Director of Life Saving.
- k) Recommend purchases and asset management decisions to Club Committee responsible for housing/storage of power craft and ATV.
- l) Ensure adherence of all power-craft to Standard Operating Procedure's (including complementary equipment).
- m) Provide regular communication to Patrol Captains and members direct and in clubs newsletters.
- n) Be aware of Work, Health & Safety policy.
- o) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

1.13. Sectional Surf Sports Captains

- a) Reports to the Director of Surf Sports.
- b) May be elected on a needs basis for the relevant surf sports sections including, but not limited to Surf, Craft, Beach, and Surf Boat.
- c) Contribute to the implementation of the Club Annual Management Plan.
- d) Submit reports of activities and achievements of the relevant Club's surf sports section to the Director of Surf Sports.
- e) Must hold a SLSA Bronze Medallion Certificate II in Public Safety (Aquatic Rescue).
- f) Attend meetings of the Executive Committee as requested.
- g) Be aware of the rules and regulations contained in SLSA Surf Sports Manuals and Handbooks and any changes or alterations to the rules and regulations contained therein.
- h) Organise and encourage sectional surf sports competition within the Club.
- i) Coordinate and arrange competition relating to their surf sports discipline.
- j) Shall supervise and organize training of members for their surf sports discipline.
- k) Shall be responsible for the safety, housekeeping, care, storage and maintenance of all equipment relating to their surf sports discipline.
- l) Ensure that relevant craft and equipment trailers are kept in a roadworthy condition and are registered.
- m) Oversee and arrange for the transportation of the relevant craft and equipment to carnivals.
- n) Keep a register of the whereabouts of the Club's relevant craft/equipment and provide it to the Director of Surf Sports.
- o) Make recommendations to the Director of Surf Sports for the purchase, disposal and management of relevant surf sports equipment.
- p) Organise carnival entries and fees relevant to their surf sport prior to the closing date of entries.
- q) Attend all briefings or have a representative at events where their relevant discipline is represented.
- r) Ensure all surf sports competitors relevant to their discipline are proficient and are attending all rostered patrols.
- s) Ensure that all team members relevant to their discipline adhere to the SLSA Code of Conduct.
- t) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

1.14. WHS (Work, Health & Safety) Officer

- a) Reports to the Director of Administration.
- b) Contribute to the implementation of the Club Annual Management Plan.
- c) Implement and oversee risk management procedures.
- d) Set up, implement and monitor injury reporting system.
- e) Carry out investigations of surf club workplace incidents.
- f) Set up, implement and monitor SLSA Work Health & Safety education and training systems.
- g) Implement systems to review workplace stress and critical incidents.
- h) Implement "return to surf club duties" procedures.
- i) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

1.15. Media & Communications Officer

- a) Reports to the Director of Administration.
- b) Contribute to the implementation of the Club Annual Management Plan.
- c) Shall be responsible for the overall media (including social media) coverage of relevant matters pertaining to events conducted by the club.
- d) Shall endeavour to create a good public relations image with the media, general public and supporters of the Club.
- e) Shall maintain a full record of all publicity coverage and report same to the Director of Administration for tabling at Executive Committee Meetings.
- f) No mention shall be made of any domestic affairs of members nor shall any media controversy be entered into involving any member, Club or the Association.
- g) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

1.16. Youth Development Officer

- a) Reports to the Director of Administration.
- b) Contribute to the implementation of the Club Annual Management Plan.
- c) Responsible for development, retention and activities for U13-U19 members.
- d) Organise opportunities for these members to participate in any club activity including surf sports, lifesaving, education, member development and social events.
- e) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

1.17. Team Manager/s

- a) Reports to the Director of Surf Sports.
- b) Contribute to the implementation of the Club Annual Management Plan.
- c) Arrange accommodation and travel as required, for competitors at relevant carnivals.
- d) Ensure any protests at carnivals are dealt with in an efficient and appropriate manner.
- e) Ensure that any athletes under the age of 18 have appropriate adult supervision.
- f) Ensure all monies (i.e., competition levy, accommodation etc.) are paid in full by the required date.
- g) Knowledge of all SLSA Rules and Regulations including current Surf Sports Manual and any related bulletins and circulars.
- h) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

1.18. Other Office Holders

- a) Further office holder positions deemed necessary by the Executive Committee in any season can be appointed.
- b) Contribute to the implementation of the Club Annual Management Plan.

2. OFFICERS OF THE CLUB

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

- a) Patron/s
- b) Solicitor
- c) Medical Officer/s
- d) Architect/s
- e) Auditor
- f) Others as seem fit by the Executive Committee.

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

2.2. The Executive Committee shall elect the following officers who shall be members of the Club:

- a) Member Services Officer (Registrar)
- b) Support Service Officer (IRB and ATV Captain)
- c) Sectional Surf Sports Captains (Boat Captain, Board and Ski Captain etc.)
- d) Work, Health and Safety Officer
- e) Media & Communications Officer
- f) Youth Development Officer
- g) Surf Sports Team Manager/s
- h) Other Office Holders as deemed necessary.

3. JUNIOR ACTIVITIES GROUP

- a) The Club shall have a Junior Activities group known as "Dixon Park Surf Life Saving Club Junior Activities. ('Nippers') and shall be controlled by the Junior Activities Committee who shall be responsible to the Executive Committee.
- b) The Executive Committee shall ensure that all aspects of Dixon Park Surf Life Saving Club Junior Activities including administration and Duties of Officers are in accordance with the Rules, Regulations and Policies of the Club, Hunter SLS, SLS NSW and SLS Australia.
- c) The Junior Activities Committee shall be :- responsible for the conduct and co-ordination of all matters relating to Junior Activities and provide Junior Activity members with an educational and teaching experience in a wide range of skills within the aquatic environment and to prepare Junior Activity members for their eventual transition to the patrol involvement of surf lifesaving.
- d) The Junior Activity Committee will consist of:
 1. Junior Activities Manager
 2. Junior Activities Member Services Officer
 3. Junior Activities Finance Officer & Secretary
 4. Junior Activities Age Manager Coordinator
 5. Junior Activities Life Saving Officer (Water Safety Manager)
 6. Junior Activities Surf Sports Administration Officer (Carnival Manager)
 7. Junior Activities Beach Manager (Gear Steward)

8. Junior Activities Fundraising, Sponsorship and Merchandise Officer
 9. Junior Activities Social Events Coordinator
- All committee members have full voting powers within the Junior Activities Group.
- e) The Junior Activity Committee may elect other officers as deemed necessary without the right to vote at committee meetings.
 - f) Officers specified in clause (d) (excluding J.A. Manager) shall be elected at the Junior Activities Annual General Meeting from nominations submitted by the Junior Activity members. Officers elected shall need the endorsement of the Executive Committee. Notice calling for nominations shall be in accordance with the Rules of the Club.
 - g) Voting and ballots shall be conducted in accordance with the Rules of the Club.
 - h) All Officers shall continue in office subject to resignation, removal from office until their successors are appointed. In the event of a vacancy occurring, such vacancy may be filled at meetings of the Junior Activities Committee.
 - i) Any 'honours' bestowed by the Junior Activities Group prior to integration with the Senior Club shall be applicable to the Junior activities section only.
 - j) Business shall be conducted at the following Junior activities group meetings:
 1. The Annual General Meeting, which shall be held in each calendar year, and prior to the Club Annual General Meeting.
 2. Ordinary General Meetings which shall be held as required.
 3. Special General Meetings which shall be held if required.
 4. Junior Activities Committee Meetings which shall be held at least monthly during the Junior Activities season.
 5. Quorum for all General Meetings shall be in accordance with the rules of the club (Rule 15.3) and a quorum for Committee Meetings shall be in accordance with rules of the club. (Rule 21.3)
 - a) Minutes of all Junior Activities meetings shall be recorded and forwarded to the Club Director of Administration and displayed on noticeboard as required.

4. DUTIES OF OFFICERS - JUNIOR ACTIVITIES GROUP

4.1. Junior Activities Member Services Officer

- a) Shall be a financial member of the club.
- b) Shall be a member of the Junior Activities Group Committee.
- c) The role of the Junior Activities Member Services Officer is to attend the Club's registration days for the purposes of accepting new, renewing and transferring memberships.
- d) Have all necessary forms available and completed as required.
- e) Enter all registrations and transfers in SurfGuard database in a timely manner.
- f) Keep all registration forms in an orderly manner as the Law requires.
- g) Maintain a register of Member Protection data as the Law requires.
- h) Ensure WWC checks are held by those volunteer positions that come under the SLS guidelines (eg Age managers, trainers, etc)
- i) Process proficiencies for club and for submission to Hunter Branch
- j) Provide weekly attendance sheets.
- k) Process carnival entries - Liaise with Junior Activities Surf Sports Admin Officer - (Carnival Manager)
- l) Assist with Merchandise - Provide registration numbers etc to Merchandise co-ordinator
- m) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

4.2. Junior Activities Finance Officer & Secretary

- a) Shall be a financial member of the club.
- b) Shall be a member of the Junior Activities Group .
- c) Shall produce relevant and timely financial reports and submit these to each Junior Activities Group meeting as required and ensure they are understood.
- d) Prepare and monitor budget for junior activities each season.
- e) Submit additional funding requests to Executive Committee as required.
- f) Maintain financial records as required, for submission to the Director of Finance.
- g) Prepare correspondence/reports as required for Committee meetings
- h) Process all cash and EFTPOS transactions and receipt as required
- i) Minute taker for Committee Meetings
- j) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

4.3. Junior Activities Age Manager Coordinator

- a) Shall be a financial member of the club.
- b) Shall be a member of the Junior Activities Group Committee.
- c) Must hold a SLSA Bronze Medallion/Cert II in Public Safety (Aquatic Rescue).
- d) Identify and encourage parents / other club members to become Age managers and Assistant age managers
- e) Ensure all age groups have appropriate numbers of Age Managers and Assistant Age Managers
- f) Keep an up-to-date register of all Age Managers and Assistant Age Managers
- g) Liaise with Age Manager as to who is unavailable for Sunday morning activities and ensure that the role is covered.
- h) Provide annual Age Manager training before the start of the season - consistent with branch requirements.
- i) Liaise with Water Safety Manager & Beach Manager before Nippers commences each Sunday to determine beach conditions.
- j) Meet with Age Managers prior to nippers to advise on beach conditions and provide information updates
- k) Assist Age Managers where needed - provide support and direction, and identify opportunities for additional training
- l) Manage parental queries/issues, referring to Junior Activities Manager as appropriate
- m) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

4.4. Junior Activities Life Saving Officer (Water Safety Officer)

- a) Shall be a financial member of the club.
- b) Shall be a member of the Junior Activities Group Committee.
- c) Must hold a SLSA Bronze Medallion/Cert II in Public Safety (Aquatic Rescue).
- d) Coordinate with Patrol Captain to organise Water Safety for Junior Activities.
- e) Manage adherence to Water Safety requirements as per SLSA requirements.
- f) Organise water safety team - ensure all water safety have a proficient bronze award and are wearing approved water safety shirts
- g) Supervise water safety- making sure the ratios as per Hunter SLS regulations are observed. Ensure a count of nippers into and out of the water
- h) Encourage parents to complete their Bronze Medallion to improve water safety ratios.
- i) Recommend actions to the Junior Activities Manager.
- j) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

4.5. Junior Activities Surf Sports Administration Officer (Carnival Manager)

- a) Shall be a financial member of the club.
- b) Shall be a member of the Junior Activities Group Committee.
- c) Encourage nippers to attend carnivals.
- d) Provide names to Registrar for Carnival competitors.
- e) Ensure club tent and boards are organised to go to carnivals.
- f) Identify and encourage parents to undergo branch officials course.
- g) Keep a register of all qualified officials.
- h) Ensure the required number of officials and water safety personnel will be available at the carnival
- i) Provide information to nippers and parents on requirements for carnivals - Registration procedures, running time of carnivals, rules and regulations etc.
- j) Provide committee with dates of carnivals for season planning.
- k) Attend branch meetings regarding junior surf sports.
- l) Keep a record of carnival results and provide to Junior Activities Manager for inclusion in club newsletter.
- m) Recommend actions to the Junior Activities Manager.
- n) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

4.6. Junior Activities Beach Manager (Gear Steward)...

- a) Shall be a financial member of the club.
- b) Shall be a member of the Junior Activities Group Committee.
- c) Organise beach set up and pack up each week with team and nominated age group.
- d) Liaise with Age Manager Co-ordinator & Water Safety Manager each Sunday prior to commencement of activities.
- e) Responsible for the maintenance and storage of all nippers equipment
- f) Ensure all nippers equipment is maintained in good working order - organise repairs as required, or identify items for replacement.
- g) Make sure all boards are washed down every Sunday and packed away securely
- h) Carnival boards can be 'leased' to members for a one-off fee - a register of all loans to members must be maintained.
- i) Organise and provide quotes for new and replacement equipment as required
- j) Recommend actions to the Junior Activities Manager.
- k) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

4.7. Junior Activities Fundraising, Sponsorship and Merchandise Officer

- a) Shall be a financial member of the club.
- b) Shall be a member of the Junior Activities Group Committee.
- c) Identify and co-ordinate fundraising opportunities.
- d) Identify and pursue sponsorship opportunities.
- e) Organise sponsors events.
- f) Organise and Co-ordinate all Nippers Merchandise including swimwear / beachwear
- g) Recommend actions to the Junior Activities Manager.
- h) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

4.8. Junior Activities Social Events Coordinator

- a) Shall be a financial member of the club.

- b) Shall be a member of the Junior Activities Group Committee.
- c) Organise and co-ordinate all junior social activities including Nippers Christmas Parties and Presentation day
- d) Organise nipper parents social events to encourage positive culture within the club.
- e) Recommend actions to the Junior Activities Chairperson.
- f) Hand over documents, equipment and property of the Club within fourteen (14) days after ceasing to hold office.

4.9. Age Managers

- a) Shall be a financial member of the club.
- b) Shall complete relevant SLSA Age Manager training course
- c) Shall be responsible for preparing a development program for the members in the Age Group he or she is responsible for.
- d) Shall be responsible for the supervision and preparation of the undertaking of the Surf Awareness Program appropriate for that age group.
- e) Shall be responsible for the supervision of the duties allocated to those officers appointed to assist them.

4.10. Assistant Age Managers

- a) Shall be a financial member of the club.
- b) Shall complete relevant SLSA Age Manager training course
- c) Shall assist the Age Manager carry out their duties.

5. SUB-COMMITTEES

5.1. The Executive Committee may elect or appoint any of the following sub-committees to ensure the efficient running of the affairs of the Club:-

- a) Competition
- b) Life Membership and Honours
- c) Building Committee
- d) Judiciary Committee
- e) Any other committee deemed necessary each season.

5.2. Life Membership and Honours Committee

Terms of Reference

- a) Shall consist of four (4) members – a member of the Executive Committee and three (3) Life Members. Three (3) of the LMHC members shall form a quorum.
- b) The member from the Executive Committee shall act as convenor and chair.
- c) In the event that the member from the Executive Committee is being nominated for Life Membership and/or Honours, then their duties and functions shall be performed by another member of the Executive.
- d) Shall advise on policy and procedure to determine suitability for Life Membership and / or Honours recognition.
- e) Shall examine nominations for Life Membership and decide whether the nomination has sufficient merit to propose to the Executive Committee.
- f) Shall maintain documentation for the Director of Administration of previous nominations to inform the merit of future nominations and for the records of DPSLSC Inc.
- g) Shall meet at least once a year to discuss members with distinguished service and potential future nominations for life membership and honours.
- h) Shall organise a bi-annual event to recognise all Life Members.

Criteria to be considered for Life Membership

- i) Nominees must have continuing membership of the Club for at least 10 years.
- j) Service to Dixon Park SLSC has been outstanding, special and extraordinary over an extended period.
- k) Significant and sustained contribution to the objects of the Club, across or in a given Club dimension – Club Executive, Administration & Operations, Life Saving, Education, Junior Activities, Competition etc.
- l) The Life Membership Committee should reference previous successful nominations as a guide.

Process to Nominate for and Approve Life Membership

- m) Nominations for Life Membership of Dixon Park SLSC shall be submitted in writing to the Director of Administration, not less than 42 days prior to the Annual General Meeting [on a Life Membership Nomination form].
- n) The nomination is to be signed by 2 financial members.
- o) The nominee must agree to be nominated for Life Membership
- p) The nomination will be noted by the Executive Committee and referred to the LMHC.
- q) During the examination of the nomination by the LMHC, the nomination will remain confidential.
- r) If the nomination has sufficient merit, the LMHC will propose the nomination to the Executive Committee. The LMHC will also provide reason as to why a nomination is not supported.
- s) On consideration and approval by the Executive Committee, the nomination shall be presented to the Annual General Meeting for its consideration.

6. EX-OFFICIO MEMBERS

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

7. CLUB COLOURS AND COMPETITION CAPS

- a) The club colours shall be Red, Blue and Gold.
- b) Any desired alterations must first receive the approval of the Surf Life Saving Association.

8. BADGES AND BLAZERS

The design and colour of Club Badges and Blazers shall be as adopted at a General Meeting and can only be changed by the passing of a motion as provided for in Rule 15.2.

Note: See also 'Club Apparel' – By-Law 21.

9. ANNUAL REPORT

The Annual Report shall be prepared under the direction of the Executive Committee and presented by the Director of Administration for adoption at the Annual General Meeting.

10. VISITORS

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

11. PREMISES AND PROPERTY

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

11.1. Gymnasium

- a) The DPSLSC Gym Policy and Procedures will provide a framework for the planning and operation of the gym.
- b) The Director of Administration will ensure that the Gym Policy and Procedures is reviewed and approved annually by the Executive Committee.
- c) The Director of Surf Sports will be responsible for the day-to-day management of the gym.
- d) The Gym Policy and Procedures will be made available to members via the club website and in the gym.

11.2. 'Horseshoe Beach' Craft Shed

- a) The DPSLSC 'Horseshoe Beach' Craft Shed Policy and Procedures will provide a framework for the planning and operation of the 'Horseshoe Beach' craft shed.
- b) The Director of Administration will ensure that the 'Horseshoe Beach' Craft Shed Policy and Procedures is reviewed and approved annually by the Executive Committee.

- c) The respective Surf Sports Captains for Ski / Board and Surf Boats are responsible for informing the policy and procedures, and the day-to-day management of the 'Horseshoe Beach' craft shed.
- d) The 'Horseshoe Beach' Craft Shed Policy and Procedures will be made available to members via the club website and in the shed.

12. POLITICS AND RELIGION

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

13. DISPLAY OF RULES and BY-LAWS

A copy of the Rules and By-Laws shall be readily available from the Director of Administration at all reasonable times and displayed. Each member shall be deemed to have read them and to have agreed to accept them.

14. PROCEDURES AND RULES OF DEBATE

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

- m) At any time during the debate, a member may move "that the question be now put". Provided the Chair is satisfied that reasonable time for debate of the original motion has been 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".
- n) If carried, the original motion shall be put to the vote without further debate except that the mover thereof shall have the right of reply - if lost, the debate may proceed.
- o) A member may move the adjournment of the debate to a subsequent meeting. If a motion for adjournment is lost, the mover thereof shall not be allowed to speak again on the question under debate. If carried, the mover shall have the right of resuming the debate at the ensuing meeting and the mover of the original motion shall have the right of reply.
- p) Any member proposing a motion or an amendment shall state its nature before addressing the meeting thereon.
- q) The mover of a motion shall not occupy more than ten minutes or any other speaker more than five minutes, provided that the meeting may, by resolution, without debate, grant an extension of time to any speaker.
- r) No member may speak more than once to a motion except with the Chair's permission, in explanation or reply, or to ask a question but may speak again on any amendment to the motion.
- s) The mover of a motion's right of reply shall be exercisable at the end of the debate.
- t) The mover of an original motion must get the consent of the seconder, and the approval of the meeting, before making any alteration to the wording of his motion.
- u) Any member (other than as provided in sub clause (v)) may move an amendment to a motion, provided it is not a direct negative of the motion proposed to be amended.
- v) The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment and vote in favour of it.
- w) A particular member may move or second one amendment only to each motion, but may speak on amendments moved by others.
- x) An amendment having been moved, it shall not be competent to move any further amendment, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at one time.
- y) If there is an indication of more than one amendment to be brought forward the mover of the original motion may elect to reply at the end of the debate on the first amendment.
- z) The mover of an amendment has no right of reply.
- aa) A member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of the debate.
- bb) 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.
- cc) When an amendment is carried the motion as amended becomes the motion before the meeting.
- dd) 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.
- ee) 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 a two to one majority vote, order its recommittal.

15. SAVING PROVISIO

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

16. PATROLS

- a) All members eligible to patrol, other than those who are exempt from patrol duties and those to whom leave of absence has been granted by the Executive Committee, shall patrol Dixon Park Beach during the patrol season and at such hours as may be determined by Hunter Surf Life Saving.
- b) Patrols shall be appointed by the Director of Life Saving in conjunction with the Life Saving Officer. Once appointed, the patrol members shall be under the immediate direction of the Patrol Captain assisted by the Patrol Vice Captain.
- c) Dates of patrol rosters and hours of duty of each patrol member shall be advertised.
- d) Patrol members must ensure that they are at the beach and ready for duty and suitably attired at the rostered starting time for their patrols.
- e) A member unable to attend an allotted patrol may arrange a substitute provided that the substitute has no less SLSA qualification.
- f) No member of a patrol shall be permitted to leave the area being patrolled during the period of duty without the permission of the patrol captain.
- g) Members of patrols shall perform any duty allotted by the patrol captain in the actual work of life saving or any other task deemed necessary for the efficient patrolling of the beach.
- h) Members of patrols who are candidates for any award of the SLSA will be granted leave to attend classes on notification to the Director of Lifesaving.
- i) Life Saving practice shall be carried out from time to time under instruction from the patrol captain or the patrol captain's nominee.
- j) Patrol Captains shall:
 - i. Check and have placed on the beach all gear as is required by Hunter Surf Life Saving.
 - ii. Allot duties to each patrol member immediately on the commencement of the patrol.
 - iii. Ensure that the last patrol on duty each day returns all gear in a cleaned and serviceable condition and see that such gear is securely stowed.
 - iv. Enter appropriate information into the various Association Log Books for entry into Surf guard.
 - v. Supervise the signing of the patrol log book at the commencement and termination of patrols.
 - vi. Be conversant with Local Government Ordinance relating to the powers of surf clubs, lifeguards, etc. The utmost discretion should be used in all dealings with the general public.
- k) Any patrol member failing to carry out a rostered patrol without providing a substitute, or who fails to fulfil a duty allocated by the patrol captain shall be required within 14 days to explain in person or in writing reasons to the Director of Lifesaving who shall determine what action, if any, shall be taken.
- l) Absence from patrol duty on two occasions without arranging a substitute or notifying the Director of Lifesaving in writing and with reason may cause that member to be to appear before the Judiciary Committee on resolution by the Judicial Committee partial or full Suspension may be imposed.

- m) Any member who is in default of greater than 8 patrol hours shall not compete in any interclub competition without the consent of the Executive Committee.
- n) In the event of a patrol finishing its period of duty and not being relieved on time, the patrol captain shall retain sufficient patrol members to maintain efficiency until relieved.
- o) The President, Vice President, Director of Administration, Director of Finance, Director of Lifesaving, Director of Education, Director of Surf Sports, Junior Activities Coordinator, Life Members, 25-year Members and Long Service Members may be exempt from participating in patrols.

17. CLUB COMPETITIONS

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

18. OPEN ORDERS, TROPHIES AND PRIZES

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

19. CLUB APPAREL

Apparel, other than that referred to in By-Law No. 8 and By-Law No. 9 and bearing the Club's name, shall require the approval of the Executive Committee.