



**CAPE PATERSON SURF LIFE SAVING CLUB
INCORPORATED**

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BY LAWS and POLICIES

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CLUB BY LAWS

Of

CAPE PATERSON LIFE SAVING CLUB INCORPORATED

1. PURPOSE

These By Laws and Policies form part of the club management and relate directly to the constitution as per item 25

2. GENERAL

- Officers of the Association (Cape Paterson Surf Life Saving Club) in conjunction with Board members will at commencement of each season formulate which committees are required and nominate a person from the Board to chair such committees.
- These committees are to have established areas of responsibility within which they will operate and report to Board meetings regularly.
- Committees must refer to Treasurer before incurring any expenditure beyond their brief and/or budget.
- The President is an ex officio member of all committees.
- The Officers of the Association and Board members will at commencement of the season appoint various members to positions required to operate the Association.
- The Board shall at all times ensure adequate insurance is carried by the Association including but not limited to, Board member Insurance, Public Liability, Fire & Damage to Building and Contents, Theft, Boat and Vehicle insurance. These should be reviewed annually.
- All qualified members shall present themselves for patrol duties in accordance with the prepared roster and act under the leadership of the Patrol Captain
- All meetings of the Association will be conducted in accordance with the Constitution

2.1 Code of Conduct

The Code of Conduct outlines the expected processes and behaviours for our members and should be signed on a yearly basis and abided by all members. It can be viewed on the club website.

3. MEMBERSHIP CATEGORIES

3.1 Membership Categories – Surf Life Saving Australia (SLSA)

The Members of the Association shall consist of:

3.1.1 Life Members

A member of any age who shall have the right to notice of, and to be present, to debate and to vote at General Meetings.

Life membership is the highest honour that can be bestowed by the club. It is awarded to members, in accordance with the nomination criteria set out in the Constitution, who have rendered distinguished service to the Association and lifesaving, over at least a ten (10) year period. Life members are not required to fulfil any duties or obligations but are often called upon for advice and guidance due to their extensive experience and knowledge. They may participate in club activities and events.

3.1.2 Active Members

A member either: fifteen years or over of age, who shall have the right to notice of, and to be present, to debate and to vote at General Meetings; or under fifteen years of age, who shall have the right to be present at General Meetings but with no voting rights.

Active members must have completed the necessary training and hold the necessary qualifications to actively participate in patrol duties and lifesaving activities. Active members are required to fulfil their patrol obligations as set out in the patrol roster. They may participate in club competitions and represent the club in external competitions. They are expected to maintain their lifesaving skills and qualifications through regular training and updates.

3.1.3 Associate Members

A member either: over eighteen years of age, who shall have the right to notice of, and to be present, to debate and to vote at General Meetings; or under eighteen years of age, who shall have the right to be present at General Meetings but with no voting rights.

Associate members who wish to be a part of the club but do not participate in active patrol duties. They may be immediate family members of junior members, former active members, members holding a defined role as per the broader organisational structure, or members interested in supporting the club who have been approved by the board to become an Associate member. Associate members may be called upon to assist in club activities, fundraising events, and administrative tasks. They may also serve on committees or hold positions within the club's organisational structure. Applications to become an Associate Member can be made through a form found on the CPSLSC website. Applications will be reviewed within 21 days and an outcome will be delivered in writing to the applicant.

3.1.4 Social Members

A member who shall have the right to notice of, and to be present at General Meetings, but shall have no voting rights.

Social members are part of the club's community and participate in social activities. They do not have patrol obligations and may not participate in lifesaving or competition activities. Social members are encouraged to participate in club social events and may assist with club functions and fundraising activities. They contribute to the club's community spirit and social environment.

3.1.5 Junior Members

A member who shall have the right to notice of, and to be present at General Meetings, but shall have no voting rights.

Junior members shall be a person who shall be a minimum age of five (5) years up to a maximum age of thirteen (13) years as at 30th September. This membership provides the access to participate in the Nippers program. Fourteen (14) year olds hold a cadet membership and can participate in Nippers, as an alternative to undertaking water safety or patrol.

For the Starfish Nippers program there is no minimum or maximum age.

3.1.6 Probationary Members

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

4. MEMBERSHIP FEES

Membership fees are reviewed annually at the discretion of the Board and are advised to the Association members as soon as practicable following the decision of the Board.

The membership year is for the period 1st May to 30th April.

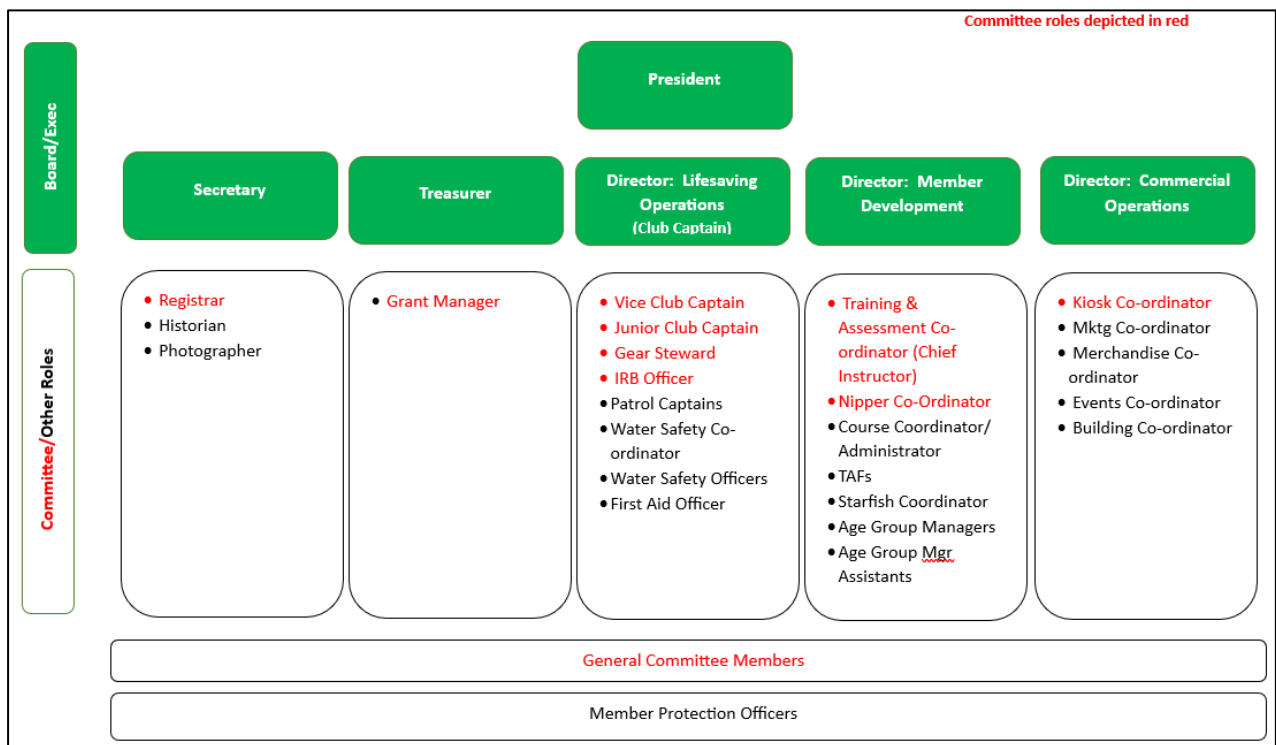
5. ASSOCIATION STRUCTURE

5.1 Preamble

The Association structure is set to provide an effective and efficient means of managing the Association while providing

- Good governance of the Association
- Effective decision making
- Open and strong communication channels for all members
- Functional Association committees

5.2 Board and Committee Structure



5.3 Meetings

Meetings of the Board, General Committee and Sub-Committees will be scheduled as required.

5.4 Absence from Meetings

If a member misses three consecutive meetings of a Board, Committee or Sub-Committee of which they are a member without furnishing a satisfactory reason for such absence, their position may be declared vacant by a two-thirds majority of the persons present at the Board, Committee or Sub-Committee at which the non-attendance is raised.

6. POSITION DESCRIPTIONS

The following position descriptions are model descriptions and may be updated from time to time. Not all positions documented may be required or filled in any given season.

Board and Committee roles are elected at the Annual General Meeting (AGM).
CAPE PATERSON SURF LIFE SAVING CLUB BY LAWS AND POLICIES

6.1 **MEMBERS OF THE BOARD**

6.1.1 **President**

Role: The Club President is the principal leader of the Association and has overall responsibility for the Association's operation and administration.

Key Responsibilities:

- Provides leadership and direction for the Club
- Represents the club at local community events, lifesaving associations, and other formal functions
- Responsible for chairing Board, Committee and Annual General meetings

6.1.2 **Secretary**

Role: The Secretary is responsible for the sound governance as required by legislation and administration of the Association.

Key Responsibilities:

- Manages the club's administrative functions, including meeting organization, disseminating correspondence relating to the Association and record-keeping
- Ensures proper documentation and maintenance of club records

6.1.3 **Treasurer**

Role: The Treasurer has the overall responsibility for the management and reporting of Association finances.

Key Responsibilities:

- Manages the club's finances, including budgeting, financial reporting, grant applications and audit coordination
- Implements and maintains financial controls and policies
- Ensures the club operates within its budget and financial guidelines
- Collaborates with the Board to develop and monitor budgets for each club area

6.1.4 **Director, Lifesaving Operations/Club Captain**

Role: The Director, Lifesaving Operations/Club Captain has overall responsibility for the Association's life saving operational services.

Key Responsibilities:

- Oversees and coordinates lifesaving operations, including patrols, rescue services, and equipment maintenance
- Ensures Active members have adequate training accreditation
- Implements and maintains safety policies and procedures
- Collaborates with other club officials to ensure effective coordination between lifesaving operations and other club activities

6.1.5 **Director, Member Development**

Role: The Director, Member Development has responsibility for Nipper programs, as well as training and assessment of club members, in lifesaving skills.

Key Responsibilities:

- Plans and implements programs for member recruitment, retention and development
- Ensures a strong connection between club activities, lifesaving services and competitions
- Identifies potential leaders within the club and provides opportunities for growth and development
- Works with the junior coordinator to oversee youth development programs, including

- Nipper programs
- Manages camp, course and Nipper budgets and ensures programs align with the club's objectives and policies

6.1.6 Director, Commercial Operations

Role: The Director, Commercial Operations has responsibility for managing the club's commercial operations, including events and fundraising.

Key Responsibilities:

- Manages and oversees the club's commercial activities, including events, fundraising, and merchandising
- Develops strategies to promote the club, including financial support
- Oversees the building maintenance requirements

6.2 **COMMITTEE ROLES**

6.2.1 Registrar:

- Manages club membership applications, renewals and payments
- Maintains accurate and up-to-date membership records in the club's database
- Records Working with Children Checks (WWC)
- Collaborates with the Director of Member Development to monitor membership trends and develop strategies

6.2.2 Grant Manager:

- Identifies opportunities, and submit grant applications to support operations

6.2.3 Vice Club Captain:

- Supports the co-ordination of life saving operations, including patrols, rescue services and equipment maintenance

6.2.4 Junior Club Captain:

- Manages the co-ordination of the Junior Club Committee to implement strategies to engage and retain junior members, ensuring their interests and perspectives are represented

6.2.5 Gear Steward:

- Ensure lifesaving equipment is in safe working condition, and in sufficient quantities for our operations.
- Manage LSV equipment audit(s)

6.2.6 Inflatable Rescue Boat (IRB) Officer:

- Ensure IRBs are in safe working condition

6.2.7 Training & Assessment Coordinator (Chief Instructor):

- Manages the administrative aspects of the club's training and assessment programs
- Collaborates with the Course Coordinator to ensure smooth planning and execution of courses
- Maintains accurate records of course participants, completions and certifications
- Communicates with participants and club officials regarding course schedules, requirements and updates

6.2.8 Nippers Coordinator:

- Supervises and coordinates activities for specific age groups within the Nippers program
- Works closely with the Junior Club Captain and Age Group Managers to create a cohesive, engaging and safe experience for all participants
- Provides guidance, support and feedback to Nippers and their families/carers
- Assists in the planning and execution of Nippers-related events and competitions

6.2.9 Kiosk Coordinator:

- Co-ordinates activities including stock, rosters and volunteers to manage the kiosk operations

6.2.10 General Committee Members:

- Generally, no more than two General Committee members.
- These members input and support club activities and events.

6.3 OTHER ROLES (NOT ON GENERAL COMMITTEE)**6.3.1 Patrol Captains:**

- Leads a specific patrol team during assigned lifesaving shifts
- Ensures that patrol members are properly trained, equipped, and aware of their responsibilities
- Maintains a positive and inclusive patrol environment
- Collaborates with the Club Captain and Water Safety Coordinator to address any patrol related concerns or issues

6.3.2 Water Safety Coordinator:

- Oversees the Water Safety Officers during club activities and events
- Implements and maintains water safety policies and procedures
- Coordinates with the Director of Lifesaving Operations to ensure effective communication of safety information to club members and the public
- Organises water safety training sessions and workshops for club members
- Monitors beach and water conditions and communicates potential hazards to lifesavers and club official

6.3.3 Water Safety Officers:

- Assists the Water Safety Coordinator in implementing and maintaining water safety policies and procedures
- Participates in water safety training sessions and workshops
- Monitors beach and water conditions during club activities and events
- Provides guidance and support to club members regarding water safety best practices

6.3.4 First Aid Officer:

- Maintains first aid equipment, ensuring sufficient quantities
- Maintains the first aid room in a clean and orderly condition

6.3.5 Course Coordinator/Administrator:

- Leads the delivery of training courses and assessments for club members
- Collaborates with the Training and Assessment Coordinator to ensure all necessary resources and materials are available for courses
- Provides guidance and support to participants throughout their training journey
- Works with club officials to continually improve and expand the club's training offerings
- Ensures the safety and wellbeing of course participants

6.3.6 Trainer/Assessor/Facilitator (TAFs):

- Delivers training courses and assessments under the guidance of the Course Coordinator
- Provides high-quality instruction in a variety of surf lifesaving skills and techniques, ensuring adherence to established standards and guidelines
- Engages with participants, offering support, guidance, and feedback to help them develop their skills and achieve certification
- Collaborates with the Course Coordinator and Training and Assessment Coordinator to

address any concerns or issues related to course delivery, participant progress, or assessment outcomes

6.3.7 Starfish Coordinator:

- Organises and oversees the club's Starfish Nipper program for children with special needs
- Collaborates with the Junior Coordinator and Nipper Age Group Managers to ensure an inclusive and supportive environment
- Develops and implements program activities tailored to the needs and abilities of Starfish Nipper participants
- Communicates with families and caregivers to address any concerns and facilitate a positive experience

6.3.8 Age Group Managers:

- Supervises and coordinates activities for a specific age group within the Nippers program
- Works closely with the Junior Coordinator and other age group managers to create a cohesive, engaging, and safe experience for all participants
- Provides guidance, support, and feedback to Nippers and their families Assists in the planning and execution of Nippers-related events and competitions

6.3.9 Age Manager Assistants:

- Assist Age Group Managers to facilitate the Nippers program

6.3.10 Marketing Coordinator:

- Develops and implements activities to promote the club, including managing social media and the club website

6.3.11 Merchandise Coordinator:

- Manages the design, production, and distribution of club apparel/merchandise
- Collaborates with vendors and suppliers to source high-quality and cost-effective materials
- Oversees inventory management and sales, including online and in-person transactions

6.3.12 Events Coordinator:

- Plans, organises and manages the club events, including the Aquathon and the Trivia night.

6.3.13 Building Coordinator:

- Responsible for building and maintenance services.

6.3.14 Member Protection Officers:

- Proactively support the safety and welfare of club members
- Assist in grievance and complaint resolution
- Participate in/attend debriefs
- Follow-up with members involved in incidents to ensure member wellbeing

7 CLUB POLICIES & FORMS (NOTE THESE WILL BE UPDATED PRIOR TO 23/24 SEASON)

The following is a list of Club policies & forms including current status. These policies & forms may be amended, deleted or added to at the discretion of the Board.

Current versions can be found in the Members section of the club website: <http://cpslsc.org.au/>

Title	Type	Status
Clubhouse Accommodation and Use	Policy	Active

Clubhouse Accommodation Register	Form	Active
Clubhouse Accommodation Request	Form	Active
Code of Conduct		
Equipment Use and Loan Agreement	Form	Active
Equipment Use and Loans	Policy	Active
Junior Accommodation Agreement	Form	Active
Junior Member Supervision	Policy	Active
Key Allocation	Policy	Active
Key Allocation Agreement	Form	Active
Key Allocation Register	Form	Active
Locker Use	Policy	Active
Nomination Process for Life Membership	Policy	Active

8 AWARDS OF MERIT

8.1 Lifesaving Operations Award:

The Director of Lifesaving Operations Award recognises an individual who has made significant contributions to the lifesaving operations of the Cape Paterson Surf Life Saving Club.

This may include exceptional leadership in patrol operations, innovative approaches to lifesaving, or significant contributions to the training and development of patrol members. The recipient of this award demonstrates a commitment to maintaining the highest standards of lifesaving and contributes to the safety and wellbeing of beachgoers and the broader community.

8.2 Member Development Award:

The Director of Member Development Award is given to an individual who has made outstanding contributions to the development of the club's members.

This may include the implementation of effective training programs, fostering a supportive and inclusive club culture, or significant contributions to the personal and professional development of members. The recipient of this award plays a crucial role in ensuring the club's members are well-equipped to fulfil their roles and continue the club's tradition of service to the community.

9 GRIEVANCES, JUDICIAL AND DISCIPLINE

CPSLSC adopts the Grievances, Judicial and Discipline Regulations of LSV and SLSA as amended from time to time.

10 DIRECTORS' CODE OF CONDUCT

10.1 Disclosure of Interests

A Director who has a material personal interest in a matter being considered at a Board meeting must disclose the nature and extent of that interest to the Board.

10.2 Participation in Meetings

A Director with such a material personal interest may be counted in the quorum present at any meeting but cannot vote in respect of any contract or arrangement in which the Director is interested. If the Director votes, the vote shall not be counted.

11 LIABILITY OF MEMBERS

The Association may indemnify its Directors, officers, managers and employees against all damages and costs (including legal costs) for which any such Director, officer, manager or employee may be or become liable to any third party in consequence of any act or omission,

except willful misconduct.