NEWPORT SURF LIFE SAVING CLUB

CLUB REGULATIONS

Approved by the Board xx January 2022

Contents

1) PRELIMINARY 5
a) Regulations 5
b) Interpretation 5
2) BOARDS OF MANAGEMENT 5
a) Board of Management (Board) 5
i) Board Responsibilities 5
ii) Board Composition 5
b) Sub-Boards 6
i) Appointment of Sub-boards 6
ii) Meetings of Sub-Boards 6
iii) Minutes of Sub-Boards 6
iv) Voting of Sub-Boards 6
c) Board of Administration (BOA) 6
i) BOA Responsibilities 6
ii) BOA Composition 7
d) Board of Finance (BOF) 7
i) Charter 7
ii) BOF Responsibilities 7
iii) BOF Composition 7
e) Board of Lifesaving (BOL) 7
i) Charter 7
ii) BOL Responsibilities 7
iii) BOL Composition 7
f) Board of Education (BOE) 8
i) Charter 8
ii) BOE Responsibilities 8
iii) BOE Composition 8
g) Board of Surf Sports (BOSS) 8
i) Charter 8
ii) BOSS Responsibilities 8
iii) BOSS Composition 8
h) Board of Junior Activities (Newport Nippers) (BOJA) 9
i) Charter 9
ii) BOJA Responsibilities 9
iii) BOJA Composition 9
i) Board of Club Marketing and Sponsorship (BOCM) 10
i) Charter 10
ii) BOCM Responsibilities 10
iii) BOCM Composition 10
j) Board of Honours (BOH) 10
i) Charter 10
ii) BOH Responsibilities 10
iii) BOH Composition 10
k) Building Committee (BC) 10
i) Charter 10
ii) BC Responsibilities 11
iii) BC Composition 11
l) Board of Member Services (BOMS) 11
i) Charter 11
ii) BOMS Responsibilities 11
iii) BOMS Composition 11
3) MEMBERSHIP 11

DRAFT

a) Categories of Membership 11
i) Junior Activity Member (Nippers) 11
ii) Cadet 12
iii) Active Junior Member 12
iv) Active Senior Member 12
v) Active Reserve 12
vi) Long Service 12
vii) Past Active 12
viii) Associate Member 12
ix) General Member 12
x) Community Non-Member Participant 12
xi) Honorary Member 12
xii) Honorary Life Member 12
b) Variation of Requirements 12
c) Skills Maintenance 12
d) Long Service Membership 13
4) PATROLS 13
a) Patrol Members 13
b) Absence from Patrols 13
c) Other 14
5) SURF SPORTS 14
a) The Hall of Honour 14
b) Coaching 14
c) Club Craft 14
i) Boats 14
ii) Boards and Skis 14
6) HOUSE 15
a) Hours 15
b) Changerooms 15
c) Gymnasium 15
d) Showers 15
e) Cleanliness 15
f) Children 16
g) Animals 16
h) Visitors 16
i) Training 16
j) Conduct 16
k) Smoking 16
l) Liquor and Prohibited Drugs 16
m) Keys/Electronic Access Cards 16
n) Club Property 16
7) Purchasing (Expenditure) Procedure 17
a) Expenditure Approval for Season 2021/2022 17
b) Expenditure greater than $2,000 17
c) Purchase Orders 17
d) Exceptions 17
8) MISCELLANEOUS 17
a) Publicity 17
b) Club Administration Staff 17
c) Misconduct 18
d) Membership Fees 18
e) Parking Concession Compliance 18
f) Fundraising 18

DRAFT

9) SCHEDULE A - Fees 18

DRAFT

NEWPORT SURF LIFE SAVING CLUB REGULATIONS
EFFECTIVE xx JANUARY 2022

1) PRELIMINARY

a) Regulations

These Regulations are made by the Board of Management ("Board") effective XX January 2022 and may be reviewed and amended as required. These Regulations are intended to give effect to the current Constitution and should be considered as an Addendum to those Regulations. These Regulations remain in operation until replaced or repealed.

b) Interpretation

1. Words used in these Regulations have the same meaning as they would have if used in the Constitution.
2. Any ruling by the Board's interpretation of these Regulations is final and conclusive for the purposes of the matter in respect of which the ruling is made.
3. These Regulations should be considered as an Addendum to the Surf Life Saving Australia (SLSA) Membership Application and Declaration, the Code of Conduct of Surf Life Saving Australia, and the Surf Life Saving New South Wales (SLSNSW) Guidelines to Club Management.
4. Where these Regulations are silent, reference should be made to the SLSNSW Guidelines to Club Management.
5. For the purposes of these Regulations, the term Clubhouse shall refer to the entire building, its rooms, sections, facilities, and environs unless otherwise so specified in any particular Regulation.

2) BOARDS OF MANAGEMENT

a) Board of Management (Board)

The Board reports via the President to the Annual General Meeting or a General Meeting of the Club.

i) Board Responsibilities

The Board shall be responsible for the:

1. Development, management and growth of the Club.
2. Development and implementation in conjunction with the appropriate officer/s and Boards, of plans and proposals for the continued progress of the Club.
3. Co-ordination and monitoring of the activities of appointed Boards.
4. Preparation, monitoring and control of budgets and expenditures.
5. Referral to Boards or officers, of appropriate matters requiring consideration, including judiciary sub-committee appointment.
6. Performance of all such acts and things as appear to the BOM to be necessary or desirable for the proper management of the affairs of the Club.
7. Preparation and making of Regulations.

ii) Board Composition

1. The Board shall comprise:
   (a) President
   (b) Deputy President
   (c) Director of Administration
   (d) Director of Finance
   (e) Director of Lifesaving
   (f) Director of Youth
   (g) Director of Education
   (h) Director of Surf Sports
   (i) Director of Member Services

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2. In the event of the absence of a Director, they may send as a proxy a member from their board.
3. Visitors and/or observers may attend meetings by prior arrangement of the meeting.
4. In the event of the absence of the President, the Deputy President shall act as Chairman during such absence.

b) Sub-Boards

i) Appointment of Sub-boards

Each of the following directors of the Board must convene and lead a committee of members for the management of the director's section and responsibilities (Sub-board).

1. President – Board of Honours (BOH), Building Committee (BC), Judiciary, Member Welfare
2. Director of Administration - Board of Administration (BOA)
3. Director of Finance - Board of Finance (BOF), Board of Club Marketing (BOCM)
4. Director of Youth - Board of Junior Activities (BOJA)
5. Director of Life Saving - Board of Life Saving (BOLS)
6. Director of Education - Board of Education (BOE)
7. Director of Surf Sports - Board of Surf Sports (BOSS)
8. Director of Member Services - Board of Member Services (BOMS)

ii) Meetings of Sub-Boards

1. Each Sub-Board must meet a minimum of four (4) times a year, or as directed by the Board.
2. The relevant sub board Director shall appoint those members not elected or appointed at the AGM.
3. Visitors and/or observers may attend meetings by prior agreement of the meeting.
4. In the event of the absence of the sub-board Director, the meeting shall appoint one of its members to act as Chairman during such absence.

iii) Minutes of Sub-Boards

The Director of each Sub-Board or their nominee shall cause full and accurate minutes of the Sub-Board meetings to be recorded. The minutes of the Sub-Board meeting shall be promptly distributed to members of the relevant Sub-Board, Board and other relevant Sub-Boards.

iv) Voting of Sub-Boards

The majority of votes of those present and voting shall decide questions arising at any meeting of the Sub-Boards. In the case of an equality of votes, the person appointed to chair the meeting shall have a second or casting vote. Any salaried officers shall not be entitled to a vote unless they are also members of the club.

c) Board of Administration (BOA)

1. The BOA reports via the Director of Administration to the Board.
2. The BOA shall be responsible for the development and implementation of the administration of the Club. This will be through monitoring, evaluating, initiating, and reporting activities and programmes designed to meet the Club's objectives.
3. The BOA shall have the power to activate matters falling within its orbit of operations provided that specific referrals by the Board are the subject of recommendations to the Board for endorsement or otherwise.

i) BOA Responsibilities

The BOA shall be responsible for the:

1. Development and implementation of administration, financial and social plans of the Club.
2. Review, development and maintenance of the administrative Regulations and standards for the Club
3. Attending to matters referred to it by the Board or other Boards.
4. Performance of positions within the BOA.

ii) BOA Composition

The BOA shall comprise, but is not limited to:

1. Director of Administration (who shall act as Board Chairman)
2. Deputy Director of Administration
3. House Captain
4. Social Media, Website and Communications Manager

d) Board of Finance (BOF)

i) Charter

1. The BOF reports via the Director of Finance to the Board.
2. The BOF shall be responsible for the development and implementation of the financial, accounting, and fiscal policies of the Club. This will be through monitoring, evaluating, initiating, and reporting activities and programmes designed to meet the Club's objectives.
3. The BOF shall have the power to activate matters falling within its orbit of operations provided that specific referrals by the Board are the subject of recommendations to the Board for endorsement or otherwise.

ii) BOF Responsibilities

The BOF shall be responsible for the:

1. Development and implementation of the financial plans of the Club.
2. Accurate recording of all financial matters of the Club.
3. Attending to matters referred to it by the Board or other Boards.
4. Performance of positions within the BOF.

iii) BOF Composition

The BOF shall comprise, but is not limited to:

1. Director of Finance (who shall act as Board Chairman)
2. Chair of Board of Club Marketing and Sponsorship (BOCM)
3. Shop Manager
4. Gym Manager
5. Chair of Ocean Swim Committee

e) Board of Lifesaving (BOL)

i) Charter

1. The BOL reports via the Director of Lifesaving to the Board.
2. The BOL shall be responsible for the development and implementation of the lifesaving policies of the Club. This will be through monitoring, evaluating, initiating, and reporting activities and programmes designed to meet the Club's objectives.
3. The BOL shall have the power to activate matters falling within its orbit of operations provided that specific referrals by the Board are the subject of recommendations to the BOM for endorsement or otherwise.

ii) BOL Responsibilities

The BOL shall be responsible for the:

1. Development and implementation of the lifesaving plans of the Club.
2. Review, develop and maintain lifesaving Regulations, policies, and standards for the Club.
3. Attending to matters referred to it by the Board or other Boards.
4. Performance of positions within the BOL.
5. Overseeing the operations of the Club's patrol operations, including regular patrols, skills maintenance, and water safety at club run events.

iii) BOL Composition

The BOL shall comprise, but is not limited to:

1. Director of Lifesaving (who shall act as Board Chairman)
2. Deputy Director of Lifesaving

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3. Powercraft Manager
4. Gear Steward
5. First Aid Officer
6. Patrol Captains (attend meeting by invitation)

f) Board of Education (BOE)

i) Charter

1. The BOE reports via the Director of Education to the Board.
2. The BOE shall be responsible for the development and implementation of the lifesaving education policies of the Club. This will be through monitoring, evaluating, initiating, and reporting activities and programmes designed to meet the Club's objectives.
3. The BOE shall have the power to activate matters falling within its orbit of operations provided that specific referrals by the Board are the subject of recommendations to the Board for endorsement or otherwise.

ii) BOE Responsibilities

The BOE shall be responsible for:

1. Development and implementation of the lifesaving education plans of the Club.
2. The review, development and maintenance of education policies and standards for the Club.
3. Attending to matters referred to it by the Board or other Boards.
4. Performance of positions within the BOE.
5. Assisting the Director of Lifesaving with skills maintenance processes.

iii) BOE Composition

The BOE shall comprise, but is not limited to:

1. Director of Education (who shall act as Board Chairman)
2. Powercraft Manager
3. Trainers, Assessors and Facilitators (attend meeting by invitation)

g) Board of Surf Sports (BOSS)

i) Charter

1. The BOSS reports via the Director of Surf Sports to the BOM.
2. The BOSS shall be responsible for the development and implementation of the surf sport activities of the Club. This will be through monitoring, evaluating, initiating, and reporting activities and programmes designed to meet the Club's objectives.
3. BOSS shall have the power to activate matters falling within its orbit of operations provided that specific referrals by the Board are the subject of recommendations to the Board for endorsement or otherwise.

ii) BOSS Responsibilities

The BOSS shall be responsible for:

1. Development and implementation of the surf sports plans of the Club.
2. Development, maintenance and review of surf sports Regulations, selection and other policies and standards for the Club.
3. Attending to matters referred to it by the Board or other Boards.
4. Performance of positions within the BOSS.
5. Overseeing the management of the club's surf sports operations including officials, competitors, and water safety.
6. Liaising with the Newport Surf Racing Academy for the ongoing development of surf sports within the club.

iii) BOSS Composition

The BOSS shall comprise, but is not limited to:

1. Director of Surf Sports (who shall act as Board Chairman)
2. Surf Boat Manager
3. Powercraft Manager (by invitation, however, should receive the minutes of meeting)

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4. IRB Racing Manager
5. Water Competition Manager
6. Lifesaving Competition Manager
7. R&R Manager
8. March Past Manager
9. Beach Events Manager
10. Masters Competition Manager
11. Board Riding Manager
12. Pool Rescue Captain
13. Surf Sports Officials Manager
14. Surf Sports Logistics Manager
15. Head Coach

h) Board of Junior Activities (Newport Nippers) (BOJA)

i) Charter

1. The BOJA reports via the Director of Youth to the Board.
2. The BOJA shall be responsible for the development, management, conduct and implementation of the Junior Activities of the Club.
3. The BOJA shall operate as a committee and shall have the power to activate matters falling within its orbit of operations provided that specific referrals by the Board are the subject of recommendations to the Board for endorsement or otherwise.
4. The BOJA shall operate under the authority and direction of the Board and these Regulations.

ii) BOJA Responsibilities

The BOJA shall:

1. Be responsible to the Club for the management, coordination and conduct of all matters relating to categories of Junior Activities and sub-categories.
2. Provide Junior Activities members with a background knowledge and experience in surf life saving activities, traditions, and values.
3. Provide Junior Activities members with an educational and teaching experience in a wide range of subjects and skills within the aquatic/marine environment.
4. Prepare Junior Activities members for their eventual transition to the patrol involvement of Surf Life Saving and competition.
5. Be responsible for programmes to encourage Nippers and their parents, and to improve retention rates.
6. Be responsible to the Board for the performance and benchmarking of Junior Activities.
7. Be responsible for ensuring the programs in other directorates are consistent with the Club's objectives on Junior Activities.
8. Be responsible for the performance of the BOJA positions.
9. Be responsible for liaising with SLSA bodies, Council, political and community groups on issues of Junior Activities. Be responsible to provide the Board with a detailed budget for Junior Activities.
10. Be responsible for ongoing and increasing retention of membership through to senior club.

iii) BOJA Composition

The BOJA shall comprise:

1. Director of Junior Activities (who shall act as Board Chairman)
2. Director of Finance
3. Deputy Director of Junior Activities
4. Junior Activities Administration Manager
5. Water Safety Manager
6. Board of Club Marketing and Sponsorship (BOCM) Representative
7. Competition Development Manager
8. Age Manager Co-ordinator
9. Shop/Merchandise Manager

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10. Gear Steward

i) Board of Club Marketing and Sponsorship (BOCM)

i) Charter

1. The BOCM reports via the Director of Finance to the Board.
2. The BOCM shall be responsible for the development and implementation of the marketing of the Club. This will be through monitoring, evaluating, initiating, and reporting activities and programmes designed to meet the Club's objectives.
3. The BOCM shall have the power to activate matters falling within its orbit of operations provided that specific referrals by the Board are the subject of recommendations to the BOM for endorsement or otherwise.

ii) BOCM Responsibilities

The BOCM shall be responsible for:

1. Development and implementation of the marketing plans of the Club.
2. Review, development, and maintenance of marketing strategies, which will assist the Club in its development.
3. Attending to matters referred to it by the Board or other Boards.
4. Performance of positions within the BOCM.
5. Liaising with SLSA bodies, Council, political and community groups on issues of marketing.
6. Forming such committees as required to run external fundraising events including the annual ocean swim.

iii) BOCM Composition

The BOCM shall comprise:

1. Director of Finance (who shall act as Board Chairman)
2. Marketing and Sponsorship Manager
3. Junior Activities Sponsorship Representative
4. Social Media, Website and Communications Manager

j) Board of Honours (BOH)

i) Charter

1. The BOH reports via the President to the Board.
2. The BOH shall be responsible for receiving and reviewing nominations for club honours and life membership and referring such to the board with a recommendation.
3. The BOH shall have the power to activate matters falling within its orbit of operations provided that specific referrals by the Board are the subject of recommendations to the BOM for endorsement or otherwise.

ii) BOH Responsibilities

The BOH shall be responsible for:

1. Receiving and reviewing nominations for honours and life memberships.
2. Referring such nominations to the board with a recommendation to accept or reject the nomination.

iii) BOH Composition

The BOH shall comprise:

1. President (who shall act as Board Chairman)
2. Deputy President
3. Director of Life Saving
4. Four Life Members

k) Building Committee (BC)

i) Charter

1. The BC reports via the President to the Board.

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2. The BC shall be responsible for the development and upkeep of the club building. This will be through reviewing the club's objectives and uses of the building and working to identify upgrades to ensure that the club has facilities needed for its ongoing operations.
3. The BC shall have the power to activate matters falling within its orbit of operations provided that specific referrals by the Board are the subject of recommendations to the BOM for endorsement or otherwise.

ii) BC Responsibilities

The BC shall be responsible for the:

1. Review and identify current and future requirements of the club for its building facilities
2. Work with the building owner (Council) to identify and implement alterations to the building as required
3. Work with stakeholders and contractors with regards to any redevelopment of the building

iii) BC Composition

The BC shall comprise, but is not limited to:

1. President (who shall act as Board Chairman)
2. Deputy Director Marketing and Sponsorship
3. Other members as determined

l) Board of Member Services (BOMS)

i) Charter

1. The BOMS reports via the Director of Member services to the Board.
2. The BOMS shall be responsible for the development and implementation of policies and procedures within the club to promote member welfare.
3. The BOMS shall have the power to activate matters falling within its orbit of operations provided that specific referrals by the Board are the subject of recommendations to the BOM for endorsement or otherwise.

ii) BOMS Responsibilities

The BOMS shall be responsible for:

1. Reviewing and identifying policies and procedures within the club and how they relate to members.
2. Ensuring that the Club's member protection obligations are implemented.
3. Implementing the SLSNSW complaints resolution policy as required.

iii) BOMS Composition

The BOMS shall comprise, but is not limited to:

1. Director of Member Services (who shall act as Board Chairman)
2. Member Protection Information Officer
3. Honorary Legal Officer also acting as the Complaints Manager (as per the SLSA complaints resolution policy) appointed by the Board at the AGM
4. Social Events Manager
5. Other members as determined

3) MEMBERSHIP

a) Categories of Membership

The categories of membership outlined in the current constitution are governed by the following criteria (ages taken as of midnight September 30):

i) Junior Activity Member (Nippers)

Members aged between 7 and 13 years of age.

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ii) **Cadet**
Members aged between 13 and 15 years of age.

iii) **Active Junior Member**
Members aged between 15 and 18 years of age. It is expected that Active Junior members have attained the relevant awards for their age and are actively contributing to patrolling.

iv) **Active Senior Member**
Members aged over 18 years of age who have achieved relevant award(s) that allow them to attend patrols.

v) **Active Reserve**
Available to members over the age of 27 and have completed eight years of continuous patrol duty, or at the Boards discretion. Application for Active Reserve must be made in writing to be considered by the Board.

vi) **Long Service**
Application for this category must be made in writing. To be eligible members must have 10 or more years of continuous patrol duty. This membership category is appointed from Active Reserve or at the Board's discretion. Application for Long Service must be made in writing to be considered by the Board.

vii) **Past Active**
The Board may grant Past Active Membership to persons who have held an SLSA Bronze Medallion and been an active patrol member for a minimum of six (6) years. Past Active Members as part of a family membership may be appointed at the Board's discretion.

viii) **Associate Member**
Non-Bronze holder social member who is not a parent of a Nipper.

ix) **General Member**
Nipper parents (who are not members in any other category) and special needs Nippers (known as the Dolphins & Marlins). Note: the Registrar is to maintain a list of our Dolphins & Marlins by utilising the SurfGuard Internal Membership option.

x) **Community Non-Member Participant**
This category is recommended for members who do not require insurance. For example, complimentary memberships for sponsors. The minimum sponsorship required will be reviewed at the beginning of each season by the Director of Finance in consultation with the Board of Club Marketing and Sponsorship (BOCM). Note: The Non-Member Participants sub-category is for use by clubs, Community Member is for use by SLSNSW.

xi) **Honorary Member**
This category is granted to non-members who make substantial contributions to the club at the Board's discretion.

xii) **Honorary Life Member**
Members who have been granted life membership by the Club as per the process outlined in the constitution. These members will have their membership renewed each year at no cost to the member on the completion of the relevant application.

b) Variation of Requirements

The Board reserves the right to vary these requirements on a case-by-case basis subject to the Regulations of SLSA.

c) Skills Maintenance

Where a member is required to perform an annual proficiency to qualify for a membership category, if that member fails to complete the necessary proficiency by the required date, the member shall be referred to the Board of Life Saving to determine their membership status. Where a member wishes to renew their membership in a category requiring proficiency for a season and is not proficient, the

member may be awarded provisional membership or some other category as an interim measure until such time as the member regains proficiency.

d) Long Service Membership

1. For purposes of calculating years of service for Long Service Award:
   i) Over the 10-year period an Active Member must have completed all rostered hours (or at the discretion of the Director of Lifesaving) or at least a minimum of 30 patrol hours service, as per the SLSA National Medal criteria per patrol season.
   ii) A Reserve Active Member must have completed at least 16 hours per patrol season (as per the SLSA Patrol Service Award criteria).
2. Members with service at an affiliated SLSA Club can apply for Long Service Award after completing a minimum of 1-year active patrol service or 2 years reserve active service with Newport SLSC. Years of service at affiliated clubs will only be counted towards Long Service Award when they exceed the hours stated above.
3. In recognition of the contribution that members have made to, and continue to make within, the Australian Defence Forces, any current member of Newport SLSC who is on active overseas duty or is precluded, due to service requirements from attending patrols may be granted leave/absence status. This will still be counted as time spent as an Active member for the purpose of calculating Long Service. This will be limited to a maximum of 4 years' service to count towards Long Service.
4. In recognition of the contribution that members have made to, and continue to make within, the Police, Fire and Ambulance services of NSW, and the Australian Federal Police and/or related national law enforcement bodies, any current member of Newport SLSC who is posted from Sydney or is precluded, due to service requirements from attending patrols may be granted leave/absence status. This will still be counted as time spent as an Active member for the purpose of calculating Long Service. This will be limited to a maximum of 2 years' service to count towards Long Service.
5. All Long Service Award applications will be reviewed by the Director of Lifesaving and subject to final approval by the Board of Management.

4) PATROLS

a) Patrol Members

1. A member of a patrol shall carry out such lifesaving duties and other duties, as may from time to time be allotted to him/her by the Patrol Captain (or delegate).
2. A member of a patrol shall always during his/her period of duty ensure that he/she is fit to carry out his patrol duties in a satisfactory manner.
3. A member of a patrol shall not absent himself/herself from patrol during his/her period of duty without the permission of the Patrol Captain (or delegate).
4. A member of a patrol shall, always during his/her period of duty wear a patrol uniform as prescribed in SLSA Policy 1.05.
5. A member wishing to patrol on a patrol that they are not rostered for will introduce themselves to the patrol captain on arrival and ask permission to join the patrol.
6. All surf club activities at Newport Beach are under the jurisdiction of the Patrol Captain in accordance with SLSA Regulations.

b) Absence from Patrols

1. An Active Member who is unable to attend a patrol for which he/she is rostered, and for which leave of absence has not been granted by the Director of Lifesaving, shall arrange substitution with another Active Member of the same classification and shall notify the Patrol Captain of the substitution. This substitution requirement also applies to members who may be competing at an SLSA endorsed carnival.
2. If a member arranges for a substitute for a patrol and the substitute does not carry out the patrol, the member shall be deemed to have failed to carry out the patrol.

3. A member who is unable to carry out a patrol for which he/she is rostered, and for which no leave of absence has been first granted or a substitute arranged, shall notify the Patrol Captain of his/her inability before the commencement of the period of duty of the patrol.

c) Other

1. At least one fully equipped IRB must be always available on Newport Beach during patrol hours and in accordance with the Club's Patrol Service Agreement.
2. Driving of the Side-by-Side Vehicle (SSV) shall be restricted to holders of a driver's licence of a Green P level or higher, who also hold at least one of the following awards/positions; Patrol Captain, Patrol Vice-Captain, IRB driver, ART, First Aid.
3. Members shall report in writing to the Gear Steward any loss or damage to a Club board or patrol equipment.

5) SURF SPORTS

a) The Hall of Honour

1. Individual or team competitors are entitled to have their name displayed in the clubhouse if they have won an Australian Surf Life Saving Championship sanctioned by Surf Life Saving Australia. This includes all Age, Open and Masters Championships.
2. Individual or team competitors are entitled to have their photo displayed in the clubhouse if they have represented Australia at a World Life Saving Championship sanctioned by Surf Life Saving Australia. This includes all Open Championships.
3. If an individual or a team has represented Australia at more than one World Championship, they will only have one photo displayed in the clubhouse and all results will be recorded with the photo.

b) Coaching

The DoSS shall note any individuals wishing to train or coach members for events sanctioned by Surf Life Saving Australia or its affiliates. At the start of the season the DoSS shall minute those coaches sanctioned by the club. The BoSS shall add sanctioned coaches during the season.

c) Club Craft

i) Boats

1. In this clause, "boat" includes Inflatable Rescue Boat ("IRB") unless specifically excluded.
2. The boats and boat gear shall, whenever practicable, be stored in the Clubhouse boat shed or sheds and kept under lock and key.
3. A member authorised by the Director of Lifesaving, Director of Surf Sports, Surf Boat Captain (for oared boats) or PowerCraft Captain (for IRBs) to use a boat shall be responsible for the safe return of the boat and its gear.
4. The Surf Boat Captain shall report in writing to the Director of Surf Sports any loss or damage to the boats or boat gear (excluding IRB related losses).
5. The PowerCraft Captain shall report in writing to the Director of Lifesaving any loss or damage to the boats or boat gear (IRB related losses).
6. No person other than proficient Bronze Medallion holders of the Club shall be allowed the use of any Club boat. Only suitable qualified and proficient IRB Drivers and Crew shall use an IRB with the exception of those members undergoing training under the supervision of a suitably qualified IRB trainer or in the case of a surf boat, a qualified Sweep.
7. No more than the boat's crew shall be allowed in any boat unless rescue duties or other special circumstances require otherwise.

ii) Boards and Skis

1. Boards and skis owned by the Club, whenever practicable, are stored in the craft shed and kept under lock and key.
2. Only members who have been authorised to store personal craft or have been allocated club owned craft will have access to the craft room.

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3. Boards and skis owned by members may be stored in the allocated racks of the craft shed with the permission of the BOM or its delegate, and the owner-member shall accept all responsibility for any damage or loss of the equipment stored in the Club.
4. Only the DoSS or delegate may authorise a member to use any competition Club board or ski. The authorised member shall be responsible for its safe return.
5. Members shall report in writing to the DoSS any loss or damage to a Club board or ski.
6. No person other than a member of the Club who is a proficient Bronze Medallion or SRC holder, Newport Junior Activities Member or probationary candidate undertaking Bronze Medallion training shall be allowed the use of any Club board or ski. Exceptions to this rule require the approval of the BOM.
7. Club boards and skis shall be used only for the purposes for which they are designed.
8. Members using Club rescue boards for personal skills improvement outside of patrol hours must only use those rescue boards allocated for training purposes.

6) HOUSE

a) Hours

The Clubhouse shall be open to members for the purposes of the Club from 4.30 am to 10.00 pm daily and shall not be open outside those hours without the approval of the Board.

b) Changerooms

1. Toddlers only (under the age of 4 years) are permitted in opposite gender change rooms, toilets, and showers only under direct supervision of their parent/guardian always. At a minimum, swimwear is to be worn by the toddler while in the opposite sex facilities.
2. Any person over 5 years is not permitted in the opposite gender change room, toilet, or showers under any circumstances.
3. Toddlers must be accompanied by their parent/guardian when using the change room, toilet, or showers. They should not be left to their own devices.
4. No mobile phones, cameras or recording devices are permitted to be used within the change rooms, toilet, or shower areas.
5. Sunday mornings during the summer months are the busiest periods of use for the change rooms and shower facilities. These facilities are for the use of all members of the club, young and old. Patience and consideration are requested of all members when using the facilities at these times. Doors to the change rooms must be kept closed at all times for member privacy.

c) Gymnasium

1. Only members holding a current gymnasium membership are permitted to access and use the gymnasium area and equipment contained in that area.
2. Gymnasium members shall comply with the 'Gymnasium Regulations' as displayed within the gymnasium.
3. No equipment to be removed from the Gym without prior approval of the BOM or delegate.
4. Gymnasium members shall promptly report any damage or malfunction of equipment to the Club Office.
5. A child under the age of 15 years, whether or not a member, shall not be permitted to enter the Club gymnasium.
6. Members aged 15 to 18 must complete an introductory training course before using the gym and they need to comply with club coaches in maintaining a safe and purposeful training programme.

d) Showers

A member shall not remain more than 3 minutes at a time under the shower with the hot water tap turned on.

e) Cleanliness

1. Each member shall take all reasonable action to preserve the cleanliness of the Club.

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2. Members entering the upstairs lounge of the Clubhouse shall ensure that their feet, or footwear if wearing any, are free of sand. When the upstairs is used for patrol surveillance purposes, compliance with this Regulation shall be the responsibility of the Patrol Captain(s). When the upstairs is used for training and education purposes, compliance with this Regulation shall be the responsibility of the relevant Instructor(s).
3. Members using the kitchen or barbecue area shall ensure that it is left clean after use.

f) Children

1. A child under the age of 13 years, other than a member, shall not be permitted to enter the Club House unless accompanied by a member.
2. A member who accompanies a child to have the child permitted to enter the Clubhouse shall adequately supervise the child at all times while the child remains in the Clubhouse.

g) Animals

No animals, other than assistance animals, shall be permitted in the Clubhouse.

h) Visitors

A member who brings a visitor (singular not multiple persons at the same time or same day) on to the Club shall be responsible to ensure that the visitor, while they remain on the Club premises, conforms to these House Regulations as if they were a member.

i) Training

The Director of Lifesaving, Director of Surf Sports and Director of Education, may at any time require any part of the Clubhouse to be available for drill, training, instruction, or other purposes connected with the work of the Club, and no games or other forms of amusement shall be permitted which interfere, or tend to interfere, with any such drill, training, instruction or other purpose in progress.

j) Conduct

A member shall not, in the Clubhouse, engage in unseemly conduct such as bad language, bullying, harassment or other forms of misconduct likely to interfere with the comfort of other members.

k) Smoking

Smoking on the Club premises or in the Clubhouse and on the Deck is prohibited.

l) Liquor and Prohibited Drugs

1. A member shall not come on to Club premises under the influence of intoxicating liquor to the point where physical and mental control is significantly diminished.
2. No prohibited drug shall be brought on to the Club premises.
3. A member shall not come on to Club premises under the influence of a prohibited drug.

m) Keys/Electronic Access Cards

1. A member may request a key/electronic access tag for Clubhouse access.
2. Lost or misplaced key/electronic access tags shall be replaced at a fee fixed from time to time by the Board.
3. Keys/electronic access tags are for the sole use of the member to whom they are issued and shall not be transferable.

n) Club Property

No member shall remove, or use for any purpose other than that for which it is intended:

1. Any lifesaving, competition, or Carnival gear of the Club without approval of the Director of Lifesaving, Director of Surf Sports or Director of Education.
2. Any other property of the Club without the approval of a member of the Board or designated representative.

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7) Purchasing (Expenditure) Procedure

a) Expenditure Approval for Season 2021/2022

1. Expenditure can only be committed on behalf of the club by a member of the BOM.
2. Authorised amount means $200 to a limit of $1,000 in any one season.
3. Any expenditure between $200 and $2,000 must be approved by the Director of Finance prior to committing any expenditure for and on behalf of the club. In the absence of the Director of Finance, prior approval must be sought from the President and the Director of Administration.
4. The Director of Finance will review the expenditure approval requirement at the start of each season.
5. Only actual expenditure supported with a valid tax receipt will be approved and reimbursed. A credit card statement may be accepted with prior approval of the BOM.

b) Expenditure greater than $2,000

Subject to the exceptions below, all expenditures and capital items greater than $2,000 will need Board approval.

c) Purchase Orders

Subject to the Exceptions below, all purchases in excess of $2,000 will require a valid Purchase Order to be raised in Xero. All invoices provided to the Finance team must include Purchase Order reference.

d) Exceptions

Exceptions to this policy includes:

1. Insurance expenses
2. Capitation fees
3. Utility accounts
4. Building maintenance and repair costs including capitalised maintenance costs
5. Professional Services fees
6. Employment related costs and expenses
7. Expenditure approved as part of a budget
8. General sundries for the club
9. Urgent repair of lifesaving equipment approved by the Director of Life Saving- eg defib/oxy/boards
10. Exceptions must be approved by the Director of Finance and Director of Administration prior to any commitment to a supplier.

8) MISCELLANEOUS

a) Publicity

1. A member shall not, without the approval of a member of the Board, supply to the media any information concerning Club activities.
2. Where possible all media interviews or contacts regarding lifesaving or competition activities of the Club shall be dealt with by the relevant Director in conjunction with the Club's social media, website, and communications Manager as well as President or their delegate.
3. Members will comply with the Club's Social Media policy.
4. All members will comply the SLSNSW and SLSA Policies and refraining from talking to the media/public about emergency call outs, rescue, or CPR emergencies.

b) Club Administration Staff

Members must ensure that their conduct meets SLSA's General Code of Conduct regarding each Member's behaviour towards the administrative staff, whether paid or voluntary administrative staff.

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c) Misconduct

Any member violating the Constitution or these Regulations, or who misconducts themselves on Club premises or elsewhere, or who acts contrary to the general policy of the Club or so as to bring the Club into disrepute, may be suspended or expelled from the Club by the Judiciary Committee or may otherwise be dealt with as the Judiciary Committee deems fit.

d) Membership Fees

The membership fees are listed in Schedule A and will be reviewed by the Board annually.

e) Parking Concession Compliance

Active Patrolling Members who reside outside the Northern Beaches Council area are entitled to concessional parking (as agreed with Northern Beaches Council from time to time) for patrol only. Such members are expected to comply with the provisions of the concessional parking provisions as may apply to them.

f) Fundraising

The pursuit of fundraising opportunities for the Club is always encouraged. However, before embarking on any fundraising in the Club's name or on the Club's behalf, members must seek the endorsement of the Board.

9) SCHEDULE A - Fees

The fees for all seasons (1 September to 31 August) are to be agreed by the BOM at the August meeting and included in the minutes and published on the club website.

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