

# NEWPORT SURF LIFE SAVING CLUB REGULATIONS

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**Version Control**

<b>Version Number</b>	<b>Comments</b>	<b>Date</b>
1.0	Approved by the Board at a Special General Meeting.	10/08/2022
2.0	<ul style="list-style-type: none"><li>• Added Veteran Honour Board Eligibility.</li><li>• Amended criteria for the Active Reserve membership category.</li><li>• Added the adoption of SLSA Policy 5.04 as an Appendix.</li></ul>	04/01/2023
3.0	<ul style="list-style-type: none"><li>• Added the word "Sponsorship" to Fundraising section [8 Miscellaneous (f)].</li><li>• Added to Keys/Electronic Tags section. The Board needs to ensure requests to transfer to another club are only approved after keys have been returned [6 House (m)].</li><li>• Added our annual awards criteria as an appendix.</li></ul>	14/07/2023

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NEWPORT SURF LIFE SAVING CLUB REGULATIONS  
EFFECTIVE 2 AUGUST 2022

## 1) PRELIMINARY

### a) Regulations

These Regulations are made by the Board of Management ("Board" or "BOM") effective 10 August 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 These Regulations remain in operation until replaced or repealed.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) BOARD OF MANAGEMENT

### a) Board of Management (Board or BOM)

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

#### 1. 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 Committees, of plans and proposals for the continued progress of the Club.
3. Co-ordination and monitoring of the activities of appointed Boards and Committees.
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.

#### 2. 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
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) Committees**

### **1. Appointment of Committees**

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 (committees).

1. President – Honours Committee (HC), Building Committee (BC), Judiciary Committee (JC)
2. Director of Administration - Administration Committee (AC)
3. Director of Finance - Finance Committee (FC), Sponsorship and Marketing Committee (SMC)
4. Director of Youth - Junior Activities Committee (JAC)
5. Director of Life Saving - Life Saving Committee (LSC)
6. Director of Education - Education Committee (EC)
7. Director of Surf Sports - Surf Sports Committee (SSC)
8. Director of Member Services - Member Services Committee (MSC)

### **2. Meetings of Committees**

1. Each Committee must meet a minimum of four (4) times a year, or as directed by the Board.
2. The relevant Committee 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 Committee Director, the meeting shall appoint one of its members to act as Chairman during such absence.

### **3. Minutes of Committee**

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

### **4. Voting of Committee**

The majority of votes of those present and voting shall decide questions arising at any meeting of the Committee. 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) Administration Committee (AC)**

1. The AC reports via the Director of Administration to the Board.
2. The AC 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 AC 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.

### **1. AC Responsibilities**

The AC shall be responsible for the:

1. Development and implementation of the administration 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 Committee.
4. Performance of positions within the AC.

### **2. AC Composition**

The AC shall comprise, but is not limited to:

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

**d) Finance Committee (FC)****1. Charter**

1. The FC reports via the Director of Finance to the Board.
2. The FC 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 FC 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.

**2. FC Responsibilities**

The FC 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 Committee.
4. Performance of positions within the FC.

**3. FC Composition**

The FC shall comprise, but is not limited to:

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

**e) Lifesaving Committee (LC)****1. Charter**

1. The LC reports via the Director of Lifesaving to the Board.
2. The LC 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 LC 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.

**2. LC Responsibilities**

The LC 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 Committee.
4. Performance of positions within the LC.
5. Overseeing the operations of the Club's patrol operations, including regular patrols, skills maintenance, and water safety at club run events.

**3. LC Composition**

The LC shall comprise, but is not limited to:

1. Director of Lifesaving (who shall act as Chairman)
2. Deputy Director of Lifesaving
3. Powercraft Manager
4. Gear Steward
5. First Aid Officer
6. Patrol Captains (attend meeting by invitation)

**f) Education Committee (EC)****1. Charter**

1. The EC reports via the Director of Education to the Board.

2. The EC 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 EC 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.

#### 2. EC Responsibilities

The EC 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 Committees.
4. Performance of positions within the BOE.
5. Assisting the Director of Lifesaving with skills maintenance processes.

#### 3. EC Composition

The EC shall comprise, but is not limited to:

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

### g) Surf Sports Committee (SSC)

#### 1. Charter

1. The SSC reports via the Director of Surf Sports to the BOM.
2. The SSC 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. SSC 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.

#### 2. SSC Responsibilities

The SSC 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 Committee.
4. Performance of positions within the SSC.
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.

#### 3. SSC Composition

The SSC shall comprise, if required based on surf sports participation:

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

14. Surf Sports Logistics Manager
15. Other members as required

#### **h) Junior Activities Committee (Newport Nippers) (JAC)**

##### **1. Charter**

1. The JAC reports via the Director of Youth to the Board.
2. The JAC shall be responsible for the development, management, conduct and implementation of the Junior Activities of the Club.
3. The JAC 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 JAC shall operate under the authority and direction of the Board and these Regulations.

##### **2. JAC Responsibilities**

The JAC 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 programmes in other directorates are consistent with the Club's objectives on Junior Activities.
8. Be responsible for the performance of the JAC 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.

##### **3. JAC Composition**

The JAC shall comprise:

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

#### **i) Sponsorship and Marketing Committee (SMC)**

##### **1. Charter**

1. The SMC reports via the Director of Finance to the Board.
2. The SMC 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 SMC 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.

**2. SMC Responsibilities**

The SMC 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 SMC.
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.

**3. SMC Composition**

The SMC may comprise:

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

**j) Honours Committee (HC)****1. Charter**

1. The HC reports via the President to the Board.
2. The HC 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 HC 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.

**2. HC Responsibilities**

The HC 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.

**3. HC Composition**

The HC shall comprise:

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

**k) Building Committee (BC)****1. Charter**

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

**2. 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

### 3. BC Composition

The BC shall comprise, but is not limited to:

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

## 1) Member Services Committee (MSC)

### 1. Charter

1. The MSC reports via the Director of Member Services to the Board.
2. The MSC shall be responsible for the development and implementation of policies and procedures within the club to promote member welfare.
3. The MSC 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.

### 2. MSC Responsibilities

The MSC 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.

### 3. MSC Composition

The MSC shall comprise, but is not limited to:

1. Director of Member Services (who shall act as Chairman)
2. Registrar
3. Member Protection Information Officer
4. Youth Development Officer
5. Honorary Legal Officer also acting as the Complaints Manager (as per the SLSA complaints resolution policy) appointed by the Board at the AGM
6. Social Events Manager
7. 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):

#### 1. Junior Activity Member (Nippers)

Members aged between 7 and 13 years of age.

#### 2. Cadet

Members aged between 13 and 15 years of age.

#### 3. 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.

#### 4. Active Senior Member

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

#### 5. Active Reserve<sup>1</sup>

Available to members who have completed eight years of continuous patrol duty, or at the Board's discretion. Application for Active Reserve must be made in writing to be considered by the Board.

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<sup>1</sup> See 3 d) for more minimum number of hours required

**6. Long Service<sup>2</sup>**

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.

**7. 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.

**8. Associate Member**

Non-Bronze holder social member who is not a parent of a Nipper.

**9. 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.

**10. 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 Sponsorship and Marketing Committee (SMC). Note: The Non-Member Participants sub-category is for use by clubs, Community Member is for use by SLSNSW.

**11. Honorary Member**

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

**12. 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) 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) Active Reserve is available to members who have completed eight years of continuous patrol duty with a minimum average of 25 patrolling service hours per season (or at the Board's discretion). Application for Active Reserve must be made in writing to be considered by the Board.
  - iii) For the COVID-affected seasons of 2019/20, 2020/21 and 2021/22, the reduction in hours will be as per SLSNSW policy surf sports policy of requiring 60% of hours, meaning 15 hours are required for Active Reserve and 18 hours are required for Long Service.
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 Active Reserve 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

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<sup>2</sup> See 3 d) for more minimum number of hours required

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.

**d) 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 Life Saving Committee 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.

## **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 SSC shall minute those coaches sanctioned by the club. The SSC shall add sanctioned coaches during the season.

### c) Club Craft

#### 1. 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.

#### 2. 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.
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 SSC 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.
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 always supervise the child 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 Tags**

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.
4. The Board needs to ensure requests to transfer to another club are approved only after keys and/or electronic access tags have been returned.

**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.

**7) Purchasing (Expenditure) Procedure****a) Expenditure Approval for Season 2022/2023**

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.

**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 & Sponsorship**

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

**g) Veteran Honour Board Eligibility**

This regulation purpose is to set out who is eligible for inclusion on the Newport SLSC Veteran Honour Boards. The Regulation utilises the recognition awarded by the Australian Government, via the Department of Veterans Affairs (DVA) for service on “Warlike/Warlike Operations”.

**1. Membership Eligibility**

The Candidate must have been a current Member as one of the following classes of Newport SLSC Membership:

- Active Senior
- Active Reserve
- Long Service
- Past Active
- Life Members

At the time commencement of service, conscription, or deployment to a ‘warlike’ operational theatre.

**2. Classification of Eligible Service**

The Candidate must be in receipt of one of the following:

- Australian Active Service Medal (AASM)
- Return from Active Service Badge (RASB)
- Operational Service Medal (OSM)<sup>3</sup>
- Return from Operational Service Badge (ROSB)<sup>4</sup>

**3. Proof Requirements****Applicant**

- Service Records including:
  - RAS Badge number
  - PMKeys Read Out

**Family (Where the Service person is deceased or incapacitated)**

- Badge/Medals details (including inscription on the reverse or rim of decoration device)
- Death Certificate
- Certified copies of Service records where available.
  - Discharge Certificate
  - Service Record
  - Paybook
  - Anything else relevant to the Service Member
- DVA Freedom of Information Form (FOI)

**4. Approval Process****Applicant**

- Ensure Membership Eligibility
- Cross reference Service/Badge/Documentation numbers

**Family**

- Engage one of the Ex-Service Organisations (ESOs) to provide and Advocate certify the documents with DVA.
  - Northern Beaches District Council of Sub-Branches
  - Northern Beaches Legacy

<sup>3</sup> Only those members whose service is deemed ‘warlike’ by their conditions of service and in accordance with DVA recognition of such service are eligible.

<sup>4</sup> As per 3

- Approval by Newport SLSC Board of Management

#### 5. Board Entry

The following naming and recognition conventional will apply:

- Initials
- Surname
- Abbreviated Post Nominal entitlements (as per <https://www.pmc.gov.au/resource-centre/government/post-nominals>)
- Theatre of Service
- Killed in Action (KIA) by a cross

Example:

**M Maley, CSC, DSM (Afghanistan, Iraq, ICAT<sup>5</sup>)**

### 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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<sup>5</sup> International Coalition Against Terrorism (ICAT)

### 10) Appendix 1 - Newport Surf Life Saving Club Adoption of Policy 5.04

- a) The purpose of this regulation is to outline how Newport Surf Club will adopt the new changes to SLSA Policy 5.04. This regulation should be read in conjunction with SLA Policy 5.04 and Guidelines as updated from time to time. Where a discrepancy exists, this document will hold precedence over the SLA Policy and Guidelines.
- b) Newport will adopt the new policy; however, until modified by the Board of Management, option B will be changed to require a minimum of 15 hours of patrol. Athletes can then choose to fulfil the required minimum of 25 hours of service to the club through either additional patrols or select from the areas outlined below.
- c) Athletes must inform the Director of Surf Sports and their respective Head Coach in writing of their intent to adopt Option B prior to the start of the calendar year and include the areas they wish to participate in as well as an estimate of the patrol hours they will substitute with service to the club.
- d) Only Volunteer hours will be recognised, paid hours will not be considered service to the club.
- e) Athletes are encouraged to be involved in more than one area of service below.
- f) This document is subject to review in October of each year at the discretion of the Club Board of Management.
- g) Should the adoption of this policy create any issues with the club fulfilling its commitment to provide the minimum number of patrolling members on the beach, the Board of Management, under the direction of the Club President, can require athletes to increase the minimum patrol hours.
- h) Athletes must inform their Patrol Captain when they are unable to attend an allocated patrol.

AREA	Who Signs Off	Hour Record	Comments
<b>Nippers:</b> 1. Age Manager 2. Water Safety 3. Dolphins & Marlins Helper 4. Camp	Nipper Chair or Water Safety Officer	Water Safety Book	
<b>Club Board:</b> 1. Board of Management 2. Committee	President or Vice President	As per meeting Minutes	Only hours attending club meetings are recognised as per the minutes
<b>Coaching:</b> 1. Head Coach 2. Asst Coach 3. Water Safety	Director of Surf Sports	Coaching Log or Water Safety Logbook	No paid hours will be recognised
<b>Water Safety and First Aid:</b> 1. SRC 2. Nipper and Open Carnivals 3. Pool to Peak Ocean Swims	Director of Lifesaving	Water Safety Book	No paid hours will be recognised
<b>Education:</b> 1. Trainer 2. Content Expert 3. Assessor 4. Official	Director Of Education	Training Log	No paid hours will be recognised
<b>Other Areas:</b> 1. Officiating at Carnivals 2. Community Talks 3. School Talks 4. Support Other Clubs	President		No paid hours will be recognised

## 11) Appendix 2 – Annual Awards Criteria

All nominees must be current financial members of Newport Surf Life Saving Club.

### 1. Nipper Chairman's Award

This is awarded to someone graduating from the SRC group. The Nipper Chairman looks for someone with a positive attitude who wants to learn and shows respect towards the trainers.

Consideration is also given to the SRC candidate who steps into their role by assisting Age Managers or helping with water safety after graduating from SRC and provides a positive and encouraging attitude towards the younger Nippers.

### 2. Tom Guthrie – Rookie of the Year

A tradition started some years ago, as requested by the wife of Tom Guthrie, is that the previous year's award winner passes the award to the current year's winner.

It is awarded to a new patrolling member who holds at least a Surf Rescue Certificate, has completed a maximum of two patrol seasons and is aged over 13 to under 18 years of age.

Consideration of patrol attendance, attitude, desire to learn more, completion of additional awards, participation in the whole of club activities and overall contribution to the club during their involvement.

### 3. Peter Dawson OAM – Best New Member

Is awarded to a new patrolling member who holds a Bronze Medallion, has completed a maximum of two patrol seasons and is at least 18 years of age.

Consideration of patrol attendance, attitude, desire to learn more, completion of additional awards, participation in the whole of club activities and overall contribution to the club in the period of their involvement.

### 4. Menzies' Educator of the Year

This award recognises and rewards a facilitator, trainer or assessor who has significantly contributed to surf life-saving education and awards.

#### Essential Criteria

- Must hold a Certificate IV in Training and Assessment, SLSA Training Officer Certificate or Assessor's certificate.

#### Selection Criteria

- List the significant achievements and positions relevant to facilitating, training and/or assessing held at local, regional and state levels.
- Outline the outstanding contribution and commitment to surf lifesaving training or assessing duties.
- Describe the contribution to continuous improvement of assessment processes and tools.

### 5. John Holland Snr – Committee Member of the Year

The John Holland Snr – Committee Member of the Year award (perpetual trophy) is named in memory of one of Newport's exceptional Committee Members, the late John Holland Snr. John expressed a wish that an award be established to recognise the significant contributions made by a member of the Club's Management Committee.

Due to our restructuring in 2022, this award is now given to a deserving member of any of the club's Committees eg Building, Surf Sports, Sponsorship, Member Welfare. The Board of Directors will also consider contributions to the club outside their Committee portfolio.

### 6. Hans Trumm OAM – Award for Patrolling Excellence

This award was commenced in 2007 to recognise and encourage excellence in Life Saving and commitment to Patrolling. This came on the back of the club being recognised in the Branch Most Outstanding Club awards as the winner of Most Outstanding Club in Lifesaving for a third consecutive year, a pillar of our core business.

Consideration of patrol attendance, attitude, mentoring and education of fellow patrol members, additional awards obtained, as well as being a role model etc.

**7. Gary Cook Surf Sports Official of the Year (the Board of Surf Sports provides nominations)**

This award recognises and rewards an official who has made a significant contribution to the area of officiating within SLS regarding both the commitment to officiating over the season and their contribution to their educational development.

*Essential Criteria*

- Must be a current accredited surf sports official throughout the current season.
- The nominated surf sports official will present a positive image of the role of surf sports officiating and surf lifesaving.

*Selection Criteria*

- List the officiating roles/positions the nominee has held (e.g., referee). Please include branch/state or territory/national and international positions, including high-performance programs and competition series.
- List any innovations or achievements in the current season.

**8. Tim Francis Junior Competitor of the Year (the Junior Activities Committee provide the nominations)**

This perpetual award is named in honour of our great mate Tim Francis who tragically passed away in 2013. Tim had two strong passions with regard to surf lifesaving, nurturing our Nippers through his significant involvement with the Nipper programme and driving competition at the club.

To be eligible, the Nipper must have attended 60% of all Nipper sessions held. If a Nipper is attending a carnival and representing Newport on a Sunday, this is taken as attendance.

This award goes to an Under 14s competitor who has performed consistently throughout the year and has achieved outstanding results at Branch, State and National levels.

If the Board finds it difficult to separate nominees based on competitive results, then consideration is to be given to the competitor's commitment to the club and what they have returned to the Nippers' programme.

**9. Competitor of the Year (the Board of Surf Sports provide the nominations)**

Is awarded to an Open or Masters' Competitor who has performed consistently throughout the year and has achieved outstanding results at Branch, State and National levels.

If the Board finds it difficult to separate nominees based on competitive results, then consideration is to be given to the competitor's commitment to the club.

**10. Michael King Surf Sports Team of the Year (the Board of Surf Sports provide the nominations)**

Is awarded to a Junior, Open or Masters' Surf Sports team who has performed consistently throughout the year and has achieved outstanding results at Branch, State and National levels.

If the Board finds it difficult to separate nominees based on competitive results, then consideration is to be given to the team members' commitment to the club.

**11. Paul Stevens - Junior Club Member of the Year**

The Paul Stevens Junior Club Member of the Year is the most prestigious of junior awards granted by the club each season. The criteria are like the Michael Hill Memorial Trophy, except it is awarded to a member who is 21 years of age or under.

Generally, there will be up to 4 or 5 finalists.

**12. Club Member of the Year - (Michael Hill Memorial Trophy)**

The Michael Hill Memorial Trophy is the most prestigious of all awards granted by the club each season. This perpetual trophy is named after a former Club Captain who was fatally injured in an accident in the late 1950s.

This trophy is awarded annually to a member who not only fulfils his or her rostered Patrol commitments but also participates in all other facets of the club's activities, such as fundraising projects, training, social functions, assisting in the maintenance of the clubhouse, etc., - in other words an all-round outstanding member. This award is generally not awarded to a member of the club's Board of Directors.

Generally, there will be up to 6 finalists.