



# **SURF LIFE SAVING SYDNEY INCORPORATED**

## **BY-LAWS**

**5 December 2018**

**SURF LIFE SAVING SYDNEY INC**

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# **SURF LIFE SAVING SYDNEY INC**

## **BY-LAWS**

**5<sup>th</sup> December 2017**

### **BY-LAW 1 DUTIES OF OFFICERS**

#### **1.1 President**

- 1.1.1 Shall preside at all meetings of the SLSS Council and functions held by SLSS;
- 1.1.2 Shall have a deliberative and casting vote;
- 1.1.3 Shall be responsible for ensuring that all office bearers perform their duties in accordance with the Constitution and By-Laws of SLSS;
- 1.1.4 Shall be an ex-officio member of all Committees (except Judiciary Committee) formed under the Constitution and By-Laws.
- 1.1.5 Shall be the Delegate to Surf Life Saving New South Wales meetings

#### **1.2 Deputy President**

- 1.2.1 Shall assume the role of the SLSS President in his absence;
- 1.2.2 Shall represent the SLSS President and do all things necessary at SLSS Council and SLSS BOM meetings and other functions in his absence.

#### **1.3 Director of Administration**

- 1.3.1 Shall in the absence of a Chief Executive Officer being employed the Branch, be the Public Officer for the purposes of the NSW Incorporations Act.
- 1.3.2 Be responsible for maintaining a register of the names and addresses of all members in whom the control of the Branch is vested.
- 1.3.3. Compile an agenda paper for Branch meetings and must ensure the taking and storage of minutes of such meetings.
- 1.3.4. Be responsible for the forwarding of notices of all meetings and the business to be transacted thereat to members in accordance with the Constitution.
- 1.3.5. Conduct the correspondence of the Branch and be responsible for the custody of all documents belonging to the Branch and for the disposition thereof.
- 1.3.6. Be responsible for the drafting of the Annual Report, arrange for its printing and circulation to all Branch Officers and to Club Secretaries.
- 1.3.7 Be an ex-officio member of the Constitution Committee and the Life Membership and Honours Committee.
- 1.3.8. Distribute authorised Press Releases.

#### **1.4 Director of Finance**

- 1.4.1 Shall ensure that all money due to SLSS is collected and received and that all payments authorised by SLSS are made;
- 1.4.2 Shall ensure that correct books and accounts are kept showing the financial affairs of SLSS including full details of all receipts and expenditure connected with the activities of SLSS;
- 1.4.3 Shall cause all money to be lodged to the credit of SLSS at the approved financial institution;
- 1.4.4 Shall at least monthly and at other times as required, prepare financial statements showing details of receipts and expenditure and particulars relating to accounts payable since the previous statement together with bank passbooks and statements reconciling the balance shown therein with the balance as shown on the cash book;
- 1.4.5 Shall prepare accounts of SLSS if and when requested by the BOM or a SLSS Council meeting;

- 1.4.6 Shall once in every year prepare a statement of income and expenditure together with balance sheet showing the financial position of SLSS as at the date of the close of the financial year and arrange for presentation to the auditors for audit;
- 1.4.7 Shall maintain an inventory of all assets of SLSS;
- 1.4.8 Shall arrange insurance on assets and for all risks that SLSS may require.

**1.5 Director of Lifesaving and Education**

- 1.5.1 As minimum, shall be a current Assessor holding a Surf Lifesaving Award and Certificate II Aquatic Rescue (Bronze Medallion).
- 1.5.2 Shall ensure the implementation of all SLSA and SLSNSW policies relating to lifesaving.
- 1.5.3 Shall ensure Clubs develop and implement effective Beach Management Plans;
- 1.5.4 Shall ensure effective management of the Lifesaving and Education Committee in all of its operations and chair its meetings as well as chair any other appropriate meetings relating to Lifesaving and Education as required;
- 1.5.5 Shall prepare monthly reports for presentation and approval at BOM and SLSS Council Meetings and represent the Lifesaving and Education Committee at such meetings;

**1.6 Director of Surf Sports**

- 1.6.1 Shall ensure implementation of all SLSA and SLSNSW policies relating to surf sports;
- 1.6.2 Shall arrange carnival venues and dates annually;
- 1.6.3 Shall ensure effective management of the Surf Sports Committee in all of its competition operations;
- 1.6.4 Shall oversee security and maintenance of all competition equipment.

**1.7 Director of Member Services**

- 1.7.1 Shall be responsible to the SLSS Council for the conduct and co-ordination of all matters pertaining to member services activities;
- 1.7.2 Shall convene and preside over a Standing Committee established under these By-Laws to be known as the Member Services Committee;
- 1.7.3 Shall prepare monthly reports for presentation and consideration at SLSS BOM and SLSS Council Meetings.

**1.8 Director of Junior Development**

- 1.8.1 Shall be responsible to the SLSS Council for the conduct and co-ordination of all matters pertaining to junior development;
- 1.8.2 Shall convene and preside over a Committee established under these By-Laws to be known as the Junior Development Committee;
- 1.8.3 Shall prepare monthly reports for presentation and consideration at SLSS BOM and SLSS Council meetings.

## **BY-LAW 2 STANDING COMMITTEES AND SUB-COMMITTEES**

### **2.1 Branch Standing Committees**

The Standing Committees, which shall be elected each year at the Annual Election Meeting of SLSS in accordance with the qualifications stated in these By-Laws, shall be:

- 2.1.1 The Lifesaving and Education Committee (LSEC)
- 2.1.2 The Surf Sports Committee (SSC)
- 2.1.3 The Member Services Committee (MSC)
- 2.1.4 The Junior Development Committee (JDC)
- 2.1.5 The Judiciary Committee - A panel of 15 who will convene when required (5 to form quorum).
- 2.1.6 The Constitution Committee - 3 to be elected plus Director of Administration/CEO (2 to form quorum).
- 2.1.7 Finance and Compliance Committee - 4 to be elected plus Director of Finance (3 to form quorum).
- 2.1.8 Life Membership and Honours Committee - 5 to be elected (4 to form quorum).
- 2.1.9 Selection Committee - 4 to be elected plus Director of Surf Sports (3 to form quorum).

### **2.2 Lifesaving and Education Standing Sub-Committees**

- 2.2.1 Support Operations Group Sub-Committee
- 2.2.2 Patrol Tribunal Sub-Committee
- 2.2.3 Lifesaving Sub-Committee
- 2.2.4 Education Sub-Committee

## **BY-LAW 3 MEETINGS OF STANDING COMMITTEES AND SUB-COMMITTEES**

- 3.1 Oral or written notice of a meeting of Standing Committees and Sub-Committees shall be given to each member of the Committee at least 48 hours (or such period as may be unanimously agreed upon by the members of the, Standing Committees and Sub Committees) before the time appointed for the holding of the meeting.
- 3.2 Notice of a meeting given under clause 3.1 shall specify the general nature of the business to be transacted at the meeting.
- 3.3 No business shall be transacted by a Standing Committee and Sub Committees unless a quorum is present and if within 30 minutes after the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and at the same hour of the same day of the following week.
- 3.4 If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be abandoned.
- 3.5 Unless otherwise stated, a quorum shall be when one third of voting members are present.

## **BY-LAW 4 LIFESAVING and EDUCATION COMMITTEE**

#### **4.1 The Lifesaving and Education Committee (LSEC)**

4.1.1 LSEC is authorised by the Constitution of Surf Life Saving Sydney and its membership shall be as defined in By-Law 4.

#### **4.2 The Role of LSEC**

4.2.1 To assist the Director of Lifesaving and Education in the implementation of all SLSA and SLSNSW policies relating to lifesaving, Education and Support Services;

4.2.2 The LSEC reports to the SLSS Council and to the SLSS BOM via the Director of Lifesaving and Education or their nominee.

4.2.3 The LSEC shall be responsible for the development and implementation of the strategic lifesaving business of SLSS. This will be through monitoring, evaluating, reporting, influencing, initiating and determining (within limits of delegated authority) activities and programs designed to meet SLSA objectives.

4.2.4 The LSEC shall have power to activate matters falling within its orbit of operations provided that specific referrals by the SLSS Council are the subject of recommendations to the SLSS Council for endorsement or otherwise.

4.2.5 The LSEC may create and regulate Sub-Committees, to achieve the purposes of the LSEC and SLSS.

#### **4.3 Responsibilities**

4.3.1 Be responsible for the development and implementation of strategic lifesaving plans aligned with the SLSS Strategic Plan.

4.3.2 Review, develop and maintain lifesaving rules, policies, standards and lifesaving manuals for SLSS.

4.3.3 Review, develop and maintain the annual patrol, training and assessment obligations for SLSS.

4.3.4 Encourage members, groups and teams to realise their potential.

4.3.5 Review, develop and conduct lifesaving events for SLSS.

4.3.6 Encourage the expansion of services including professional lifeguarding.

4.3.7 Attend to matters referred by the SLSS Council or the Board of Management.

4.3.8 Shall approve or reject all applications for Service awards submitted by members.

#### **4.4 Composition of LSEC Committee**

4.4.1 Director of Lifesaving and Education (who shall act as LSEC chairman)

4.4.2 Manager Lifesaving

4.4.3 Manager Support Operations

4.4.4 Manager Education

4.4.5 Operational Area Coordinators (Lifesaving and Education – 8 positions)

4.4.6 ORB Coordinator

4.4.7 RWC Coordinator

4.4.8 Rescue Coordinator North (Waverley and Randwick Operational Areas)

4.4.9 Rescue Coordinator South (Cronulla Sutherland and Royal National Parks Operational Areas)

## **4.5 Pre-selection of LSEC Officers**

### **4.5.1 Lifesaving and Education Coordinators (4.4.5)**

- 4.5.1.1 With the exception of the Director of Lifesaving and Education, Manager Lifesaving, Manager Support Operations and Manager Education (LSEC Executive) and the Support Operations Coordinators, the remaining LSEC positions (4.4.5 i.e. 8 positions) shall be \*pre-selection by each operational area by officers nominated in by-law 4.5.1.2  
Pre-Selection Meetings will be held on the date notified by the Board of Management. \*Pre-Selected officers are forwarded to the Branch Board of Management for endorsement and then to the Branch Council Election Meeting for election.
- 4.5.1.2 Voting eligibility for the non-executive positions of Lifesaving Coordinator and Education coordinator for each Operational area shall be restricted to the Branch Education Assessors, Club Captains and Chief Instructors (holding Club Office at the time of the election).
- 4.5.1.3 A quorum for an election meeting shall be 8 as per the attendance register.
- 4.5.1.4 Voting shall be as determined by the Chairman or by secret ballot if requested by any voting member present.

### **4.5.2 Appointment of Support Operations Coordinators**

- 4.5.2.1 The Board of Management will call for expressions of interest from appropriately qualified members, for the four Support Operations Coordinator positions, referred to in by-laws 4.4.6, 4.4.7, 4.4.8 and 4.4.9. The Board of Management will consider recommendations from the Director of Lifesaving and Education and the Support Operations Manager and shall appoint one candidate for each position. Those appointments will be considered for endorsement at the Branch Council Election meeting.

### **4.5.3 Appointment of LSEC Managers**

- 4.5.3.1 The Board of Management will call for expressions of interest from appropriately qualified members, for the three LSEC Manager positions, referred to in by-laws 4.4.2, 4.4.3 and 4.4.4. The Board of Management will consider recommendations from the Director of Lifesaving and Education and appoint one candidate for each position. Those appointments will be considered for endorsement at the Branch Council Election meeting.

### **4.5.4 Director of Lifesaving and Education**

- 4.5.4.1 The Director of Lifesaving and Education will be elected at the Branch Council Election meeting from nominations received from appropriately qualified members.

### **4.5.6 LSEC Executive Officers**

- 4.5.6.1 The LSEC Executive will consist of the Director of Lifesaving and Education, the Lifesaving Manager, the Education Manager and the Support Operations Manager.
- 4.5.6.2 The LSEC Executive shall meet the position descriptions contained herein and ensure compliance and alignments with SLSS Branch Strategic Plan.



- 4.5.6.3 The LSEC Executive shall meet as required to decide on matters of urgency between formal LSEC Committee meetings.
- 4.5.6.4 All minutes and decisions shall be ratified by the LSEC Committee.
- 4.5.6.5 A quorum shall be three members of the LSEC Executive

#### **4.6 General**

- 4.6.1 The LSEC shall have the authority to co-opt the services of other persons including officers, chairmen of Committees or Sub-Committees to provide advice and/or assistance on specific matters from time to time.
- 4.6.2 Visitors and/or observers may attend meetings of the LSEC by prior agreement of the Director of Lifesaving and Education.
- 4.6.3 In the event of the absence of the Director of Lifesaving and Education, the Board of Management shall appoint one of Executive to act during such absence.
- 4.6.4 Additional positions may be appointed to the LSEC by the LSEC. However, they shall not be entitled to a vote on any matter

#### **4.7 Meetings of the LSEC Committee**

- 4.7.1 LSEC meetings shall be held monthly; or
- 4.7.2 As directed by the SLSS Council or SLSS BOM.
- 4.7.3 Meetings may be face to face or by other means of telecommunications.

#### **4.8 Quorum**

- 4.8.1 The quorum for any LSEC meeting shall be at least five (6) members, who are entitled to vote.

#### **4.9 Voting**

- 4.9.1 All listed members as provided for in By-Law 4.4, including the LSEC Chairman, shall be entitled to one (1) vote only on any resolution at all meetings of the LSEC at which they are present in person or by alternate. In the case of a tied ballot, the LSEC Chairman has a further casting vote.

#### **4.10 Minutes**

- 4.10.1 The Director of Lifesaving and Education, or their nominee, shall cause full and accurate Minutes of the LSEC Committee meetings to be recorded. The Director shall be responsible for the compilation and distribution of such minutes.
- 4.10.2 The Minutes of the LSEC meeting shall be promptly distributed to members of the LSEC and the BOM .

## **4.11 LSEC Standing Sub Committees**

### **4.11.1 Support Operations Sub-Committee**

4.11.1.1 The Support Operations Committee shall comprise the following members:-

Manager Support Operations (Chairman)

ORB Advisor

RWC Officer

Rescue Coordinator, northern

Rescue Coordinator, southern

Director of Lifesaving and Education (Ex-officio)

4.11.1.2 Be responsible to the Director of Lifesaving and Education and the LSEC for the correct operation of Groups within its scope such as RWC, ORB and Duty Officers.

4.11.1.3 Develop and implement the delivery of support operations services throughout the Branch.

4.11.1.4 Discuss issues relating to support operations and submit recommendations to the LSEC.

4.11.1.5 Meet monthly or as directed by the Director of Lifesaving and Education through the Manager Support Operations.

4.11.1.6 The Manager Support Operations shall ensure minutes of all meetings are taken and that these are presented to the LSEC for adoption.

4.11.1.7 The Manager Support Operations shall ensure that the list of active members of groups within Support Operations is maintained and proper records are being kept including contact details, log books, patrol hours and asset lists

### **4.11.2 Patrol Tribunal Sub-Committee**

4.11.2.1 The Patrol Tribunal Sub-Committee shall comprise the following members:\_

Director of Lifesaving and Education (Chairman)

Manager Lifesaving

Manager Support Services

Relevant District Coordinator (Lifesaving)

4.11.2.2 The Patrol Tribunal shall be formed to investigate and make recommendation relating to failure of a Club or Group to meet the minimum patrol standards or any other issue relevant to Lifesaving as required.

4.11.2.3 Three shall form a quorum. In the event that one of the members is absent, the Director of Lifesaving and Education (or, in his absence, his Deputy) can appoint the LSEC Secretary or an alternative LSEC Officer to fill the committee.

4.11.2.4 The Patrol Tribunal shall be formed to investigate an issue at the direction of the LSEC and ensure that the accused party is given an opportunity to present information relating to the issue at hand.

4.11.2.5 The Patrol Tribunal shall only have the power to make recommendations to the LSEC and if confirmed make these recommendations to the SLSS Council for action.

4.11.2.6 The Chairman shall point one of the Committee to take minutes and ensure these are presented to the LSEC for adoption.

#### **4.11.3 Lifesaving Sub-Committee**

- 4.11.3.1 The Lifesaving Sub-Committee shall comprise the following members:-  
Lifesaving Manager (Chairman)  
The 4 operational area Lifesaving Coordinators  
Director of Lifesaving and Education (ex officio)
- 4.11.3.2 Three shall form a quorum.
- 4.11.3.3 The Lifesaving Sub-Committee shall meet as required at the direction of the Lifesaving Manager.
- 4.11.3.4 Through the Lifesaving Manager the Lifesaving Sub-Committee shall ensure that the Gear Inspection and the Patrol Inspection processes are coordinated correctly and that the results are presented to the LSEC for approval.
- 4.11.3.5 The Lifesaving Sub-Committee shall meet and discuss all issues pertaining to the required patrolling standard and make recommendations to the LSEC relating to any remedy or issue as required.
- 4.11.3.6 The Lifesaving Manager shall be responsible to ensure that minutes of meetings are kept and presented to the LSEC for adoption.

#### **4.11.4 Education Sub-Committee**

- 4.11.4.1 The Education Sub-Committee shall comprise the following members:-  
Education Manager (Chairman)  
The 4 operational Area Education Coordinators  
Director of Lifesaving and Education (ex officio)
- 4.11.4.2 The Education Sub-Committee shall be responsible for ensuring that all training, assessments and facilitation is conducted according to the policies and procedures of SLSA
- 4.11.4.3 Three shall form a quorum.
- 4.11.4.4 The Education Sub-Committee shall meet as required at the direction of the Education Manager.
- 4.11.4.5 The Education Sub-Committee shall ensure that the membership list of the of Assessors is maintained and that all active assessors are proficient.
- 4.11.4.6 The Education Sub-Committee shall discuss all issues pertaining to the required assessment and facilitation standards and make recommendation to the LSEC relating to any course or educational subject matter as required.
- 4.11.4.7 The Education Manager shall be responsible to ensure that minutes of meetings are kept and presented to the LSEC for adoption.
- 4.11.4.8 The Education Sub-Committee shall also be responsible for the dissemination of information relating to new or updated course information.
- 4.11.4.9 The Education Sub-Committee shall ensure that all proficiency tests are conducted according to SLSA guidelines and procedures and for ensuring that Clubs and Groups are maintaining correct records as required.

#### **4.12 Assessors**

- 4.12.1 Assessors shall meet the requirements as stated in the SLSNSW Education SOPs.

#### **4.13 Manager Lifesaving**

##### **4.13.1 Qualifications**

- 4.13.1.1 Shall hold a certificate II Aquatic Rescue (Bronze Medallion)
- 4.13.1.2 Shall have a proven knowledge and ability in Lifesaving Operations
- 4.13.1.3 Shall have a minimum of three years patrolling experience

#### **4.13.2 General Responsibility**

- 4.13.2.1 Shall be responsible to the Director of Lifesaving and Education.
- 4.13.2.2 Shall ensure SLSS Lifesaving matters align with the Branch Strategic Plan.
- 4.13.2.3 In conjunction and consultation with appropriate members of the Lifesaving Sub-Committee liaise and advise LSEC on matters relating to lifesaving operations and management.
- 4.13.2.4 Act as chairman of the Lifesaving Sub-Committee
- 4.13.2.5 Be responsible to maintain a satisfactory level of communication and liaison with Clubs, officers and committees of SLSS.

#### **4.13.3 Duties**

- 4.13.3.1 Submit a written report on all activities to the Lifesaving and Education Committee as required
- 4.13.3.3 Manage the Operational Area Lifesaving Coordinators of SLSS.
- 4.13.3.4 Shall negotiate the 'Lifesaving Service Agreements' within the all Branch Clubs and affiliated bodies. The outcome of negotiations will then delivered to LSEC for endorsement and forwarded to the BOM and Branch Council for adoption.
- 4.13.3.5 Maintain a close liaison with relevant officers from within the levels of SLSA and external agencies to ensure that best practice in relation to lifesaving is maintained.
- 4.13.3.6 Be prepared to attend relevant meetings as requested and submit reports and recommendations to those meetings as necessary.
- 4.13.3.7 Shall implement all SLSA, SLSNSW and SLSS Policies, Procedures and Circulars and Bulletins relating to lifesaving.

#### **4.14 Left Vacant intentionally**

#### **4.15 Manager Support Operations**

##### **4.15.1 Qualifications**

- 4.15.1.1 Shall be the holder of a current Cert III Aquatic Search and Rescue (or higher).

##### **4.15.2 General Responsibility**

- 4.15.2.1 Shall be responsible to the Director of Lifesaving and Education
- 4.15.2.2 In conjunction and consultation with appropriate members of the Support Operations Sub-Committee liaise and advise on matters relating to rescue services, support operations and emergency management.

##### **4.15.3 Duties**

- 4.15.3.1 Act as chairman of meetings of the Support Operations Sub-Committee. On all matters of policy communicate through the Director and the Lifesaving Committee to the SLSS Council and the Board of Management.
- 4.15.3.2 Manage the emergency response systems of SLSS.
- 4.15.3.4 In conjunction with the relevant officers, manage the support operations provided by SLSS.
- 4.15.3.5 Act as SLSS senior rescue coordinator, answering requests for assistance coordinating emergency responses. (This function can be delegated but responsibility rests with the Rescue Services Manager.)
- 4.15.3.6 Maintain a close liaison with relevant officers from other statutory and volunteer rescue agencies
- 4.15.3.7 In conjunction with the appropriate officers and member(s), discuss and draft recommendations to the Director of Lifesaving and Education regarding changes in the teaching and application of support operations and equipment.
- 4.15.3.8 Manage the recruitment, selection, training and performance of the SLSS duty Officers.

- 4.15.3.9 Be prepared to attend relevant meetings as requested and submit reports and recommendations to those meetings as necessary.
- 4.15.3.10 Be responsible to maintain a satisfactory level of communication and liaison with relevant officers and committees of SLSS.

#### **4.16 Manager Education**

##### **4.16.1 Qualifications**

- 4.16.1.1 As minimum, shall be a current Trainer and Assessor holding a Surf Lifesaving Award.

##### **Desirable Experience in the following;**

- 4.16.1.2 Certificate IV Training & Assessment or a relevant degree qualification
- 4.16.1.3 Demonstrated minimum 5 years experience in managing adult teams in the workplace
- 4.16.1.4 Ability to work as part of a team
- 4.16.1.7 High level communication skills

##### **4.16.2 General Responsibility**

- 4.16.2.1 Shall be responsible to the Director of Lifesaving and Education.
- 4.16.2.2 In conjunction and consultation with appropriate members, liaise and advise on matters relating to the development, training and assessment of patrolling members.

##### **4.16.3 Duties Generally**

- 4.16.3.1 Act as chairman of meetings of the Education Committee.
- 4.16.3.2 Ensure SLSS Education matters complies with and aligns with the Branch Strategic Plan.
- 4.16.3.3 Manage the Operational Area Education Coordinators of SLSS.
- 4.16.3.4 In conjunction with the relevant officers, manage the recruitment, induction and ongoing development of assessors within SLSS.
- 4.16.3.5 In conjunction with the appropriate officers and member(s) of the Education Committee, discuss and draft recommendations to the Director of Lifesaving and Education regarding changes in the teaching and application of lifesaving training and assessment.
- 4.16.3.6 Maintain a close liaison with relevant officers from within the levels of SLSA and external agencies to ensure that best practice in relation to education is maintained.
- 4.16.3.7 Manage the recruitment, selection, training and performance of SLSS Education Team.
- 4.16.3.8 Be prepared to attend relevant meetings as requested and submit reports and recommendations to those meetings as necessary.

##### **4.16.4 Branch Education**

- 4.16.4.1 Ensure that the Branch Education structure meets the needs of the Branch.
- 4.16.4.2 Work with Branch President, Club Presidents, the LSEC, Chief Training Officers and SLSNSW Academy Support Officer to develop a Branch Education Development Plan using outcomes from Club sustainability process, Educheck process, Trainer, Assessor & Facilitator (TAF)
- 4.16.4.3 Develop and co-ordinate the Branch Education Calendar in consultation with the LSEC to meet the lifesaving needs of Clubs.
- 4.16.4.4 Complete the Branch Educheck on an annual basis and ensure that recommendations from the process are implemented.
- 4.16.4.5 Work with State staff to develop and co-ordinate upgrade plans for Branches.
- 4.16.4.6 Ensure attendance at annual State Education Meeting and at state Education teleconferences, as required.

4.16.4.7 Use all reasonable endeavors to identify members with the potential to take on the Education Manager role in the future and provide them with experiences to help build their knowledge, skills and confidence.

#### **4.16.5 Support for Clubs**

- 4.16.5.1 Work with Clubs to promote, encourage participation in and deliver/assess advanced awards in line with Branch / Club Development Plans.
- 4.16.5.2 Work with SLSNSW Academy Support Officers to ensure Clubs are supported to develop and implement an Education Development Plan.
- 4.16.5.3 Support Club training and assessment through the allocation of probationary and/or additional TAFs if practical/necessary.

#### **4.16.6 Trainers, Assessors & Facilitators (TAFs)**

- 4.16.6.1 Manage the endorsement process for new TAFs, ensuring applications for Facilitator roles are forwarded to state for endorsement.
- 4.16.6.3 Work with Academy Support Officers to manage the re-endorsement process for existing TAFs, including providing relevant professional development opportunities for TAFs as required.
- 4.16.6.4 Ensure that new TAFs are inducted into their role through the mentoring process.

### **4.17 Offshore Rescue Boat Coordinator**

#### **4.17.1 Qualifications**

- 4.17.1.1 Shall hold a current ORB award.

#### **4.17.2 General Responsibility**

- 4.17.2.1 Shall be responsible to the Manager Support Operations on matters relating to the development, operation, technical specifications of surf lifesaving ORB operations and the instruction and qualifications of operators of surf lifesaving ORB's.

#### **4.17.3 Duties**

- 4.17.3.1 Responsible for advising on all matters relating to the manufacture and specification of ORB and ancillary equipment used within surf lifesaving operations.
- 4.17.3.2 Responsible for the selection and formation of study groups to investigate specific projects.
- 4.17.3.3 Generally be aware of the operational and safety aspects of surf lifesaving ORBs and prepare if requested, suggested alterations to those systems.
- 4.17.3.4 Responsible to provide assistance to the Education Manager on matters in regards to training and assessment of awards relating to the operation of ORBs.
- 4.17.3.5 Prepared to attend relevant meetings upon request, and submit reports and recommendations to those meetings as necessary.
- 4.17.3.6 Responsible to maintain a level of communication and liaison with his counterpart ORB officers in other Branches, State Centre or kindred organisations.
- 4.17.3.7 Available to provide advice, leadership and guidance to the ORB services operating within the Branch.
- 4.17.3.8 A member of the Support Operations Sub-Committee.

### **4.18 Rescue Water Craft Coordinator**

#### **4.18.1 Qualifications**

- 4.18.1.1 Shall hold a RWC award.

#### **4.18.2 General Responsibility**

- 4.18.2.1 Shall be responsible to the Manager Support Operations on matters relating to the development, operation, technical specifications of surf lifesaving RWC

operations and the instruction and qualifications of operators of surf lifesaving RWC's.

- 4.18.2.2 Shall where sponsorship, marketing, funding and SLSSA policy are involved, consult with the Director of Administration/Chief Executive Officer or their nominee.

#### **4.18.3 Duties**

- 4.18.3.1 Responsible for advising on all matters relating to the manufacture and specification of RWC's and ancillary equipment used within surf lifesaving operations.
- 4.18.3.2 Responsible for the selection and formation of study groups to investigate specific projects.
- 4.18.3.3 Generally be aware of the operational and safety aspects of surf lifesaving RWCs and prepare if requested, suggested alterations to those systems.
- 4.18.3.4 Responsible to provide assistance to the Education Manager on matters in regards to training and assessment of awards relating to the operation of RWCs.
- 4.18.3.5 Prepared to attend relevant meetings upon request, and submit reports and recommendations to those meetings as necessary.
- 4.18.3.6 Responsible to maintain a level of communication and liaison with his counterpart RWC officers in other Branches, State Centre or kindred organisations.
- 4.18.3.7 Available to provide advice, leadership and guidance to the RWC services operating within the Branch.
- 4.18.3.8 A member of the Support Operations Sub-Committee.

#### **4.19 Rescue Coordinator**

##### **4.19.1 Qualifications**

- 4.19.1.1 Shall hold a Cert II Aquatic Rescue (Bronze Medallion)
- 4.19.1.2 Shall be a financial and proficient member of a SLSS Club
- 4.19.1.3 Desirable – hold or have held the position of Duty Officer or other relevant experience
- 4.19.2 General Responsibility
- 4.19.2.1 Manage calls to the SLSS Emergency Number on a rostered basis
- 4.19.2.2 Provide leadership to Duty Officers, Support Operations assets and club members at incidents
- 4.19.2.3 Act as Forward Commander for SLSS at incidents (as delegated by Support Operations Manager)
- 4.19.2.4 Conduct / lead Critical Incident Debriefs as required

##### **4.19.3 Duties**

- 4.19.3.1 Manage requests from 13SURF, SurfCom and external agencies when rostered
- 4.19.3.2 Disseminate critical information in a timely manner to relevant resources to activate a rescue response
- 4.19.3.3 Task SLSS Support Operations assets and club callout teams as required to incidents
- 4.19.3.4 Provide recommendations to SLS assets and external agencies during incidents to achieve the best possible outcome.
- 4.19.3.5 Maintain accurate log of events at incidents (can be delegated)
- 4.19.3.6 Attend major incidents as required within their nominated area (north/south) or anywhere in the Branch as requested by the Support Operations Manager
- 4.19.3.7 Monitor WHS of SLSS personnel whilst undertaking activities
- 4.19.3.8 Complete a daily report (weekends and public holidays during the season) of activities identifying any issues, incidents or process improvements
- 4.19.3.9 Immediately escalate any major incidents or serious injuries to the Support Operations Manager.

## **4.20 Education Coordinator**

### **4.20.1 Qualifications**

4.20.1.1 Shall be a current assessor

### **4.20.2 General Responsibilities**

4.20.2.1 Shall be responsible to the Manager Education for all education related matters within their allocated area of operation and in general as detailed in By-Law

4.11.4

### **4.20.3 Duties**

4.20.3.1 Monitor and report on all matters related to Assessment and Training

4.20.3.2 Ensure that Policy, procedure and standards are maintained

4.20.3.3 Promote education processes, procedures and practices to all Clubs.

4.20.3.4 Support Clubs with the completion of the Educheck and ensure they are supported to implement recommendations from the process.

4.20.3.5 Share state-provided award data with Clubs on an annual basis to support training needs analysis.

4.20.3.6 Support Clubs as required to implement an effective and efficient skills maintenance process.

4.20.3.7 Work with Clubs to effectively manage the mentor program, including identifying, inducting, supporting and assigning mentors.

## **4.21 Lifesaving Coordinator**

### **4.21.1 Qualifications**

4.21.1.1 Shall hold a Cert II Aquatic Rescue (Bronze Medallion)

4.21.1.2 Shall be a financial and proficient member of a SLSS Club

4.21.1.3 Shall have a proven knowledge and ability in the operation and administration of Patrols at a Club level and have gained the Silver Medallion Basic Beach Management.

### **4.21.2 General Responsibilities**

4.21.2.1 Shall be responsible to the SLSS Lifesaving Manager on matters relating to the development, operation, and technical specifications of surf lifesaving standards from a Club perspective.

### **4.21.3 Duties**

4.21.3.1 Prepared to attend LSEC and Area Meetings upon request, and submit reports and recommendations to those meetings as necessary giving a Club perspective on these matters.

4.21.3.2 Available to provide advice, leadership and guidance to Club Captains within their Operational areas, Maintaining a high level of engagement at all times.

4.21.3.3 Responsible for advising on all matters relating to the manufacture and specification of patrol or lifesaving equipment raised by Clubs.

4.21.3.4 Be aware of the operational and safety aspects of surf lifesaving and prepare if requested, suggested alterations to those systems.

4.21.3.5 Responsible for maintaining a level of communication and liaison with Club Captains with their Operational Area .

4.21.3.6 Perform Patrol audits based on the SLNSW audit program Guidelines.

\* Under the SLSNSW SOP's, patrol audits are mandatory for all clubs and must be administered /delivered within the branch.



## **BY-LAW 5 SURF SPORTS COMMITTEE**

### **5.1 Surf Sports Committee (SSC)**

5.1 The Surf Sports Committee (SSC) is authorised by the Constitution of Surf Life Saving Sydney and its membership is defined in these By-Laws. The Surf Sports Committee shall be chaired by the Director of Surf Sports. Duties and responsibilities shall be as follows.

### **5.2 SSC Charter**

5.2.1 The SSC reports to the SLSS Council and to the SLSS Board of Management via the Director of Surf Sports or their nominee.

5.2.2 The SSC shall be responsible for the development and implementation of the surf sport competition and activities of SLSS. This will be through monitoring, evaluating, reporting, influencing, initiating and determining (within limits of delegated authority) activities and programs designed to meet SLSS objectives.

5.2.3 The SSC shall have power to activate matters falling within its orbit of operations provided that specific referrals by the Council are the subject of recommendations to the Council for endorsement or otherwise.

5.2.4 The SSC may formulate and monitor Sub-Committees, to achieve the purposes of the SSC and SLSS.

### **5.3 SSC Responsibilities**

The responsibility of the Surf Sports Committee is to: -

5.3.1 Supervise and ensure that the conduct of all surf sports competition and special events conducted by SLSS follow the current SLSS Surf Sports Manual.

5.3.2 Promote forward thinking in surf sports, ensure member protection and that SLSS guidelines are followed.

5.3.3 Report to the SLSS Council on all matters, progress, developments and agendas of the Surf Sports Committee.

5.3.4 Be responsible for the development and implementation of surf sport competition and activities align with the SLSS Strategic Plan.

5.3.5 Review, develop and maintain surf sport rules, policies, standards and surf sport manuals for SLSS.

5.3.6 Review, develop and maintain surf sport competition and obligations for SLSS.

5.3.7 Encourage members, groups and teams to realise their potential.

5.3.8 Review, develop and conduct surf sport events for Surf Life Saving Sydney.

5.3.9 Appoint relevant sub-committees to assist the SSC to fulfill its obligations.

5.3.10 Provide ongoing education and development of competition officials.

5.3.11 Attend to matters referred by the Council or other Boards.

#### **5.4 Composition of Surf Sports Committee (SSC)**

The SSC Committee (Executive) officers shall comprise: -  
Director of Surf Sports (who shall act as SSC chairperson)  
Deputy Director of Surf Sports  
Senior Competition Manager  
Junior Competition Manager  
Administration Manager

The SSC shall have the authority to co-opt the services of other persons including officers, chairpersons of committees or sub-committees to provide advice and/or assistance on specific matters from time to time. In particular, the SSC will call annually for expressions of interest for persons to fill the following advisory roles: Interbranch Team Coordinator (by-law 5.5), Coaching Coordinator (by-law 5.6), Officials Coordinator (by-law 5.7), Assistant Competition Manager (by-law 5.8), Equipment Coordinator (by-law 5.9), Watercraft and IRB Coordinator (by-law 5.10), Technical Advisor (by-law 5.11), Surf Boat Coordinator (by-law 5.12), R&R Coordinator (by-law 5.13), March Past Coordinator (by-law 5.14), Pool Advisor (by-law 5.15), Safety and Risk Management Coordinator (by-law 5.16) and Board Riding Coordinator (by-law 5.17).

#### **5.5 Interbranch Team Coordinator**

5.5.1 Position description;

5.5.1.1 Coordinate and oversee all Interbranch Team logistics

5.5.1.2 Maintain and monitor the Interbranch Team budget

5.5.1.3 Liaise with Team Management, Branch Selectors and Branch Coaches

5.5.1.4 Implement and Coordinate the Selection Trials for the Branch Team

5.5.1.5 Liaise with the staff of Surf Life Sydney on Branch Team administration

5.5.1.6 Oversee all correspondence with competitors, Clubs and Team Management.

5.5.1.7 Oversee all correspondence with SLS NSW in relation to the Interbranch Championships

#### **5.6 Coaching Coordinator**

5.6.1 Position description;

5.6.1.1 Assist in the development and implementation of appropriate strategies to provide mentoring and development of Sydney Branch club based coaches.

5.6.1.2 Attend Coaching Courses and conferences when required

5.6.1.3 Oversee and conduct Coaching Courses

5.6.1.4 Coordinate Branch Coaching Clinics Coordinate all Coaches Relicensing

#### **5.7 Officials Coordinator**

5.7.1 Position description;

5.7.1.1 Oversee and conduct Officials Courses

5.7.1.2 Coordinate the mentoring & development of new Officials

5.7.1.3 Assist in the implementation of policies to enhance the development and development of all Officials  
5.7.1.4 Implement and maintain a roster of Club Officials Coordinators

5.7.1.5 Coordinate all Officials Relicensing

5.7.1.6 Coordinate Officials social functions including the Annual Officials Recognition Function

5.7.1.7 Assist the Competition Managers in Officials carnival appointments when required

Advise and attend to matters of officials Welfare.

## **5.8 Assistant Competition Manager**

### 5.8.1 Position description

- 5.8.1.1 Assist the Senior Competition Manager
- 5.8.1.2 Advise the Competition Managers (Senior and Junior) on Beach & Water Events
- 5.8.1.3 Assist with the programming & running of Beach & Water Events at Carnivals
- 5.8.1.4 Relieve in the Competition Managers roles when required

## **5.9 Equipment Coordinator**

### 5.9.1 Position description

- 5.9.1.1 Maintain & purchase all Surf Sports related equipment.
- 5.9.1.2 Oversee the appropriate deployment of Branch Surf Sports equipment to carnivals and events
- 5.9.1.3 Maintain the Branch Trailers and manage their safe storage.
- 5.9.1.4 Coordinate the towing roster for the Branch Trailers for carnivals and events

## **5.10 Watercraft and IRB Coordinator**

### 5.10.1 Position description

- 5.10.1.1 Coordinate the Branch IRB Roster for all Branch activities
- 5.10.1.2 Mentor & develop new IRB Drivers & Crewmen
- 5.10.1.3 Conduct Can Laying Courses for IRB Drivers and Crews
- 5.10.1.4 Liaise with the Safety and Risk Management Coordinator on carnival safety requirements
- 5.10.1.5 Roster RWC to carnivals when required
- 5.10.1.6 Report to the Committee on all IRB racing issues and results

## **5.11 Technical Advisor**

### 5.11.1 Position description

- 5.11.1.1 Monitor all Technical & Rule changes and advise the Committee as required.
- 5.11.1.2 Advise the Committee on relevant sport technical issues
- 5.11.1.3 Represent the Director on Technical issues when required.

## **5.12 Surf Boat Coordinator**

### 5.12.1 Position description

- 5.12.1.1 Advise the Senior Competition Manager on Surf Boat events
- 5.12.1.2 Assist with the programming & running of Surf Boat events at Carnivals
- 5.12.1.3 Assist with the appointment of Surf Boat Officials for all carnivals
- 5.12.1.4 Conduct Surf Boat clinics when required
- 5.12.1.5 Monitor Events and advise the Committee as needed.

## **5.13 R&R Coordinator**

### 5.13.1 Position description

- 5.13.1.1 Advise Competition Managers (Senior and Junior) on R&R events
- 5.13.1.2 Assist with the programming & running of R&R events at carnivals
- 5.13.1.3 Assist with the appointment of R & R Officials for all carnivals
- 5.13.1.4 Conduct R& R Clinics when required
- 5.13.1.5 Monitor Events and advise the Committee as needed

## **5.14 March Past Coordinator**

- 5.14.1 Position description
- 5.14.1.1 Advise the Competition Managers (Senior and Junior) on March Past events
- 5.14.1.2 Assist with the programming & running of March Past Events at carnivals
- 5.14.1.3 Assist with the appointment of March Past Officials for all carnivals
- 5.14.1.4 Conduct March Past Clinics when required
- 5.14.1.5 Monitor Events and advise the Committee as needed

#### **5.15 Pool Advisor**

- 5.15.1 Position description
- 5.15.1.1 Advise the Competition Managers (Senior & Junior) on Pool Rescue Events
- 5.15.1.2 Monitor all Pool Events and advise the Committee as needed.
- 5.15.1.3 With the assistance of Sports Directors and Managers implement SLSS Pool Competitions
- 5.15.1.4 Assist with the Programming, Officials appointments & Running of Pool Rescue Competitions
- 5.15.1.5 Conduct Pool Life Saving Clinics when required

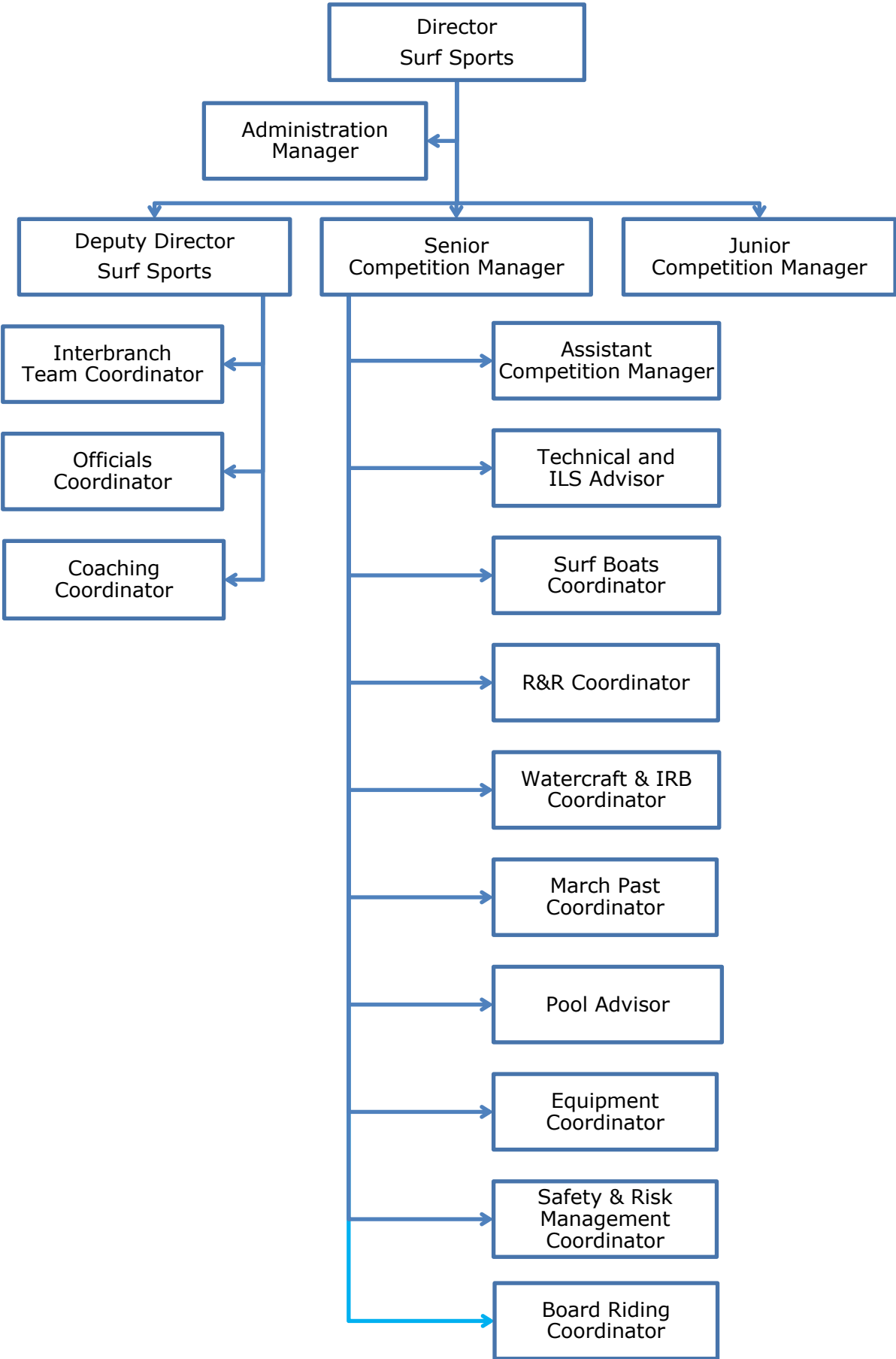
#### **5.16 Safety and Risk Management Coordinator**

- 5.16.1 Position description
- 5.16.1.1 Advise the Committee on all relevant issues in regard to safety and risk management.
- 5.16.1.2 Implement and maintain a roster of Safety and Emergency Management Coordinators (SEMC) for all carnivals and events.
- 5.16.1.3 Assist the Senior and Junior Competition Managers to ensure all Safety Policies are implemented and adhered to.
- 5.16.1.4 Ensure all relevant Carnival Safety administration is correctly recorded and stored.

#### **5.16 Board Riding Coordinator**

- 5.17.1 Position description
- 5.17.1.1 Advise the Competition Managers (Senior and Junior) on Board Riding events
- 5.17.1.2 Assist with the programming & running of Board Riding Events at carnivals
- 5.17.1.3 Assist with the appointment of Board Riding Officials for all carnivals
- 5.17.1.4 Conduct Board Riding Clinics when required
- 5.17.1.5 Monitor Events and advise the Committee as needed

SSC Organisational Flow Chart



### **5.18 Election of SSC Officers (defined in 5.4)**

- 5.18.1 The SSC for the following season shall be pre-selected at the Annual Election Meeting held in the month of May or June (endorsed by the SLSS Council) by:- Members of the Surf Sports Committee-Sub Committee (defined in 5.20)
- 5.18.2 A quorum for an election meeting shall be 10 as per the attendance register
- 5.18.3 The meeting procedure shall be similar to the SLSS Council Election Meeting
- 5.18.4 The SSC Officers shall be elected for a twenty-four month term. The Deputy Director of Surf Sports, Senior Competition Manager and Administrative Manager will be elected in even numbered years. The Junior Competition Manager will be elected in odd numbered years. Note that the constitution (clause 26.3) states that the Director of Surf Sports is elected for a twenty-four month term in odd numbered years).

### **5.19 SSC Meetings General**

- 5.19.1 Visitors and/or observers may attend meetings of the Surf Sports Committee by prior agreement of the Director of Surf Sports.
- 5.19.2 In the event of the absence of the SSC Chairman, the meeting shall be chaired by the Deputy Director of Surf Sports. In the event that the Director and Deputy Director are both absent, the meeting shall appoint one of its members to act during such absence.
- 5.19.3 SSC meetings shall be held monthly, or as directed by the SLSS Council or SLSS Board of Management.
- 5.19.4 SSC meetings may be face to face or by other means of telecommunications.
- 5.19.5 The quorum for any Surf Sports Committee meeting shall be at least three (3) members entitled to vote.
- 5.19.6 Voting; All listed members as provided for in By-Law 5.4, including the SSC Chairman, shall be entitled to one (1) vote only on any resolution at all meetings of the SSC Committee at which they are present in person or by alternate. In the case of a tied ballot, the SSC Chairman has a further casting vote.
- 5.19.7 SSC Meeting Minutes; The Director or their nominee shall cause full and accurate Minutes of the SSC meetings to be recorded.
- 5.19.8 The Minutes of the SSC meeting shall be promptly distributed to members of the SSC Officers and Surf Life Saving Sydney BOM.

### **5.20 Surf Sports Sub-Committee**

The Surf Sports Sub-Committee shall comprise all carnival officials who are bona fide members of clubs and have filled in the appropriate renewal form as laid down by the SSC each season and have met any other criteria required by the SSC for membership.

## **Surf Sports Committee (elected officers) - Position Descriptions**

### **5.21 Director of Surf Sports**

#### **5.21.1 Qualifications**

A current accredited surf sports official.

#### **5.21.2 General Responsibility**

In addition to those duties listed in By-Law 1.6, the Director of Surf Sports shall:-

##### **5.21.2.1** Oversee all areas and roles of the Surf Sports Committee

##### **5.21.2.2** Report to the Surf Life Sydney Board of Management

##### **5.21.2.3** Preparation, presentation and maintenance of the Surf Sports Budget.

##### **5.21.2.4** Strategic Planning

##### **5.21.2.5** Attend Branch Council & Surf Life Saving Sydney Board of Management Meetings

##### **5.21.2.6** Represent the Board of Management at meetings, presentations, AGMs and conferences

##### **5.21.2.7** Represent Surf Life Saving Sydney at SLSA and SLS NSW on Surf Sports issues

##### **5.21.2.8** Advise the Committee on any relevant SLSA, SLS NSW and Surf Life Saving Sydney issues.

##### **5.21.2.9** Endorse all Special Event forms when appropriate

##### **5.21.2.10** Chair the Selection Panel in regard to the Interbranch Team and the Awards of Excellence

### **5.22 Deputy Director of Surf Sports**

#### **5.22.1 Qualifications**

A current accredited surf sports official

#### **5.22.2 General Responsibility**

##### **5.22.2.1** Maintain the Surf Life Sydney Surf Sports Calendar

##### **5.22.2.2** Implement and publish all carnival programs, formats, & structures

##### **5.22.2.3** Oversee and assist in the management of all Branch Championships events

##### **5.22.2.4** Oversee and assist the Interbranch Team Coordinator when required

##### **5.22.2.5** Oversee and assist the Officials Coordinator when required

##### **5.22.2.6** Assist the Director by attending meetings and conferences when required.

##### **5.22.2.7** Relieve in the Directors role when required

### **5.23 Senior Competition Manager (Under 14 to Masters)**

#### **5.23.1 Qualifications**

A current accredited surf sports official

#### **5.23.2 General Responsibilities**

##### **5.23.2.1** Coordinate the Branch Open Championships

##### **5.23.2.2** Coordinate the Branch Masters Championships

##### **5.23.2.3** Coordinate the Branch Lifesaving Championships

##### **5.23.2.4** Oversee all Senior Carnival Official Appointments

##### **5.23.2.5** Oversee all Senior carnival administration

##### **5.23.2.6** Ensure all relevant Senior carnival administration is correctly recorded and stored.

##### **5.23.2.7** Assist the Director by attending meetings and conferences when required.

##### **5.23.2.8** Liaise with the Junior Competition Manager re the integration of U14's

### **5.24 Junior Competition Manager (Under 8 to Under 14)**

- 5.24.1 Qualifications  
A current accredited surf sports official
- 5.24.2 General Responsibilities
  - 5.24.2.1 Attend All Nipper Events & Meetings
  - 5.24.2.2 Be a member of the Junior Development Committee.
  - 5.24.2.3 Coordinate the Junior Development Branch Championships
  - 5.24.2.4 Oversee all Junior Development Carnival Official Appointments
  - 5.24.2.5 Oversee all Junior Development carnival administration
  - 5.24.2.6 Ensure all relevant Junior carnival administration is correctly recorded and stored.
  - 5.24.2.7 Assist the Director by attending meetings and conferences when required.
  - 5.24.2.8 Liaise with the Senior Competition Manager re the integration of U14's

## **5.25 SSC Administration Manager**

- 5.25.1 General Responsibilities
  - 5.25.1.1 Record, maintain and store all Surf Sports Committee Meeting Minutes
  - 5.25.1.2 Provide administrative assistance to all Committee members when required
  - 5.25.1.3 Liaise with the staff of Surf Life Saving Sydney on administrative issues
  - 5.25.1.4 Assist the Director by attending meetings and conferences when required

## **BY-LAW 6 MEMBER SERVICES COMMITTEE**

- 6.1 The Member Services Committee** will be chaired by the Director of Member Services.
- 6.2 The Officers of the Member Services Committee** will comprise of the following
  - Club Development Officer
  - Member Protection & Information Officer
  - Membership & Recognition Officer
  - WH&S Officer
  - Youth Development Officer
- 6.3 The role of the Member Services committee is:**
  - 6.3.1 Provide support to Clubs and their members in all areas dealing with member services, member development and compliance
  - 6.3.2 Provide resources and programs in all member services and development matters
  - 6.3.3 Liaise with relevant Member Services Officer, Development Officers, Compliance Related Officer and Youth Officers representing each affiliated club and report on these to the Member Services Committee
  - 6.3.4 Do any other things necessary for the benefit of the Member Services Committee of Member Services Position Descriptions
- 6.4 Director of Member Services** in addition to those duties listed in By-Law 1.7, the Director of Member Services shall:
  - 6.4.1 Through the respective officers, appropriate staff and members, supervise and Monitor the programs of member services, recruitment, retention, member protection, safety, development and like activities throughout the Branch.
  - 6.4.2 Have shared accountability and Responsibility for the duties set out in clause 6.5 to 6.9



- 6.4.3 Advise the Council upon reports and recommendations received from officers, appropriate staff, members and other forums established from time to time, to consider and recommend upon member services matters.
- 6.4.4 Supervise the convening and reporting by Officers and appropriate staff of the Member Services Committee meetings.
- 6.4.5 Act as chairman of the Member Services Committee and at Branch conferences and forums called together to consider Member Service matters.
- 6.4.6 Whilst respecting and observing the formal authority and communication links between the national, state and Branch officers and the Chief Executive Officer and other persons, the Director of Member Services should be aware of the progress of all programs affecting Member Services.
- 6.4.7 Be prepared to undertake programs or give advice when so requested by the SLSS Council, the SLSS BOM, the President or the Chief Executive Officer, and as far as possible, observe such time frames and criteria as defined.
- 6.4.8 Be prepared to attend as far as possible all SLSS Council, SLSS BOM and other meetings, conferences and forums that are convened and have effect upon member services.
- 6.4.9 Be a Director of Surf Life Saving Sydney.

**6.5 Club Development Officer shall;**

- 6.5.1 support SLSNSW processes for supporting club health with the aim of increasing the sustainability of Clubs in NSW;
- 6.5.2 work with Clubs identified as struggling to put improvement plans in place and to work with them towards achieving these strategies;
- 6.5.3 promote the Quality Club Program and support clubs, in conjunction with SLSNSW, to understand the standards required to meet accreditation under the program;
- 6.5.4 make clubs aware of the Club Guide and other SLSNSW resources and ensure clubs are continuously working towards achieving best practice in club management;
- 6.5.5 understand, follow and educate clubs about relevant legislation in relation to club management and operations, including incorporation, fair trading and liquor licensing legislation;
- 6.5.6 support Committee members to effectively fulfil their roles through appropriate induction and ongoing training and mentorship;
- 6.5.7 support clubs with leadership development, succession planning, overcoming resistance to change and other methods of ensuring member burn-out is minimised;

**6.6 Member Protection & Information Officer shall;**

- 6.6.1 Be appointed and trained within a reasonable time frame as the Member Protection and Information Officer for the branch
- 6.6.2 understand, follow and educate clubs about relevant SLS policy and procedure, including the Member Protection and Grievance policies;
- 6.6.3 understand, follow and educate clubs about relevant legislation, including the Fair Work Act 2009, NSW Anti-discrimination Act 1977, Children and Young Persons Protection (Care and Protection) Act 1998 etc.;
- 6.6.4 understand what it means to be a 'child safe organisation', implement appropriate procedures within the Branch, and provide any advice and guidance as appropriate to clubs;
- 6.6.5 understand their and their club's responsibilities under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 and all related SLS processes, as outlined within SLSNSW guidelines, and provide any advice and guidance as appropriate to clubs;
- 6.6.6 promote the importance of appointing Member Protection and Information Officers, or similar roles, to Clubs;

6.6.7 provide advice and guidance on grievance handling to clubs and individuals as well as support the appoint grievance officer within clubs and the branch.

**6.7 Membership & Recognition Officer shall;**

6.7.1 develop and deliver regional recruitment and retention programs /initiatives;

6.7.2 encourage Club participation in the SLS Surf Club Open Day and other state wide recruitment and retention activities;

6.7.3 ensure any feedback about State recruitment and retention activities and / or resources are communicated to SLSNSW;

6.7.4 work individually with clubs who need support developing recruitment and retention plans;

6.7.5 communicate concerns about recruitment and retention with SLSNSW and engage their support;

6.7.6 provide support, within resourcing and as determined by assessment of need, to Clubs who are struggling with recruitment and retention;

6.7.7 encourage clubs to utilise recruitment and retention statistics as a way of informing future activities;

6.7.8 ensure clubs are running adequate inductions for new members and members moving in to new roles; and

6.7.9 encourage clubs to work to ensure that their membership reflects the diversity of the community, specifically ensuring that people with disability, mental health, those from culturally and linguistically diverse (CALD) and indigenous backgrounds have equal access.

6.7.10 nominate clubs and members for State recognition awards;

6.7.11 circulate information regarding SLSNSW and SLSA Awards of Excellence to clubs to encourage participation;

6.7.12 promote and encourage clubs to utilise SLS recognition awards, such as SLSA Honours, Long Service Awards, National Patrol Service Awards, Assessing, Officiating and Coaching Service Certificates etc.;

6.7.13 nominate Clubs and members regularly for regional based awards external to Surf Life Saving;

6.7.14 advise SLSNSW of any regional winners of external awards for consideration for external State based awards; and

6.7.15 promote the achievements of Clubs and members through internal and external communication networks and media.

6.7.16 Advise and coordinate activities for the Branch Awards of Excellence or other recognition events

**6.8 WH&S Officer shall;**

6.8.1 understand, follow and proactively educate Clubs about relevant SLS policy and procedure (including information contained within the 'SLSNSW Guidelines for Safer Surf Clubs') and all work health and safety legislation, including Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011.

6.8.2 Provide auditing or inspections to clubs to assist with maintaining compliance with legislative and best practice standards

6.8.3 Follow and maintain all Work Health and Safety requirements for the branch in relation to its facilities, staff and processes.

**6.9 Youth Development Officer shall;**

6.9.1 provide opportunities to members to improve the skills and knowledge that will enable them to fulfil their roles within SLS;

6.9.2 work with Clubs and State to ensure that there are adequate pathways within SLS to encourage and support engagement of new and existing members;

6.9.3 promote SLS pathways to members and potential members;

6.9.4 promote attendance of SLSNSW and SLSA conferences to clubs and members;

- 6.9.5 ensure circulars regarding SLSNSW and SLSA development programs are circulate to clubs and encourage applications from within the membership;
- 6.9.6 endorse and forward on any applications for SLSNSW and SLSA development programs by the required dates; and
- 6.9.7 support members who have attended development programs to identify opportunities for continued development within and external to Surf Life Saving.
- 6.9.8 promote opportunities for youth members to continue, their engagement with SLS, such as implementation of, the SLSA YEPs program, developing a rookie program etc.;
- 6.9.9 ensure that young people play an active part in decision making within the Branch, and encourage likewise within the Clubs.

## **BY-LAW 7 JUNIOR DEVELOPMENT COMMITTEE**

- 7.1** **The Junior Development Committee** will be chaired by the Director of Junior Development.
- 7.2** **The role of the Junior Development Committee** is:-
  - 7.2.1 Provide support to Clubs and their members in all areas dealing with development of junior activities from age Under 8 years to Under 14 years.
  - 7.2.2 Provide resources and programs in all development matters.
  - 7.2.3 Liaise with Club Chair and Delegates and report on these to the Board of Junior Development and to SLSS Council.
- 7.3** **The Officers of the Junior Development Committee** will comprise:
  - Director of Junior Development
  - Deputy Chair
  - Secretary/Treasurer
  - Junior Competition Manager (elected in accordance with By-Law 5.5)
  - Lifesaving Adviser

## **BY-LAW 8 CONSTITUTION COMMITTEE**

- 8.1 A committee of three persons shall be elected at the SLS Sydney Annual Election Meeting in addition to the SLS Sydney Director of Administration/Chief Executive Officer as ex-officio and non-voting.
- 8.2 All matters affecting the Constitution of SLS Sydney shall be referred to this committee for consideration and report to the SLS Sydney Council.
- 8.3 Recommendations, which involve alteration in the SLS Sydney Constitution, shall be given effect as provided in the Constitution.
- 8.4 Two (2) elected members shall form a quorum.

## **BY-LAW 9 FINANCE AND COMPLIANCE COMMITTEE**

- 9.1 A Committee of five (5) members, including the Director of Finance, which includes 2 members from clubs who shall be elected at the Annual General Meeting and two members appointed by the BOM who do not need to be from clubs.
- 9.2 Three (3) elected members shall form a quorum.
- 9.3 The Finance and Compliance Committee shall
  - 9.3.1 Prepare a budget each season in conjunction with the Directors and Managers
  - 9.3.2 Review the budget and advise the BOM of any concerns
  - 9.3.3 Review investment of the Branch and advise the BOM
  - 9.3.4 Ensure that the asset register is kept up to date
  - 9.3.5 Review charges annually and advise the BOM
  - 9.3.6 Assist in obtaining sponsorship for the Branch

## **BY-LAW 10 COMPETITION SELECTION COMMITTEE**

- 10.1 A Committee consisting of the Director of Surf Sports and four others shall be elected at SLSS Annual Election Meeting and they shall be responsible for the selection of SLSS Teams, and any other teams referred to them by SLSS. The meeting will be chaired by the Director of Surf Sports.
- 10.2 The Committee shall report their findings to the first following meeting of SLSS Council or SLSS BOM.
- 10.3 Three (3) elected members shall form a quorum.

## **BY-LAW 11 SUB-COMMITTEES**

- 11.1 The SLSS Council and each Standing Committee may appoint select committees at any given time unless otherwise directed by Council, each comprising up to seven (7) members to advise on matters relevant to a particular requirement.
- 11.2 Such select committee shall be responsible to the appointing Committee and will receive administrative support from the Director of Administration/Chief Executive Officer or their nominee; and meet to consider matters referred by the various Committees and within the guidelines set.
- 11.3 A chairman, nominated by the SLSS Council or appointing Committee shall represent the sub-committee when and where directed.

## **BY-LAW 12 LIFE MEMBERSHIP AND HONOURS COMMITTEE**

- 12.1 A Committee of seven (7) members shall be elected at SLSS Annual General Meeting and shall consider all nominations for Life Membership, Presidents Medal and Honours
- 12.2 The elected members of the Committee shall:-
  - 12.2.1 Be representative of at least four (4) Affiliated Clubs
  - 12.2.2 Comprise at least three (3) members who shall be SLSS Life Members
  - 12.2.3 Comprise of at least two (2) members who are members of the SLSS Lifesaving and Education Committee and two (2) members who are members of the SLSS Surf Sports Committee.
- 12.3 The Director of Administration and the Director of Members Services shall be ex-officio members of the Life Members and Honours Committee with full voting rights.
  - 12.3.1 Chairperson of the Life Members and Honours Committee will be by The Director of Administration or The Director of Member Services.
  - 12.3.2 The Chairperson shall be responsible for keeping confidential records of the meeting
- 12.4 Five (5) members of Committee shall form a quorum

## **BY-LAW 13 JUDICIARY COMMITTEE AND DISCIPLINARY MATTERS**

- 13.1 Surf Life Saving Australia Limited Constitution and Regulations shall be followed in relation to any and all meetings called to conduct disciplinary or judicial proceedings or the like proceedings in relation to the conduct of a club, a member or group of members.
- 13.2 The SLS Constitution used in any disciplinary or judicial proceeding shall be the constitution that is current at the time that the incident or incidents took place, additionally; it shall be the constitution that is current at the time that the last incident of all incidents under review took place.

## **BY-LAW 14 UNBECOMING CONDUCT (at meetings)**

- 14.1 Any Officer or Delegate guilty of objectionable language or unbecoming conduct at any SLSS meeting, may be called upon by the Chairman of the meeting to retract and apologise for same, or may be dealt with as SLSS thinks fit. Such Officer or Delegate shall, if required by the meeting, retire whilst his conduct is being discussed.

## **BY-LAW 15 ASSESSMENTS, CARNIVALS, SURF SPORTS COMPETITIONS & DISPLAYS**

- 15.1 SLSS shall have power to regulate all assessments, carnivals, surf sports competitions and displays within SLSS, provided that in all Club and interclub

competitions, the rules of SLSA and general rules for competition as set out in the Surf Life Saving Australia Ltd Competition Manual, are complied with.

- 15.2 SLSS shall have power to allocate any carnival, surf sports competition or display to any Club and to appoint Officers to control same. No interclub carnival, surf sports competition or display shall be held without the approval of SLSS.
- 15.3 SLSS shall determine, as soon as practicable, a program of carnivals, surf sports competitions and displays for the forthcoming season.
- 15.4 Clubs shall apply to SLSS to conduct such carnivals, surf sports competitions and displays and those Clubs that are successful with a nomination, shall be allocated a specific date on the program.
- 15.5 No Club shall negotiate or commence to organise a carnival, surf sports competition or display which will involve the participation of Branch members and which will conflict with the scheduled program without first making formal application to SLSS.
- 15.6 The Surf Sports Committee will appoint Referees, Judges and other officials and may make rules respecting their powers and duties.
- 15.7 SLSS may appoint as an official (other than those accredited) any person (whether a member of the Association or not) provided that it is satisfied that such person has special knowledge qualifying them for such position, and any such person so appointed shall thereupon be considered to be a member of SLSS for the time they occupy such position.

#### **BY-LAW 16 COMPETITION OUTSIDE SURF LIFE SAVING SYDNEY**

- 16.1 No Individual Member or Club shall take part in any carnival, surf sports competition or display conducted by any other surf life saving authority, person or organisation, unless such Individual Member or Club has first obtained the prior permission of SLSS.
- 16.2 A responsible Manager must accompany members of a Club visiting other Clubs outside SLSS.

#### **BY-LAW 17 BRANCH COSTUME, BLAZER, AND BADGE,**

- 17.1 The Sydney Branch blazer shall be of a design as approved by SLSS.
- 17.2 Only Officers, Assessors and Facilitators of SLSS, or such other persons as may be approved by SLSS as being persons who have rendered distinguished service to SLSS, shall be eligible to wear the badge of SLSA on the blazer pocket. No SLSS blazer shall be obtained by any member except on the written order of the Director of Administration/Chief Executive Officer.
- 17.3 SLSS carnival costume and costume badge and coat badge shall be of a design as approved by SLSS.

#### **BY-LAW 18 NON-PARTY POLITICAL AND NON-SECTARIAN**

- 18.1 SLSS shall be strictly non-party political and non-sectarian and shall not directly or indirectly allow any subject bearing on politics or religion to be introduced at any meeting of SLSS or within SLSS premises. Any member of SLSS who publicly participates in any political gathering or meeting, shall not act as if they represented the views of SLSS.

#### **BY-LAW 19 RULES OF DEBATE**

- 19.1 Any member desiring to speak shall stand up and shall address the Chairman respectfully.
- 19.2 No member may speak more than once to a question, except in explanation or reply.
- 19.3 A member, who formally seconds a motion or amendment, may address the meeting in support at a subsequent stage of the debate.
- 19.4 A reply shall be allowed only to a member who has moved a substantive motion.
- 19.5 No member shall use offensive or unbecoming words.
- 19.6 No speaker shall digress from the subject under discussion, and impure, improper motives and all personal reflections on members shall be deemed disorderly.
- 19.7 Whenever the Chairman rises during debate, the member then speaking shall sit down.
- 19.8 No member shall interrupt another while speaking, except on a point of order.
- 19.9 Any member during the debate may raise the point of order, when the member then speaking shall sit down until the point of order has been decided. The member rising to the point of order shall state concisely the point, and the Chairman without further discussion shall give his ruling.
- 19.10 It shall be competent for any member to move a motion of dissent from the Chairman's ruling. The mover of the motion of dissent shall concisely state his point. The seconder and the Chairman only may speak to the motion.
- 19.11 A member may move the adjournment of the debate. If the motion be resolved in the negative, the mover shall not be allowed to again speak on the question under debate. If the motion be resolved in the affirmative, the mover shall have the right of resuming the debate at the ensuing meeting. No member shall move the adjournment at the end of his speech.
- 19.12 At any time during the debate, any member may without motive move "that the question now be put" and such motion being duly seconded, shall then be put without debate. If carried, the question shall be put to the vote; if lost, the debate shall proceed.
- 19.13 An amendment may be moved on any original motion. The Chairman shall first put the amendment to the meeting and if carried, it shall be declared to embody the decision of the meeting superseding the motion. When an amendment has been decided, a further amendment may be moved, which, if carried, shall in turn supersede the motion. If there be no amendment, the original motion shall be put after the mover has replied.

- 19.14 The Chairman shall refuse to receive any amendment, which is a direct negative.
- 19.15 In the event of any matter being brought before any Annual or General Meeting, which affects the Chairman of the meeting, or in which he may be interested, he shall vacate the Chair and the meeting shall elect a Chairman protem until such matter is dealt with.
- 19.16 Voting shall be by the voices, or show of hands at the request of any member.
- 19.17 If a secret ballot is demanded at any meeting by two members who are present thereat, it shall be taken upon such conditions as the Chairman of such meeting directs.
- 19.18 The Chairman may appoint tellers to assist him in counting a vote by show of hands or division, or at a secret ballot.
- 19.19 The mover of an original motion must obtain the consent of his seconder and the approval of the meeting before making any alteration to the wording of his motion.
- 19.20 An amendment having been moved, it shall not be competent to move any further amendment but notice may be given of intention to move such further amendment when the previous amendment has been disposed of. Only one amendment can be considered at the one time.
- 19.21 In the absence of the President and Deputy President, the Chairman of that meeting shall be elected by vote of the members in attendance thereat.

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