

OCEAN BEACH SURF LIFE SAVING CLUB
INCORPORATED

REGULATIONS

OCEAN BEACH SURF LIFE SAVING CLUB INCORPORATED REGULATIONS

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1. PURPOSE

- 1.1. The Regulations that follow include items concerned with the day-to-day running of Ocean Beach SLSC Inc. (hereafter called 'the Club').
- 1.2. The Regulations, in the first instance, are compiled for consideration by the following:
 - (i) Executive Committee
 - (ii) Board of Lifesaving
 - (iii) Board of Surf Sports
 - (iv) Junior Activities Committee
 - (v) Club member
 - (vi) Establishing the roles, responsibilities and duties of sub-committees
 - (vii) Establishing the roles and responsibilities of Officers and Advisers
- 1.3. The Regulations must be complementary to and not inconsistent with the following:
 - (i) Objects of the Club
 - (ii) Rules of the Club
 - (iii) Constitutions of SLSCC, SLSNSW and SLSA
 - (iv) Manuals and Handbooks on lifesaving and competition of SLSA
- 1.4. The Regulations shall be created by notice of motion to an Annual General or Special General Meeting of the Club and passed by resolution.

2. AMENDMENTS TO REGULATIONS

Amendments to the Regulations may be made by either:

- (i) a special resolution of the Executive Committee,
- (ii) a resolution of the Executive Committee,
- (iii) at an Annual General Meeting, or
- (iv) at a Special General Meeting of the Club.

3. DUTIES OF EXECUTIVE OFFICERS

3.1. Office Bearers of the Executive

3.1.1. President

The President shall:

- (a) be a Member of the Executive Committee;
- (b) preside at all meetings of the Executive Committee and functions;

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- (c) have a casting vote as well as a deliberate vote;
- (d) be responsible for seeing that all office bearers carry out their duties in accordance with the rules and regulations of the Club;
- (e) be an ex-officio member of all sub-committees and groups formed under these rules and regulations;
- (f) convene and preside over a sub-committee established under these regulations to be known as the Building Committee;
- (g) convene and preside over a sub-committee established under these regulations to be known as the Life Membership and Honours Committee;
- (h) convene a sub-committee established under these regulations to be known as the Judiciary Committee
- (i) convene a sub-committee established under these regulations to be known as the Constitution Committee;
- (j) convene a sub-committee established under these regulations to be known as the Members Recognition Committee;
- (k) be the Club representative at SLSC;
- (l) in each and every year take steps to ensure that all Executive Members of the Executive Committee prepare the relevant stocktake, inspection of gear and equipment and any other items of relevance under the Executive Members' portfolio within one (1) month from the conclusion of the season for submission to the Director of Administration.
- (m) in each and every year take steps to ensure that all Executive Members of the Executive Committee prepare and submit a report as set out under the Executive Members' portfolio within one (1) month of the conclusion of the season;
- (n) in each and every year provide a report of the overall activities of the Club for inclusion in the Club's Annual Report within one (1) month of the conclusion of the season;
- (o) hand over any documents of the Club within fourteen (14) days after ceasing to hold office.

3.1.2. Deputy President

The Deputy President shall:

- (a) be a Member of the Executive Committee;
- (b) be responsible for membership development;

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- (c) be responsible for the conduct and coordination of all development pertaining to the membership;
- (d) prepare monthly reports for presentation and approval at Executive Meetings;
- (e) preside at all meetings of the Executive Committee and functions in the absence of the President;
- (f) assist the President for ensuring that all office bearers carry out their duties in accordance with the rules and regulations of the Club;
- (g) represent the President at external meetings and functions as required;
- (h) undertake roles as delegated by the President and Executive;
- (i) in each and every year provide a report of the activities under his portfolio and cause reports to be submitted of all other Officer bearers under the Vice President's portfolio for inclusion in the Club's Annual Report within one (1) month of the conclusion of the season;
- (j) hand over any documents of the Club within fourteen (14) days after ceasing to hold office.

3.1.3. Director of Administration

The Director of Administration shall:

- (a) be a Member of the Executive Committee;
- (b) be responsible for the administration of the affairs of the Club and control office systems and work flow;
- (c) control the activities and workings of the Club office;
- (d) collect mail from post office box, read emails and log in all correspondence, respond to emails as required;
- (e) at all times distribute correspondence to the President and Directors and appropriate other officers to ensure all activities of the Club are conducted, prioritising as required;
- (f) be responsible for all documents belonging to the Club and the recording thereof, except as provided elsewhere;
- (g) present correspondence at Executive Meetings;
- (h) ensure that all correspondence from SLSCC, SLSNSW and SLSA is seen to as soon as possible;
- (i) ensure members are made aware of all forthcoming competitions and events;

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- (j) ensure all reporting deadlines as required by SLSCC, SLSNSW and SLSA are kept;
- (k) have minutes taken of all General Meetings and Executive Committee Meetings and any other meeting/meetings of sub-committees;
- (l) minutes of proceedings at a meeting shall be signed by the Chairperson of the meeting or by the Chairperson of the next succeeding meeting;
- (m) circulate Club minutes to all members, which minutes will include the minutes/reports of all office bearers and sub-committees, where submitted;
- (n) purchase on behalf of the Club all equipment, machinery, gear, stores, stationery, etc, as approved by resolution of the Executive Committee. All orders are to be placed through the Club order book;
- (o) at the Club's direction, organise and/or conduct conferences; maintain all relevant records of all business of the Club and keep in his custody or under his control all records, books and other documents relating to the Club;
- (p) prepare notices of meetings and cause the notice to be sent to all affiliates, officers, delegates and Members as required;
- (q) prepare and issue the agenda of all meetings of the Executive Committee and the Sub-Committees to Directors and Members as required;
- (r) carry out all duties arising from General Meetings, Executive Meetings and sub-committee meetings as is required by the Director of Administration.
- (s) maintain an inventory of all assets of the Club as provided by Directors for his specific portfolio;
- (t) maintain a library of photographs, articles, relevant information for inclusion in the Annual Report;
- (u) at the conclusion of the season call for reports of all Directors and office bearers, as required, for inclusion in the Annual Report to be submitted within one (1) month of the conclusion of the season;
- (v) in each and every year and within one (1) month of the conclusion of the season provide a report of the general activities of the Club on behalf of the Director of Administration for inclusion in the Club's Annual Report;
- (w) collate and arrange for the preparation and printing of the Annual Report;
- (x) hand over any documents of the Club within fourteen (14) days after ceasing to hold office.

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3.1.4. Director of Finance

The Director of Finance shall:

- (a) be a Member of the Executive Committee;
- (b) convene and preside over a sub-committee established under the Club's regulations to be known as the Finance Committee;
- (c) be the senior executive officer of the Finance Committee;
- (d) ensure that all money due to the Club is collected and received and that all payments authorised by the Club are made, and
- (e) ensure that correct books and accounts are kept showing the financial affairs of the Club including full details of all receipts and expenditure connected with the activities of the Club (as per Best Practices Guidelines for Charitable Organisations published by Department of Gaming & Racing)
- (f) cause all money to be lodged to the credit of the Club at the approved financial institution
- (g) at least monthly and at other times as required, prepare statements showing details of receipts and expenditure and particulars relating to accounts payable since the previous statement together with bank records and statements reconciling the balance shown therein with the balance as shown on the cash book.
- (h) prepare accounts to be paid by the Club if and when requested by an Executive Member or the Executive Committee
- (i) once in every year prepare a statement of income and expenditure together with balance sheet showing the position of the Club as at the date of the close of the financial year and arrange for presentation to the auditors for audit
- (j) arrange insurance on assets and for all risks that the Club may require.
- (k) be an ex-officio member of all sub-committees under these regulations to assist in the administration of financial activities
- (l) in each and every year and within one (1) month of the conclusion of the season prepare an inventory including but not limited to all documents, bank books, receipt books, ledgers within the possession of the Director of Finance or Finance Committee and provide to the Director of Administration;
- (m) in each and every year and within one (1) month of the conclusion of the season provide a report of the activities of the Finance Committee (which report excludes the end of year financial report) for inclusion in the Club's Annual Report
- (n) hand over any documents of the Club within fourteen (14) days after ceasing to hold office.

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3.1.5. Director of Lifesaving

The Director of Lifesaving shall:

- (a) be a Member of the Executive Committee;
- (b) hold SLSA Bronze Medallion;
- (c) be responsible to the Club for the overall supervision and efficient administration of Surf Life Saving examinations and instructions;
- (d) be the Club's representative at the SLSCC Board of Lifesaving Meetings or his nominee;
- (e) be familiar with the current SLSNSW Standard Operating Procedures (Beach Patrol) manual;
- (f) encourage all Members to apply the current SLSNSW Standard Operating Procedures (Beach Patrol) manual towards the management of the Club's service and patrols;
- (g) convene and preside over a sub-committee established under the Club's regulations to be known as the Board of Life Saving committee;
- (h) be the senior executive officer of the Board of Life Saving committee;
- (i) be responsible for the arranging and efficient running of patrols;
- (j) manage and oversee all patrol competitions pertaining to the Club;
- (k) encourage the participation of all Members in surf lifesaving activities;
- (l) manage and oversee the preparation of patrol rosters in conjunction with the Manager of Rescue Services;
- (m) oversee and manage patrol logbooks and relevant information;
- (n) ensure that all logbooks are completed satisfactorily at the end of each patrol;
- (o) manage and ensure the qualifications of all patrol members are current and coordinate the upgrading and continuous improvement of patrol members skills and qualifications;
- (p) manage and ensure all active patrolling members complete an annual proficiency;
- (q) manage and oversee the safe, efficient operation and maintenance of surf lifesaving equipment;
- (r) manage and oversee the entry of relevant patrol information into the recognised process as required by SLSA;

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- (s) be an ex-officio member of all other sub-committees, boards or panels established under these regulations to assist in the administration of surf lifesaving activities;
- (t) represent the Board of Life Saving committee at all levels on matters of administration, policy, involvement of personnel, equipment and gear associated with surf lifesaving;
- (u) exercise the power to delegate authority when and where required to appropriate personnel within the structural format of the Board of Life Saving committee;
- (v) review the requirements of surf lifesaving within the boundaries of the Club and initiate action to maintain, develop and improve life saving services;
- (w) appoint working panels and sub-committees as necessary to develop effective and efficient surf lifesaving practices;
- (x) prepare monthly reports for presentation and approval at Executive Committee and sub-committee meetings;
- (y) supervise and maintain all surf lifesaving activities as detailed in the current SLSNSW and SLSA and SLSCC constitutions, regulations, manuals, handbooks, bulletins and circulars;
- (z) be responsible for devising and planning major special lifesaving events;
- (aa) supervise and maintain all junior activities relating to Junior Surf Life Saving Awards as detailed in the current SLSNSW and SLSA constitutions, regulations, manuals, handbooks, bulletins and circulars;
- (bb) in each and every year and within one (1) month of the conclusion of the season in conjunction with the Manager of Rescue Services, Director of Education & Training, the First Aid Officer, Mobile Services Officer and the Lifesaving Gear Steward carry out an inspection of gear and equipment for the purposes of repair and replacement and provide to the Director of Administration;
- (cc) in each and every year and within one (1) month of the conclusion of the season and after complying with 3.1.5 (bb) above arrange for the storage of all lifesaving equipment in good repair for the commencement of the following season;
- (dd) in each and every year provide a report of the activities of the Board of Lifesaving for inclusion in the Club's Annual Report within one (1) month of the conclusion of the season;
- (ee) hand over any documents of the Club to the Director of Administration within fourteen (14) days after ceasing to hold office.

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3.1.6. Director of Surf Sports

The Director of Surf Sports shall:

- (a) be a Member of the Executive Committee;
- (b) responsible to the Club for the overall supervision and efficient administration of Competition training and development programmes;
- (c) convene and preside over a sub-committee established under the Club's regulations to be known as the Board of Surf Sports;
- (d) be the senior executive officer of the Board of Surf Sports;
- (e) be the Club's representative at the SLSCC Board of Surf Sports Meetings or his nominee;
- (f) be an ex-officio member of all other sub-committees, boards or panels established under these regulations to assist in the administration of Competition activities;
- (g) represent the Board of Surf Sports at all levels on matters of administration, policy, involvement of personnel, equipment and gear associated with Competition;
- (h) exercise the power to delegate authority when and where required to appropriate personnel within the structural format of the Board of Surf Sports;
- (i) review the requirements of Competition within the boundaries of the Club and initiate action to maintain, develop and improve Competition services;
- (j) appoint working panels and sub-committees as necessary to develop effective and efficient Competition practices;
- (k) prepare monthly reports for presentation and approval at Executive Committee and sub-committee meetings;
- (l) receive and arrange entries for carnivals and competitions in conjunction with the Selection Committee and forward to the Competition Administrator;
- (m) arrange for the training and preparation of all members for inter and intra Club competition in conjunction with Club coaches;
- (n) supervise and maintain all Surf Sport activities as detailed in the current SLSA, SLSNSW and SLSCC constitutions, regulations, manuals, handbooks, bulletins and circulars.
- (o) be responsible for devising and planning major special competition sports events, subject to the approval of SLSCC, SLSNSW and SLSA;
- (p) in each and every year and within one (1) month of the conclusion of the season in conjunction with the Surf Sports Gear Steward, and Specialist Coaches carry out an

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inspection of gear and equipment for the purposes of repair and replacement and provide to the Director of Administration;

- (q) in each and every year and within one (1) month of the conclusion of the season and after complying with 3.1.6 (o) above arrange for the storage of all surf sport equipment in good repair for the commencement of the following season;
- (r) in each and every year and within one (1) month of the conclusion of the season prepare a stocktake of all competition clothing, arrange for storage for the commencement of the following season and provide a detailed list to the Director of Administration;
- (s) in each and every year and within one (1) month of the conclusion of the season provide a report of the activities of the Board of Surf Sports for inclusion in the Club's Annual Report, which report will include all competition results at major carnivals;
- (t) hand over any documents of the Club to the Director of Administration within fourteen (14) days after ceasing to hold office.

3.1.7. Director of Marketing

The Director of Marketing shall:

- (a) be a Member of the Executive Committee;
- (b) convene and preside over a sub-committee established under the Club's regulations to be known as the Sponsorship Committee;
- (c) be the senior executive officer of the Sponsorship Committee;
- (d) be responsible for the compiling of articles for and the publishing of the Club's monthly newsletter;
- (e) prepare and release news/publicity items with respect to the Club's achievements, successes and activities to be published through local print, promoted through media, local radio stations and local television;
- (f) develop a close working relationship with media outlets to ensure good coverage for the Club and its Members;
- (g) develop a sponsorship package;
- (h) develop a Club profile to support the sponsorship package;
- (i) service the needs of all sponsors to maintain and increase levels of sponsorship;
- (j) be responsible for planning, co-ordinating and carrying out approved promotions including the formulation of opportunities and promotional plans which will promote the interests of the Club and will profit the Club;

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- (k) be responsible for acting on special projects of the Club policy generally. In this regard, he shall act on publicity and promotions as well as other projects;
- (l) be responsible for publicising and marketing special surf sports events;
- (m) in each and every year and within one (1) month from the conclusion of the season prepare a stocktake of all material items relating to the role of Director of Marketing and the sub-committees of his portfolio and provide to the Director of Administration together with a schedule of all the Club's sponsors, the term of the sponsorship and the value of such sponsorship;
- (n) in each and every year and within one (1) month from the conclusion of the season provide a report of the activities of the Sponsorship Committee for inclusion in the Club's Annual Report;
- (o) hand over any documents of the Club to the Director of Administration within fourteen (14) days after ceasing to hold office.

3.1.8. Director of Functions

The Director of Functions shall:

- (a) be a Member of the Executive Committee;
- (b) hold current Responsible Service of alcohol qualifications;
- (c) be responsible for convening and presiding over a sub-committee established under the Club's regulations to be known as the Function Centre Committee;
- (d) be the senior executive officer of the Function Centre Committee;
- (e) prepare monthly reports for presentation and approval at Executive Committee and sub-committee meetings;
- (f) present to the Executive Committee a combined Budget of all Financial Matters;
- (g) be responsible for the co-ordination of all functions;
- (h) be responsible for all hall hire and the proper advertising of same to ensure the facility is used to its capacity;
- (i) be responsible for the supervision of duties allocated to those officers appointed by him;
- (j) be responsible for all furniture, equipment and fittings relating to the top section of the Club house;
- (k) be responsible for preparing annual Budgets for any major works to the top section of the club;

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- (l) be responsible for controlling and managing the Sports Scholarship by obtaining financial sponsorship;
- (m) in each and every year and within one (1) month of the conclusion of the season carry out an inspection of function centre furnishings, including but not limited to, furniture, whitegoods, bathroom and kitchen gear and equipment and bar equipment for the purposes of repair and replacement and also prepare a stocktake of all goods, eg bar and coolroom supplies and provide to the Director of Administration;
- (n) in each and every year and within one (1) month of the conclusion of the season and after complying with 3.1.8 (m) above arrange for the repair, replacement and appropriate storage for all items referred to in 3.1.8 (m) above.
- (o) in each and every year and within one (1) month of the conclusion of the season provide a report of the activities of the Function Centre Committee for inclusion in the Club's Annual Report;
- (p) hand over any documents of the Club within fourteen (14) days after ceasing to hold office.

3.1.9. Director of Junior Activities

The Director of Junior Activities shall:

- (a) be a Member of the Executive Committee;
- (b) be responsible to the Club for the conduct and co-ordination of all matters pertaining to junior activities;
- (c) Convene and preside over a sub-committee established under the Club's regulations to be known as the Junior Activities Committee;
- (d) be the senior executive officer of the Junior Activities Committee;
- (e) be an ex-officio member of all sub-committees, boards or panels established under the Club's regulations to assist in the conduct of junior activities;
- (f) in conjunction with the Club's Director of Lifesaving and Director of Education provide for Junior Activity Members, an education experience in a wide range of subjects and skills within the aquatic/marine environment;
- (g) prepare monthly reports for presentation and approval at Executive Committee and sub-committee meetings;
- (h) present to the Executive Committee a combined Budget of all Financial Matters;
- (i) prepare junior members (Nippers) for their eventual transition to the marine and patrol environment of surf lifesaving;

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- (j) oversee in all such activities;
- (k) supervise and maintain all junior activities records relating to Junior Surf Life Saving Awards and competition as detailed in the current SLSNSW and SLSA constitutions, regulations, manuals, handbooks, bulletins and circulars;
- (l) attend field days and be acquainted with all current methods relating to surf lifesaving;
- (m) where appropriate develop effective practices that relate to the development of junior activities;
- (n) attend to duties of positions that have been deemed to be vacant;
- (o) in each and every year and within one (1) month of the conclusion of the season carry out and inspection of JAC gear in conjunction with the JAC Surf Sports Gear Steward for the purposes of repair and replacement and provide to the Director of Administration;
- (p) in each and every year and within one (1) month of the conclusion of the season and after complying with 3.1.9 (o) above arrange for the storage of all JAC surf sports equipment in good repair for the commencement of the following season;
- (q) in each and every year and within one (1) month of the conclusion of the season provide a report of the activities of the Junior Activities Committee for inclusion in the Club's Annual Report, which report will include all Junior Activity competition results at major carnivals;
- (r) hand over any documents of the Club within fourteen (14) days after ceasing to hold office.

3.1.10. Director of Education and Training

The Director of Education and Training shall:

- (a) be a Member of the Executive Committee;
- (b) as a minimum, hold a current Training Officer's Certificate ;
- (c) be a member of the Board of Life Saving;
- (d) be familiar with the current SLSNSW Standard Operating Procedures (Beach Patrol) manual.
- (e) encourage all Members to apply the current SLSNSW Standard Operating Procedures (Beach Patrol) manual towards the management of the Club's service and patrols.
- (f) arrange and supervise the training of classes of instruction and prepare all Members for the respective awards of Surf Life Saving Australia;

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- (g) allocate appropriately qualified trainers to each training squad and assist as required;
- (h) regularly report his activities to the Director of Lifesaving to aid in patrol qualifications;
- (i) arrange for the training and preparation of all Members for inter and intra Club lifesaving competitions;
- (j) maintain an up-to-date knowledge of the latest methods of Surf Life Saving and the Training Manuals and impart such knowledge to all qualified Club Training Officers;
- (k) ensure effective management of all relevant training officers, which is to include maintaining a register of all qualified trainers;
- (l) manage and oversee the safe keeping and maintenance of all equipment used to instruct and train members and the public;
- (m) manage and oversee all examinations and ensure that all records are completed and submitted as per SLSA requirements;
- (n) manage and oversee the collection and allocation of all SLSA awards for the members as required by the Club;
- (o) ensure that all training devices and aids are in satisfactory condition to allow for safe and efficient training;
- (p) maintain a register of all surf lifesaving training aids and devices;
- (q) be a member of the Surf Lifesaving Selection Committee;
- (r) present to the Executive Committee a combined Budget of all financial matters;
- (s) in each and every year and within one (1) month of the conclusion of the season carry out an inspection of lifesaving gear and equipment in conjunction with the Director of Lifesaving, Manager of Rescue Services, First Aid Officer and Lifesaving Gear Steward for the purposes of repair and replacement and provide to the Director of Administration;
- (t) in each and every year and within one (1) month of the conclusion of the season and after complying with 3.1.10 (s) above arrange for the storage of all lifesaving equipment in good repair for the commencement of the following season;
- (u) in each and every year and within one (1) month of the conclusion of the season provide a report of the activities of the training and assessments for inclusion in the Club's Annual Report;
- (v) hand over any documents of the Club within fourteen (14) days after ceasing to hold office.

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4. APPOINTMENT OF CLUB OFFICERS AND ADVISERS

Within one (1) month of the Election Meeting, the Executive Committee shall appoint the officers and advisers of the Club under their respective control as set out hereunder:

4.1. Sub-Committee Members

4.1.1. Under the control of the President will be the:

- (a) Life Members and Honours Committee
- (b) Judiciary Committee
- (c) Building Committee
- (d) Constitution Committee – ex officio
- (e) Occupational Health & Safety Officer
- (f) Member Protection Officer
- (g) Member Recognition Committee
- (h) Member Benevolent Committee

4.1.2. Under the control of the Deputy President will be the:

- (a) Presentation Night Committee (Senior)
- (b) Youth Liaison Officer (14 - 25 years)
- (c) Duke of Edinburgh Coordinator

4.1.3. The Board of Lifesaving will be appointed under the control of the Director of Lifesaving and will comprise the following:

- (a) Manager Rescue Services
- (b) Communications Officer
- (c) Director of Education and Training
- (d) Lifesaving Gear Steward
- (e) Mobile Services Officer
- (f) Patrol Judges
- (g) First Aid Officer
- (h) Patrol Captains/Vice Captains
- (i) Manager Lifesaving Junior Activities

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- (j) Rookie Coordinator
- (k) Meritorious Awards Committee

Advisers

- (l) Club Training Officers
- (m) SLSA Assessors who are members of the Club

4.1.4. The Board of Surf Sports will be appointed under the control of the Director of Surf Sports and will comprise the following:

Board of Surf Sports

- (a) Head Coach
- (b) Specialist Coaches/Trainers/Captains
- (c) Surf Sports Administration Officer
- (d) Surf Sports Gear Steward
- (e) Surf Sports Sectional and Age Coaches
- (f) Race Secretary
- (g) Touring Team Manager
- (h) Boat Manager
- (i) Board Manager
- (j) Ski Manager
- (k) March Past Manager
- (l) R & R Manager
- (m) Swim Manager
- (n) Masters Manager
- (o) Lifesaving Competition Manager
- (p) Beach Manager
- (q) Selection Committee

4.1.5. Under the control of the Director of Finance will be the:

- (a) Finance Committee

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- (b) Grants Officer
- (c) Fundraising Co-Coordinator

4.1.6. Under the control of the Director of Administration will be the:

- (a) Registrar
- (b) Surf Guard Co-ordinator
- (c) Caretaker

4.1.7. Under the control of the Director of Junior Activities will be the :

- (a) Junior Activities Committee
- (b) Secretary – Junior Activities Committee
- (c) Touring Team Manager – Junior Activities
- (d) Age Managers (U8-U14) (7)
- (e) Assistant Age Managers (U8-U14) (7)
- (f) Age Managers (U6-U7)
- (g) Recorder – Junior Activities
- (h) Rookie Co-Coordinator
- (i) Manager Lifesaving & Education - Junior Activities
- (j) Manager Surf Sports & Coaching– Junior Activities
- (k) Surf Sports Gear Steward – Junior Activities
- (l) Presentation Night Committee – Junior Activities

4.1.8. The Sponsorship Committee will be under the control of the Director of Marketing and will comprise:

- (a) Sponsorship Coordinator
- (b) Newsletter Coordinator
- (c) Web Coordinator

4.1.9. The Functions Centre Committee will be under the control of the Director of Functions and will comprise:

- (a) Cellar Manager
- (b) Bar Finance Manager

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- (c) Catering Manager
- (d) Bar Staff
- (e) Cleaners
- (f) Ladies Auxiliary Committee

5. ROLES AND RESPONSIBILITIES

5.1. Committees

5.1.1. Life Membership and Honours Committee

- (a) The Life Members and Honours Committee shall consist of nine (9) members, including the President and appointed by the Executive Committee from interested persons within one (1) month of the Club's Election Meeting.
- (b) At least three (3) members of the Committee shall be Life Members.
- (c) Nominations for Life Membership of the Club shall be submitted to the President in writing. Nominations are to be signed by at least two (2) members.
- (d) The President shall act as convenor and chair of the Committee and in his absence the Committee shall elect another member of the Committee as Chair.
- (e) Three (3) members shall form a quorum.
- (f) In order to be elected a Life Member, the nominee must receive at least two-thirds support of the Committee.
- (g) In the event of the President of the Club being nominated for Life Membership, his duties and functions shall be performed by the Director of Finance for that purpose.
- (h) Recommendations by the Committee for Life Membership shall be made to the members for consideration at the next Annual General Meeting.

5.1.2 Judiciary Committee

- (a) The Judiciary Committee shall consist of five (5) members, none of whom shall be members of the Executive Committee. They shall be appointed by the Executive Committee from interested persons. If the persons nominated are ineligible due to persons being charged or otherwise involved in the incident, the Executive Committee may appoint additional members.
- (b) The words 'Committee' and 'Chair' where mentioned herein shall mean respectively the Judiciary Committee and the Chair for the time being of the Judiciary Committee. The procedure shall be in accordance with the SLSA Constitution.

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5.1.3 Building Committee

- (a) A committee of five (5) members, who shall be appointed by the Executive Committee from interested persons within one (1) month of the Club's Election Meeting.
- (b) The Committee shall act on and investigate matters relative to the Club's buildings and surrounds when so directed by the Club's Executive Committee.
- (c) The Committee shall recommend, deal with all matters regarding construction, alterations, modification to buildings occupied and owned by the Club.
- (d) Three (3) members shall form a quorum.
- (e) In each and every year and within one (1) month of the conclusion of the season prepare and submit a report to the President.

5.1.4 Constitution Committee

- (a) A Constitution committee of five (5) members who shall be appointed by the Executive Committee from interested persons within one (1) month of the Club's Election Meeting.
- (b) President shall be ex-officio.
- (c) The Committee shall deal with all matters affecting the rules and regulations of the Club and any recommendations shall be referred to this Committee. Prepare a report and recommendations to the Club. Recommendations which involve an alteration to the rules shall be given effect to as provided in Rule 25.1.
- (d) Three (3) members shall form a quorum.
- (e) In each and every year and within one (1) month of the conclusion of the season prepare and submit a report to the President.

5.1.5 Member Recognition Committee

- (a) The purpose of the Member Recognition Committee is to recognise the Club's volunteer Members and to offer recognition for their contributions to the Club.
- (b) Shall be a committee of six (6) members, who shall be appointed by the Executive Committee from interested persons within one (1) month of the Club's Election Meeting.
- (c) The President shall be ex-officio.
- (d) The Committee shall collate investigate and source Members for nomination to the Executive Committee in recognition of their sustained membership of surf lifesaving and Members' achievements in accordance with the SLSA member

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recognition framework. Such awards will be presented at the Club's Annual Presentation Night or at such other appropriate occasion.

- (e) The Committee shall keep accurate records of Members who have obtained the awards as referred to in 5.1.5(d) above
- (f) The Members of the Member Recognition Committee shall formulate a Selection Policy for the pre-requisite for nominations for SLSCC, SLSNSW and SLSCC Specific Awards and any other external awards that a Member can be nominated for, which include but are not limited to International Lifesaving Awards, Australian Honours and Local Citizen Awards. The Selection Policy will be submitted to the Executive Committee for endorsement.
- (g) The Committee, upon the release of the relevant Circular/s from SLSCC, SLSNSW and/or SLSCC or any other Government or non-governmental body, calling for nominations for awards, shall distribute the Circular for nominations of Members to the President and Directors, all Sub-Committees and Club Members seeking nominations of Club Members for recognition.
- (h) The Committee shall diligently perform selection of suitable Member/s for nomination for awards available as referred to in 5.1.5 (f) in accordance with the Selection Policy and pursuant to the criteria as set out by the body offering the award. The Committee shall submit the nominations to the Executive Committee for endorsement of such nomination.
- (i) The Committee shall ensure that all nominations are endorsed and submitted to the relevant body to ensure that the nomination is received prior to the closing date.
- (j) Two (2) members shall form a quorum.
- (k) In each and every year and within one (1) month of the conclusion of the season prepare and submit a report to the President.

5.1.6 Member Benevolent Committee

- (a) The Member Benevolent Committee shall consist of six (6) members, five (5) of which must be Life Members and the sixth member shall be the President.
- (b) The Member Benevolent Committee shall be appointed by the Executive Committee from interested persons within one (1) month of the Club's Election Meeting.
- (c) The benevolent fund allocation shall be determined by the Executive Committee at the conclusion of the Financial Year and shall be transferred from the profits of the Function's Centre to the Benevolent Fund Account.

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- (d) The President will chair all meetings and shall have authority on every question of order.
- (e) Minutes of all meetings shall be recorded and submitted to the Executive Committee, within one (1) month following the meeting for approval.
- (f) The Committee shall handle and, if appropriate, manage any significant issues of member benevolence of financial distress.
- (g) Three (3) members shall form a quorum.
- (h) In each and every year and within one (1) month of the conclusion of the season prepare and submit a report to the President.

5.1.7 Presentation Night Committee (Senior)

- (a) The Presentation Night Committee shall consist of the Deputy President and four (4) members who shall be appointed by the Executive Committee from interested persons within one (1) month of the Club's Election Meeting.
- (b) The Deputy President will chair all meetings.
- (c) The chair shall have authority on every question of order.
- (d) Minutes of all meetings shall be recorded and submitted to the Executive Committee within one month of the meeting for approval.
- (e) The role of the Committee is to:
 - Accumulate results of all Senior Club Competitions
 - Arrange Trophies/Awards/Prizes for all winners
 - Arrange tickets for sale to the Annual Presentation Nights
 - Arrange Caterers for the Annual Presentation Nights
 - Prepare a list of Invited Guest for approval by the Executive Committee
 - Arrange for invitations to be sent to members and guests
- (f) Three (3) members shall form a quorum.
- (g) In each and every year and within one (1) month of the conclusion of the season prepare and submit a report to the Deputy of President.

5.1.8 Board of Life Saving (BOLS)

- (a) The Committee Members of the Board of Lifesaving will perform their duties in accordance with the current SLSNSW Standard Operating Procedures (Beach Patrol) manual.
- (b) BOLS shall consist of the Director of Lifesaving and Director of Education & Training together with the following advisers, who will be appointed by the Executive

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Committee from interested persons within one (1) month of the Club's Election Meeting:

- Manager Rescue Services
- Communications Officer
- Lifesaving Gear Steward
- Mobile Services Officer
- Patrol Judges
- First Aid Officer
- Patrol Captains/Vice Captains
- Manager Lifesaving Junior Activities
- Rookie Co-Coordinator

(c) The role of the Board of Lifesaving is to:

- (i) Arrange all patrol duties, gear and equipment used in the surveillance of all areas under the control of the Club.
- (ii) In conjunction with the Director of Education each season arrange a proficiency test for club members who perform patrol duties and/or compete at carnivals as set out by the Annual Proficiency Requirements published by SLSNSW.
- (iii) Create effective lifesaving patrols, ensuring an efficient spread of experience and qualifications.
- (iv) Research, develop and otherwise expand the use of all rescue equipment.
- (v) Guide and advise the Club on all matters relating to surf lifesaving equipment and its use.
- (vi) Undertake training for members to improve their life saving skills.
- (vii) Arrange examinations for all awards of SLISA.
- (viii) Ensure all patrol members are proficient.
- (ix) Be responsible for the mentoring and leadership in order to maintain functional patrols.
- (x) Ensure a good and healthy club atmosphere.

(d) The Board of Lifesaving will be chaired by the Director of Lifesaving and in his absence the Committee shall elect a chair from the committee.

(e) The chair shall have authority on every question of order.

(f) Minutes of all meetings shall be recorded and submitted to the Executive Committee within one (1) month of the meeting for approval and on approval shall be circulated to all officers in clause 5.1.8 (b) and any other interested parties.

(g) Seven (7) members shall form a quorum.

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5.1.9 Board of Education

- (a) The Committee Members of the Board of Education will perform their duties in accordance with the current SLSNSW Standard Operating Procedures (Beach Patrol) manual.
- (b) BOE shall consist of the Director of Education & Training and the Director of Lifesaving together with the following advisers, who will be appointed by the Executive Committee from qualified persons within one (1) month of the Club's Election Meeting:
 - Club Training Officers
 - SLSA Assessors who are members of the Club
- (c) The Board of Education will be chaired by the Director of Education & Training and in his absence the Committee shall elect a chair from the committee.
- (d) The chair shall have authority on every question of order.
- (e) Minutes of all meetings shall be recorded and submitted to the Executive Committee within one (1) month of the meeting for approval and on approval shall be circulated to all officers in clause 5.1.8 (b) and any other interested parties.
- (f) Seven (7) members shall form a quorum.

5.1.10 Meritorious Awards Committee

- (a) The Meritorious Awards Committee shall consist of five (5) members, who will include the Director of Lifesaving and Manager of Rescue Services with the remaining three (3) members being nominated by the Board of Lifesaving from interested persons and who shall be appointed by the Executive Committee within one (1) month of the Club's Election Meeting.
- (b) The Committee shall investigate and report on all claims of Members for recognition under the rules governing the issue of meritorious awards of SLSA.
- (c) The recommendations of such Committee shall be submitted to the first following meeting of Executive Committee.
- (d) Four (4) members shall form a quorum
- (e) Applications must be lodged with the Club within fifty (50) days after the occurrence, and such applications shall indicate that an award could be pending and investigations are proceeding.

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5.1.11 Board of Surf Sports (BOSS)

- (a) The BOSS shall consist of the following advisers who will be appointed by the Executive Committee from interested persons within one (1) month of the Club's Election Meeting:
- Surf Sports Head Coach
 - Surf Sports Specialist Coaches/Trainers/Captains
 - Surf Sports Administration Officer
 - Surf Sports Gear Steward
 - Surf Sports Sectional Age Managers
 - Surf Sports Race Secretary
 - Touring Team Manager
 - Boat Manager
 - Board Manager
 - March Past Manager
 - R & R Manager
 - Ski Manager
 - Swim Manager
 - Masters Manager
 - Lifesaving Competition Manager
 - Beach Manager
- (b) The BOSS will be chaired by the Director of Surf Sports and in his absence the Committee shall elect a chair from the BOSS.
- (c) The Chair shall have authority on every question of order
- (d) The BOSS shall co-ordinate all coaching and competition programmes of the Club.
- (e) The BOSS shall be responsible for the rules and conditions of all Club competitions, Handicap Point Score events and Club Championships.
- (f) Minutes of all meetings shall be recorded and submitted to the Executive Committee within one (1) month of the meeting for approval and on approval shall be circulated to all officers in clause 5.1.10 (a) and any other interested parties.
- (g) Eight (8) members shall form a quorum.

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- (h) In each and every year and within one (1) month of the conclusion of the season a report is to be prepared and submitted to the Director of Surf Sports to include all relevant information relating to the activities of the Board of Surf Sports.

5.1.12 Surf Sports Selection Committee

- (a) The Selection Committee shall consist of five (5) members, including the Director of Surf Sports, with the remaining four (4) members being nominated by the Board of Surf Sports and who shall be appointed by the Executive Committee within one (1) month of the Club's Election Meeting.
- (b) The Director of Surf Sports shall act as chair.
- (c) The chair shall have authority on every question of order.
- (d) Minutes of all meetings shall be recorded and submitted to the Executive Committee within one (1) month of the meeting for approval.
- (e) The Selection Committee shall act as selectors and be responsible for the selection of all teams representing the Club.
- (f) Three (3) members shall form a quorum.
- (g) In each and every year and within one (1) month of the conclusion of the season prepare and submit a report to the Director of Surf Sports.

5.1.13 Finance Committee

- (a) The Finance Committee shall consist of three (3) members including the Finance Director and the Bar Finance Manager who shall be appointed by the Executive Committee within one (1) month of the Club's Election Meeting.
- (b) The Finance Director will chair all meetings.
- (c) The chair shall have authority on every question of order
- (d) Minutes of all meetings shall be recorded and submitted to the Executive Committee within one (1) month of the meeting for approval.
- (e) Co-ordinate and manage all financial plans and strategies to ensure the Club's financial plan is clearly mapped and identified. This Committee is also responsible for the implementation of all plans and strategies.
- (f) Three (3) members shall form a quorum.
- (g) In each and every year and within one (1) month of the conclusion of the season a report is to be prepared to include all relevant information relating to the activities of the Finance Committee.

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5.1.14 Junior Activities Committee

The sub-committee responsible for the development of members aged from Under 6 to Under 14 within the boundaries of the Club shall be known as the Junior Activities Committee (hereinafter referred to as the "JAC") and shall be endorsed annually by the Executive Committee.

- (a) The JAC shall be comprised of members who have a genuine interest in the development of all members and are willing to help with activities which fall under the control of the JAC, these members shall be current financial members of the Club.
- (b) The JAC shall be appointed by the Executive Committee within one (1) month of the Club's Election Meeting from interested persons and will comprise of the following advisers:
- Secretary
 - Age Managers (U8-U14) (7)
 - Assistant Age Managers (U8-U14) (7)
 - Age Managers (U6-U7) (2)
 - Recorder
 - JAC Touring Team Manager
 - Rookie Co-Coordinator
 - Manager Lifesaving & Education (U8-U14)
 - Manager Surf Sports & Coaching (U8-U14)
 - Junior Activities Surf Sports Gear Steward
 - Presentation Night Committee - Junior Activities
- (c) The JAC shall be subject to the following terms of reference:
- the responsibility for the conduct and coordination of all development matters relating to the club membership
 - to prepare junior activity members for their eventual transition to the marine and patrol involvement of the Club
 - Identify members to participate in the Surf Life Saving Central Coast Rookie Programme
 - Identify members to undertake Development Course eg: Coaching Accreditation, Officials Accreditation
- (d) Advisers in 5.1.13 (b) above shall have full voting rights at all JAC Monthly meetings. These officers shall have the power to deal with all JAC development matters requiring immediate attention.

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- (e) The JAC shall circularise details of such business to advisers and delegates of the JAC and the Club prior to the next meeting of the JAC.
- (f) JAC meetings which shall be conducted as required.
- (g) A quorum of the JAC shall be ten (10).
- (h) Voting rights for Committees shall be limited to JAC officers as detailed in Clause 5.1.13 (b) above.
- (i) The Director of the JAC will be Chair at every JAC meeting.
- (j) The Chair shall have authority on every question of order
- (k) Minutes of all meetings shall be recorded and submitted to the Executive Committee within one (1) month of the meeting for approval and on approval shall be circulated to all officers in clause 5.1.13 (b) and any other interested parties.
- (l) In each and every year and within one (1) month of the conclusion of the season a report is to be prepared to include all relevant information relating to the activities of the JAC.

5.1.15 Sponsorship Committee

- (a) The Sponsorship Committee shall consist of three (3) members including the Director of Marketing and the Sponsorship Coordinator. The Sponsorship Coordinator and remaining committee member shall be appointed by the Executive Committee from interested persons within one (1) month of the Club's Election Meeting.
- (b) The Sponsorship Committee shall coordinate and manage all sponsorship plans and strategies to ensure the Club's sponsorship plan is clearly mapped and identified. This Committee is also responsible for the implementation of all plans and strategies.
- (c) Minutes of all meetings shall be recorded and submitted to the Executive Committee within one (1) month of the meeting for approval.
- (d) Three (3) members shall form a quorum.
- (e) In each and every year and within one (1) month of the conclusion of the season a report is to be prepared to include all relevant information relating to the activities of the Sponsorship Committee.

5.1.16 Functions Centre Committee

- (a) The Function Centre Committee shall consist of five (5) members including the Functions Director, Bar Finance Manager, Cellar Manager and Catering Manager who shall be appointed by the Executive Committee from interested persons within one (1) month of the Club's Election Meeting.

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- (b) The Functions Director will chair all meetings.
- (c) The Chair shall have authority on every question of order.
- (d) Minutes of all meetings shall be recorded and submitted to the Executive Committee within one (1) month of the meeting for approval.
- (e) Co-ordinate and manage all the operations, activities of the function area of the Club. The Committee is also responsible for the implementation of all plans and strategies to ensure the function area of the club is financially independent.
- (f) Three (3) members shall form a quorum.
- (g) In each and every year and within one (1) month of the conclusion of the season a report is to be prepared to include all relevant information relating to the activities of the Functions Centre Committee.

5.1.17 Ladies Auxiliary Committee

- (a) The Ladies Auxiliary Committee shall consist of interested members and unlimited in numbers. The Committee shall include the Director of Functions.
- (b) The Functions Director will chair all meetings.
- (c) The Chair shall have authority on every question of order.
- (d) Minutes of all meetings shall be recorded and submitted to the Executive Committee within one (1) month of the meeting for approval.
- (e) The role of the Committee is to conduct functions as required to assist and support the Club.
- (f) In each and every year and within one (1) month of the conclusion of the season a report is to be prepared to include all relevant information relating to the activities of the Auxiliary Committee.

5.2 OFFICERS AND ADVISORS

5.2.1 Occupational Health & Safety Officer shall:

- (a) be responsible to the President.
- (b) implement and oversee risk management procedures;
- (c) set up, implement and monitor injury reporting system;
- (d) carry out investigations of surf club workplace incidents;
- (e) set up, implement and monitor OH&S education and training systems;
- (f) implement systems to review workplace stress and critical incidents;

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- (g) implement rehabilitation and “return to surf club duties” procedures;
- (h) submit reports to the Executive Committee as required regarding the implementation of the above.

5.2.2 Member Protection Officer shall:

- (a) be responsible to the President;
- (b) ensure the safety and welfare for Club Members;
- (c) assist in grievance and complaints resolution;
- (d) act as an impartial body, offering a sounding board to bounce ideas off;
- (e) identify options for resolution of conflicts and grievances;
- (f) refer complaints and grievances to other bodies in conjunction with the complaints and grievance flow chart;
- (g) have awareness of Child Protection, Anti-Harassment and Discrimination, Codes of Conduct, Members Protection and other relevant policies;
- (h) liaise with Members of the Club, President and other bodies;
- (i) ensure completion of Prohibited Employment Declaration form by all Members;
- (j) possess a good understanding of Club, SLSNSW and SLSA policies and procedures;
- (k) In each and every year and within one (1) month of the conclusion of the season a report is to be prepared and submitted to the President.

5.2.3 Youth Liaison Officer (14-25 years) shall:

- (a) be responsible to the Deputy President;
- (b) be a minimum of eighteen (18) years of age;
- (c) be responsible for promoting and delivering SLSA, SLSNSW and SLSCC development programs, mentoring programs and other activities for all youth;
- (d) be a representative of the Selection Committee for the Club’s Junior Lifesaver of the Year;
- (e) oversee youth recruitment and retention programs/activities within the Club;
- (f) promote youth members’ participation in development camps and leadership programs and camps;
- (g) pursue any issues of benefit to the safety and enjoyment of all youth Club Members;

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- (h) assist the Executive Members and Sub-Committee Members to enhance recruitment and retention and transition through the various age levels;
- (i) be the Club contact for all SLSCC, SLSNSW & SLSA Youth Development programmes;
- (j) in each and every year and within one (1) month of the conclusion of the season a report is to be prepared and submitted to the Deputy President.

5.2.4 Duke of Edinburgh Coordinator shall:

- (a) be responsible to the Deputy President;
- (b) target appropriate aged Club Members for participation in the Duke of Edinburgh programme;
- (c) be responsible for preparing a development programme for the Members who are undertaking the Duke of Edinburgh Programme;
- (d) be responsible for the supervision and preparation of members undertaking the Duke of Edinburgh Programme;
- (e) be responsible for the supervision of the duties allocated to those officers appointed to assist him;
- (f) provide to the Deputy President a monthly report and/or reports as requested with respect to the participation of Club Members in the Duke of Edinburgh programme;
- (g) within one (1) month of the conclusion of the season carry out a stocktake of equipment and the inspection of equipment for the purposes of repair and replacement and if appropriate arrange for storage of the equipment in good repair for the commencement of the following season;
- (h) in each and every year and within one (1) month of the conclusion of the season a report is to be prepared and submitted to the Deputy President.

5.2.5 Manager Rescue Services shall:

- (a) be a member of the Board of Lifesaving;
- (b) hold SLSA Bronze Medallion and be proficient;
- (c) be familiar with the current SLSNSW Standard Operating Procedures (Beach Patrol) manual;
- (d) encourage all Members to apply the current SLSNSW Standard Operating Procedures (Beach Patrol) manual towards the management of the Club's service and patrols;

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- (e) be responsible for rostering the available active members into patrols of sufficient numbers to ensure adequate patrol strength;
- (f) regularly supervise the activities and duties of those officers responsible for recording patrol attendances and arrange patrol defaulters for roster, in order to ensure the maintenance of adequate patrol strength;
- (g) by personal example, encourage his members to offer congratulations for warranted achievements;
- (h) as soon as possible following the annual election of officers, the Director of Lifesaving and Manager Rescue Services shall select the Patrol Captains and Patrol Vice-Captains for the season and formulate a roster card and arrange for circulation to all Active Members at least four (4) weeks prior to the commencement of the patrolling season;
- (i) through the Director of Education and Training, he shall organise that information on new Life Saving methods and techniques be instructed to all active members;
- (j) be responsible for ensuring the proficiency of all patrols and patrol members;
- (k) be responsible for the supervision of the duties he has allocated to those officers appointed by him;
- (l) be aware of Occupational Health & Safety policy;
- (m) submit a written report to the Director of Lifesaving monthly;
- (n) in each and every year and within one (1) month of the conclusion of the season assist the Director of Lifesaving to carry out an inspection of lifesaving gear and equipment in conjunction with the Director of Education & Training, Mobile Services Officer, First Aid Officer and Lifesaving Gear Steward for the purposes of repair and replacement;
- (o) in each and every year and within one (1) month of the conclusion of the season and after complying with 5.2.5 (n) above assist the Director of Lifesaving in conjunction with the Director of Education & Training, Mobile Services Officer, First Aid Officer and Lifesaving Gear Steward to arrange for the storage of all lifesaving equipment in good repair for the commencement of the following season;
- (p) in each and every year and within one (1) month of the conclusion of the season a report is to be prepared and submitted to the Director of Lifesaving.

5.2.6 Lifesaving Gear Steward shall:

- (a) be a member of the Board of Lifesaving;
- (b) be familiar with the current SLSNSW Standard Operating Procedures (Beach Patrol) manual;

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- (c) encourage all Members to apply the current SLSNSW Standard Operating Procedures (Beach Patrol) manual towards the management of the Club's service and patrols;
- (d) be responsible for the proper upkeep, repairing and storage of all Life Saving gear and equipment owned by the Club. He shall ensure that ALL Life Saving equipment is always in excellent condition and ready for immediate use;
- (e) be responsible for the supervision of duties allocated to those officers appointed by him;
- (f) be aware of Occupational Health & Safety policy.
- (g) submit a written report to the Director of Lifesaving monthly.
- (h) in each and every year and within one (1) month of the conclusion of the season assist the Director of Lifesaving to carry out an inspection of lifesaving gear and equipment in conjunction with the Director of Education & Training, Mobile Services Officer, First Aid Officer and Manager of Rescue Services for the purposes of repair and replacement;
- (i) in each and every year and within one (1) month of the conclusion of the season and after complying with 5.2.6 (h) above assist the Director of Lifesaving in conjunction with the Director of Education & Training, Mobile Services Officer, First Aid Officer and Manager of Rescue Services to arrange for the storage of all lifesaving equipment in good repair for the commencement of the following season;
- (j) in each and every year and within one (1) month of the conclusion of the season a report is to be prepared and submitted to the Director of Lifesaving.

5.2.7 Communications Officer shall:

- (a) be a member of the Board of Lifesaving;
- (b) hold an SLSA Radio Operator's Certificate;
- (c) be familiar with the current SLSNSW Standard Operating Procedures (Beach Patrol) manual;
- (d) encourage all Members to apply the current SLSNSW Standard Operating Procedures (Beach Patrol) manual towards the management of the Club's service and patrols;
- (e) not less than one (1) month prior to the commencement of each season complete an inspection and inventory of radio equipment to ensure that all equipment is in optimum condition for the commencement of the season;

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- (f) be responsible for the maintenance, care and upkeep for the purposes and to ensure that all radio equipment is in an operational and safe manner at all times for the purposes of lifesaving and patrols;
- (g) coordinate training of members in the use of radios in consultation with the Director of Education and Training;
- (h) recommend the purchase of additional radios required to the Board of Lifesaving;
- (i) submit a written report to the Director of Lifesaving monthly;
- (j) be aware of Occupational Health & Safety policy;
- (k) assist the Director of Lifesaving with the carrying out of a stocktake of radio communication equipment for the purposes of repair and replacement and to also assist with the storage of radio communication equipment in good repair for the commencement of the following season;
- (l) in each and every year and within one (1) month of the conclusion of the season a report is to be prepared and submitted to the Director of Lifesaving.

5.2.8 Mobile Services Officer shall:

- (a) be a member of the Board of Lifesaving;
- (b) hold SLSA Bronze Medallion;
- (c) hold SLSA IRB Driver Certificate;
- (d) be familiar with the current SLSNSW Standard Operating Procedures (Beach Patrol) manual;
- (e) encourage all Members to apply the current SLSNSW Standard Operating Procedures (Beach Patrol) manual towards the management of the Club's service and patrols;
- (f) be a qualified and currently proficient IRB driver in accordance with the manuals of SLSA and shall at all times be subject to the direction of the Director of Lifesaving and the Manager of Rescue Services;
- (g) not less than one (1) month prior to the commencement of each season complete an inspection and inventory of IRB's and related gear and equipment plus all ATV's, 4WDS and all other motorised vehicles that all equipment is in optimum condition for the commencement of the season;
- (h) coordinate training for IRB's, motorised lifesaving equipment and the rostering and supervision of all IRB drivers and crew in consultation with the Director of Lifesaving and the Manager of Rescue Services;
- (i) coordinate competition for IRB's and ensure they are run efficiently.

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- (j) be responsible for the care, housing and maintenance of the IRB's and related gear and equipment plus all ATV's, 4WDS and all other motorised vehicles used for the purposes of surf lifesaving;
- (k) be responsible for arranging for the carrying out of proficiencies at the commencement of the season with respect to the operators of power-driven equipment;
- (l) submit a list of proficient members to the Director of Lifesaving within seven (7) days of the proficiency for the purposes of recording proficiencies in Surfguard;
- (m) submit a written report to the Board of Lifesaving monthly;
- (n) be aware of Occupational Health & Safety policy;
- (o) in each and every year and within one (1) month of the conclusion of the season assist the Director of Lifesaving to carry out an inspection of lifesaving gear and equipment in conjunction with the Director of Education & Training, Manager of Rescue Services, First Aid Officer and Lifesaving Gear Steward for the purposes of repair and replacement;
- (p) in each and every year and within one (1) month of the conclusion of the season and after complying with 5.2.8 (o) above assist the Director of Lifesaving in conjunction with the Director of Education & Training, Manager of Rescue Services, First Aid Officer and Lifesaving Gear Steward to arrange for the storage of all lifesaving equipment in good repair for the commencement of the following season;
- (q) in each and every year and within one (1) month of the conclusion of the season a report is to be prepared and submitted to the Director of Lifesaving.

5.2.9 Patrol Judges:

- (a) In each and every year the Club will conduct a Patrol Efficiency Competition.
- (b) There will be three (3) Patrol Judges who will be appointed by the Executive Committee from interested persons.
- (c) The Patrol Judges shall, in conjunction with the Director of Lifesaving and the Manager of Rescue Services, draw up rules for the Patrol Efficiency Competition.
- (d) Each Patrol Judge will be allocated a specific area of lifesaving for the purposes of attending upon each patrol.
- (e) The Patrol Judges will conduct random markings during the patrolling season.

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5.2.10 First Aid Officer shall:-

- (a) be a member of the Board of Lifesaving;
- (b) hold a nationally recognised First Aid Certificate (current);
- (c) be responsible for the maintenance, care and upkeep of a fully stocked first aid Kit and First Aid Room and the education of First Aid equipment for the purposes of Life Saving and Patrols;
- (d) submit purchase orders to the Director of Lifesaving for approval;
- (e) be familiar with the current SLSNSW Standard Operating Procedures (Beach Patrol) manual;
- (f) encourage all Members to apply the current SLSNSW Standard Operating Procedures (Beach Patrol) manual towards the management of the Club's service and patrols;
- (g) not less than one (1) month prior to the commencement of each season complete an inspection and inventory of first aid kits and equipment to ensure that all equipment is in optimum condition for the commencement of the season;
- (h) ensure that Patrol Captains organise periodic cleaning of the First Aid Room;
- (i) ensure the safety of the general public on the beach;
- (j) assist with minor First Aid incidents, and liaise with Medical Officers if required;
- (k) monitor First aid Equipment (eg oxygen, Oxyviva, defibrillator etc);
- (l) ensure training manikins are in good working order;
- (m) assist in training Members for First aid Courses;
- (n) keep a correct record of cases treated and materials used;
- (o) submit a written report to the Board of Lifesaving monthly;
- (p) be aware of Occupational Health & Safety policy;
- (q) in each and every year and within one (1) month of the conclusion of the season assist the Director of Lifesaving to carry out an inspection of lifesaving gear and equipment in conjunction with the Director of Education & Training, Manager of Rescue Services, Mobile Services Officer and Lifesaving Gear Steward for the purposes of repair and replacement;
- (r) in each and every year and within one (1) month of the conclusion of the season and after complying with 5.2.10 (q) above assist the Director of Lifesaving in conjunction with the Director of Education & Training, Manager of Rescue Services, Mobile Services Officer and Lifesaving Gear Steward to arrange for the storage of

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all lifesaving equipment in good repair for the commencement of the following season;

- (s) in each and every year and within one (1) month of the conclusion of the season a report is to be prepared and submitted to the Director of Lifesaving.

5.2.11 Patrol Captains/Vice Captains

- (a) Shall be a member of the Board of Lifesaving.
- (b) Patrol Captains will be appointed by the Director of Lifesaving and the Manager of Rescue Services from such interested persons who hold the minimum SLSA requirements for the role of Patrol Captain.
- (c) Vice Captains will be appointed by the Director of Lifesaving and the Manager of Rescue Services and can be in conjunction with nominated Patrol Captains from interested persons.
- (d) Shall be familiar with the current SLSNSW Standard Operating Procedures (Beach Patrol) manual.
- (e) Shall encourage all patrolling Members to apply the current SLSNSW Standard Operating Procedures (Beach Patrol) manual towards the management of the Club's service and patrols.
- (f) Shall be aware of Occupational Health & Safety policy.

5.2.12 Manager Lifesaving & Education (U8-U14) shall:

- (a) be a member of the Board of Lifesaving;
- (b) be a Member of the Junior Activities Committee;;
- (c) attend Board of Lifesaving meetings
- (d) comply with his role as set out under the Junior Activities Committee.

5.2.13 Rookie Co-Coordinator shall:

- (a) be a member of the Board of Lifesaving;
- (b) be a Member of the Junior Activities Committee;
- (c) attend Board of Surf Sports meetings;
- (d) comply with his role as set out under the Junior Activities Committee.

5.2.14 Club Training Officers shall:

- (a) be an adviser to the Board of Lifesaving;
- (b) conduct training as directed by the Director of Education & Training;

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- (c) competently undertake training activities, ensuring a supportive training environment that meets all SLSNSW requirements and is conducive to learning;
- (d) develop a stimulating learning environment by using a variety of styles, techniques and approaches to present subject matter and practical techniques;
- (e) conduct training using SLSA/SLSNSW endorsed resources only;
- (f) ensure course participants understand the training methods and the expected outcomes as per course requirements;
- (g) ensure each participant of an accredited course completes a Training Enrolment Form in its entirety;
- (h) maintain accurate attendance records in accordance with SLSNSW requirements;
- (i) comply with all rules, regulations and requirements as documented in the SLSNSW (Training Division) Standard Operating Procedures and/or relevant legislation;
- (j) ensure each participant is made aware of the purpose and availability of the SLSNSW Academy Handbook, in particular RPL opportunities and access and equity policies;
- (k) ensure Participant Evaluation of Course forms are provided to all participants on completion of training and collected and return to the appropriate person within the required time frame;
- (l) ensure a Training Course Report is completed at the end of each course and sent to the appropriate person within the required time frame with Course Evaluation Forms;
- (m) conduct all activities in conformance with procedures, work instructions and/or specifications and advise others to stop any activity if it is determined that the activity is in breach of these requirements;
- (n) ensure all activities are conducted in a manner that prevents and avoids risk to the occupational health and safety of any person and is in compliance with SLSNSW OH&S Policy;
- (o) ensure all course participants develop and adopt safe practices in the training environment;
- (p) assist in the completion of member Incident Reports for training activities;
- (q) adopt a continuous improvement approach to carrying out all activities and contribute to continuous improvement activities by making improvement recommendations to SLSNSW when they become apparent.
- (r) evaluate own performance on an on-going basis through continuous improvement and professional development activities.

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- (s) ensure his VET Logbook is maintained with details of all training activities undertaken and other associated activities;
- (t) attend club or Branch meetings (as requested).
- (u) maintain a professional image of Surf Life Saving at all times.

5.2.15 Club SLSA Assessors shall:

- (a) be an adviser to the Board of Lifesaving;
- (b) competently undertake assessment activities to determine participant competence;
- (c) ensure a supportive assessment environment that meets all SLSNSW requirements and is conducive to learning;
- (d) ensure assessment complies with SLSNSW Assessment Policy, making certain assessment is fair, authentic, valid and sufficient to enable an accurate judgement of competence;
- (e) conduct assessment using SLSA/SLSNSW endorsed resources only;
- (f) maintain accurate attendance records in accordance with SLSNSW requirements;
- (g) comply with all rules, regulations and requirements as documented in the SLSNSW (Training Division) Standard Operating Procedures and/or relevant legislation;
- (h) ensure course participants understand assessment activity requirements and expected outcomes as per course requirements;
- (i) accurately mark all assessments and record all outcomes using all required documentation, returning them to the appropriate person within the required time frame as stated in SLSNSW policies;
- (j) contribute to the completion of Training Course Reports for all courses;
- (k) conduct all activities in conformance with procedures, instructions and/or specifications and advise others to stop any activity if it is determined that the activity is in breach of these requirements;
- (l) ensure all activities are conducted in a manner that prevents and avoids risk to the occupational health and safety of any person and is in compliance with SLSNSW OH&S Policy;
- (m) ensure all course participants develop and adopt safe practices in the assessment environment.
- (n) assist in the completion of member Incident Reports for assessment activities.

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- (o) adopt a continuous improvement approach to carrying out all activities and contribute to continuous improvement activities by making improvement recommendations to SLSNSW when they become apparent;
- (p) evaluate own performance on an on-going basis through continuous improvement and professional development activities;
- (q) ensure his VET Logbook is maintained with details of all assessment activities undertaken and other associated activities;
- (r) attend club or Branch meetings (as requested);
- (s) maintain a professional image of Surf Life Saving at all times.

5.2.16 Surf Sports Head Coach shall:

- (a) be a member of the Board of Surf Sports;
- (b) hold SLSA Level 1 Coaching Certificate (minimum);
- (c) be aware of the rules and regulations contained in SLSA Surf Sports Manuals and Handbooks and any changes or alterations to the rules and regulations contained therein;
- (d) have proven multi disciplined surf life saving coaching experience;
- (e) have a rapport with athletes and domestic sports tour experience;
- (f) have good organisational skills and an ability to work in a team environment;
- (g) prepare the Club team for competition by delivering a structured and holistic coaching program commensurate with the physical, technical, tactical and mental requirements of competition;
- (h) attend Board of Surf Sport meetings and provide a written progress report to the Director of Surf Sports monthly or as requested;
- (i) design training programs for athletes, where relevant; athletes already training under a coach must work in some surf activities before the season begins;
- (j) email program to all members interested in competing, as required;
- (k) ensure athletes based outside of area are catered for;
- (l) ensure athletes are aware of the times for their events;
- (m) in consultation with the Club identify avenues of recruiting members and involving them in competition;
- (n) liaise with Surf Sports Selection Committee on team selection;

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- (o) liaise with appropriate personnel on training programs and talent identification;
- (p) promote members to achieve Level 1 coaching status;
- (q) work with junior program on increased skills involved in your particular section;
- (r) liaise with Director of Surf Sports on budgetary requirements;
- (s) be aware of Occupational Health & Safety policy;
- (t) in each and every year and within one (1) month of the conclusion of the season a report is to be prepared and submitted to the Director of Surf Sports.

5.2.17 Specialist Coaches/Trainers/Captains shall:

- (a) be members of the Board of Surf Sports;
- (b) be a holder of SLSA Bronze Medallion (current);
- (c) if a Boat Coach/Trainer/Captain hold a current Boat Sweep Accreditation;
- (d) if a Specialist Coach hold a SLSA Level 1 Coaching Certificate (minimum);
- (e) be aware of the rules and regulations contained in SLSA Surf Sports Manuals and Handbooks and any changes or alterations to the rules and regulations contained therein;
- (f) provide coaching and development in the areas of water, beach, board, ski, boat, R&R, March Past and Lifesaving;
- (g) if the Board and Ski Coach/Captain/Trainer be responsible for the housing of boards and skis belonging to Members;
- (h) in consultation with the Director of Surf Sports and sectional Managers shall permit or prohibit the use of any Club draft or gear;
- (i) if the Board and Ski Coach/Captain/Trainer assist in the selection and supervision of the training of individuals and/or teams of board and ski competitors;
- (j) be responsible for the care, housing, maintenance of all craft, equipment and tools;
- (k) ensure Members are aware of training structure;
- (l) ensure that there are adequate craft maintenance sessions held;
- (m) in consultation with the Director of Surf Sports, sectional Managers and Surf Sports Gear Steward be responsible for the transport to and from carnivals of Club craft, eg board, skis, boats and reels.
- (n) maintain all Club craft in a serviceable condition;
- (o) ensure that all Members are proficient for competition;

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- (p) liaise with Director of Surf Sports on budgetary requirements;
- (q) be aware of Occupational Health & Safety policy;
- (r) ensure that all members adhere to the SLSA Code of Conduct;
- (s) attend Board of Surf Sport meetings and provide a written progress report to the Director of Surf Sports monthly and/or as requested;
- (t) in each and every year and within one (1) month of the conclusion of the season assist the Director of Surf Sports in conjunction with the Surf Sports Gear Steward to carry out an inspection of gear and equipment for the purposes of repair and replacement;
- (u) in each and every year and within one (1) month of the conclusion of the season and after complying with 5.2.17 (t) above arrange for the storage of all surf sport equipment in good repair for the commencement of the following season;
- (v) in each and every year and within one (1) month of the conclusion of the season a report is to be prepared and submitted to the Director of Surf Sports.

5.2.18 Surf Sports Administration Officer shall:

- (a) be a member of the Board of Surf Sports;
- (b) be aware of the rules and regulations contained in SLSA Surf Sports Manuals and Handbooks and any changes or alterations to the rules and regulations contained therein;
- (c) ensure that entries for surf carnivals, pool championships and other competitions to be contested by Club Members are submitted properly and prior to the closing date of carnival entries;
- (d) record carnival results to be submitted to the Director of Administration, Director of Marketing and to the Presentation Night Committee for the purposes of recording for the Presentation Night.

5.2.19 Surf Sports Gear Steward shall:

- (a) be a Member of the Board of Surf Sports;
- (b) be responsible for the proper upkeep, repair and storage of all Competition gear and equipment owned by the Club in conjunction with the sectional Managers;
- (c) be aware of the rules and regulations contained in SLSA Surf Sports Manuals and Handbooks and any changes or alterations to the rules and regulations contained therein;
- (d) ensure that ALL competition equipment is always in excellent condition and ready for immediate use;

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- (e) be aware of Occupational Health & Safety policy;
- (f) attend meetings and provide a written progress report to the Director of Surf Sports monthly and/or as requested;
- (g) in each and every year and within one (1) month of the conclusion of the season assist the Director of Surf Sports in conjunction with the Specialist Coaches to carry out an inspection of gear and equipment for the purposes of repair and replacement;
- (h) in each and every year and within one (1) month of the conclusion of the season and after complying with 5.2.19 (g) above arrange for the storage of all surf sport equipment in good repair for the commencement of the following season;
- (i) in each and every year and within one (1) month of the conclusion of the season a report is to be prepared and submitted to the Director of Surf Sports.

5.2.20 Surf Sports Sectional Age Managers shall:

- (a) be a member of the Board of Surf Sports;
- (b) be aware of Occupational Health & Safety policy;
- (c) be aware of the rules and regulations contained in SLSA Surf Sports Manuals and Handbooks and any changes or alterations to the rules and regulations contained therein;
- (d) organise and encourage competition within age group Members of the Club;
- (e) coordinate and arrange competition relating to age group Members;
- (f) coordinate training of the Club's age group Members;
- (g) of the Club's boat shed;
- (h) be in control of age group competitors during inter club competitions;
- (i) submit carnival entries and fees to the Surf Sports Administration Officer prior to the closing date of entries;
- (j) attend all briefings at events where the Club's age group Members are represented;
- (k) ensure all age group Members are proficient and are attending rostered patrols;
- (l) attend meetings of the Board of Surf Sports;
- (m) ensure that all age group Members adhere to the SLSA Code of Conduct;
- (n) attend meetings of the Board of Surf Sports;

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- (o) provide a monthly report to the Director of Surf Sports of activities and achievements of the Club's boat crews or within seven (7) days of competition for the publication in the Club's newsletter and on the Club's web site.

5.2.21 Surf Sports Race Secretary shall:

- (a) be a member of the Board of Surf Sports;
- (b) provide Sunday events consisting of a minimum of one swim and other events as required;
- (c) assist the Director of Surf Sports with the conduct of the Club's annual Club Championship events;
- (d) be aware of the rules and regulations contained in SLSA Surf Sports Manuals and Handbooks and any changes or alterations to the rules and regulations contained therein;
- (e) be aware of Occupational Health & Safety policy;
- (f) attend Board of Surf Sports Meetings and provide a written progress report to the Director of Surf Sports monthly and/or as requested.

5.2.22 Touring Team Manager shall:

- (a) be a member of the Board of Surf Sports;
- (b) in conjunction with the Director of Surf Sports prepare and present to the Executive Committee a budget covering all financial matters associated with the Club's Touring Team;
- (c) be aware of the rules and regulations contained in SLSA Surf Sports Manuals and Handbooks and any changes or alterations to the rules and regulations contained therein;
- (d) be responsible for any outfitting and funding in excess of provision made by the Club Executive Committee;
- (e) be responsible for the assembly (after selection), transport, accommodation and general behaviour of the team;
- (f) in the case of large financial commitment submit a statement with receipts and invoices within thirty (30) days after the completion of events;
- (g) attend all official briefings at events where the Club is represented or if unavailable appoint another member of the Board of Surf Sports to attend in his place;
- (h) be aware of Occupational Health & Safety policy;
- (i) attend meetings of the Board of Surf Sports;

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- (j) provide a monthly report to the Director of Surf Sports of activities and achievements of the Club's touring team competitors or within seven (7) days of competition for the publication in the Club's newsletter and on the Club's web site.
- (k) ensure that all team members and spectators adhere to the SLSA Code of Conduct;
- (l) within one (1) month from the conclusion of the season provide to the Director of Surf Sports a comprehensive written report of the achievements of the Club's Touring Teams.

5.2.23 Boat Manager shall:

- (a) be a member of the Board of Surf Sports;
- (b) be aware of Occupational Health & Safety policy;
- (c) be aware of the rules and regulations contained in SLSA Surf Sports Manuals and Handbooks and any changes or alterations to the rules and regulations contained therein;
- (d) organise and encourage boat competition within the Club;
- (e) coordinate and arrange competition relating to surf boats;
- (f) coordinate training of the Club's surf boat crews;
- (g) arrange the maintenance of the Club's surf boats and provide a report to the Director of Surf Sports monthly as to the requirement for repair or replacement of equipment needed to maintain the Club's surf boats in a safe and proper manner;
- (h) organise repairs of the Club's surf boats;
- (i) be responsible for the upkeep and supervision of the Club's boat shed;
- (j) be in control of all boat competitors during inter club competitions;
- (k) make recommendations to the Director of Surf Sports for the purchase of surf boats, oars or equipment;
- (l) submit carnival entries and fees to the Surf Sports Administration Officer prior to the closing date of entries;
- (m) attend all briefings at events where the Club's boat crews are represented;
- (n) ensure all boat crews are proficient and are attending rostered patrols;
- (o) attend meetings of the Board of Surf Sports;
- (p) oversee and arrange for the transportation of the Club's surf boats to carnivals;
- (q) ensure that the boat trailers are kept in a roadworthy condition and are registered;

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- (r) keep a register of the whereabouts of the Club's surf boats and provide it to the Director of Surf Sports;
- (s) ensure that all team members adhere to the SLSA Code of Conduct;
- (t) attend meetings of the Board of Surf Sports;
- (u) provide a monthly report to the Director of Surf Sports of activities and achievements of the Club's boat crews or within seven (7) days of competition for the publication in the Club's newsletter and on the Club's web site.

5.2.24 Board Manager shall:

- (a) be a member of the Board of Surf Sports;
- (b) be aware of Occupational Health & Safety policy;
- (c) be aware of the rules and regulations contained in SLSA Surf Sports Manuals and Handbooks and any changes or alterations to the rules and regulations contained therein;
- (d) organise and encourage board competition within the Club;
- (e) make recommendations to the Director of Surf Sports for the purchase of boards for use by Club Members;
- (f) arrange the maintenance of all Club owned boards and provide a report to the Director of Surf Sports monthly as to the requirement for repair or replacement of straps, fins etc needed to maintain the boards in a safe and proper manner;
- (g) organise repair of all Club owned boards;
- (h) oversee and authorise the distribution of boards for competition and training in conjunction with the Director of Surf Sports and Surf Sports Head Coach;
- (i) keep a register of the whereabouts of all Club owned boards and provide it to the Director of Surf Sports;
- (j) submit carnival entries and fees to the Surf Sports Administration Officer prior to the closing date of entries;
- (k) ensure the safe transport of the Club's boards to carnivals and training venues other than the Club's beach;
- (l) attend all briefings at events where the Club's board competitors are represented;
- (m) be in control of all board competitors during inter club competitions;
- (n) ensure all board competitors are proficient and are attending rostered patrols;
- (o) ensure that all team members adhere to the SLSA Code of Conduct;

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- (p) attend meetings of the Board of Surf Sports;
- (q) provide a monthly report to the Director of Surf Sports of activities and achievements of the Club's board competitors or within seven (7) days of competition for the publication in the Club's newsletter and on the Club's web site;
- (r) maintain the safe storage of all Club owned boards.

5.2.25 March Past Manager

- (a) be a member of the Board of Surf Sports;
- (b) be aware of Occupational Health & Safety policy;
- (c) be aware of the rules and regulations contained in SLSA Surf Sports Manuals and Handbooks and any changes or alterations to the rules and regulations contained therein;
- (d) organise and encourage March Past competition within the Club;
- (e) make recommendations to the Director of Surf Sports for the purchase of March past reels, equipment, flags or March Past clothing for use by Club Members in the competition of March Past;
- (f) arrange the maintenance of all Club owned March Past reels and equipment and provide a report to the Director of Surf Sports monthly as to the requirement for repair or replacement of needed to maintain the March Past reels and equipment in a safe and proper manner;
- (g) organise repair of March Past reels and equipment;
- (h) be in control of all March Past competitors during inter club competitions;
- (i) arrange for the training of Members in March Past;
- (j) submit carnival entries and fees to the Surf Sports Administration Officer prior to the closing date of entries;
- (k) ensure the safe transport of the Club's March Past reels and equipment to carnivals and training venues other than the Club's beach;
- (l) attend all briefings at events where the Club's March Past competitors are represented;
- (m) ensure all March Past competitors are proficient and are attending rostered patrols;
- (n) ensure that all team members adhere to the SLSA Code of Conduct;
- (o) attend meetings of the Board of Surf Sports;

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- (p) provide a monthly report to the Director of Surf Sports of activities and achievements of the Club's March Past competitors or within seven (7) days of competition for the publication in the Club's newsletter and on the Club's web site;
- (q) maintain the safe storage of all March Past reels and equipment.

5.2.26 R&R Manager

- (a) be a member of the Board of Surf Sports;
- (b) be aware of Occupational Health & Safety policy;
- (c) be aware of the rules and regulations contained in SLSA Surf Sports Manuals and Handbooks and any changes or alterations to the rules and regulations contained therein;
- (d) organise and encourage R&R competition within the Club;
- (e) make recommendations to the Director of Surf Sports for the purchase of R&R reels or equipment for use by Club Members in the competition of R&R;
- (f) arrange the maintenance of all Club owned reels and equipment and provide a report to the Director of Surf Sports monthly as to the requirement for repair or replacement of needed to maintain the R&R reels in a safe and proper manner;
- (g) organise repair of R&R reels;
- (h) submit carnival entries and fees to the Surf Sports Administration Officer prior to the closing date of entries;
- (i) be in control of all R&R competitors during inter club competitions;
- (j) ensure the safe transport of the Club's R&R reels to carnivals and training venues other than the Club's beach;
- (k) attend all briefings at events where the Club's R&R competitors are represented;
- (l) ensure all R&R competitors are proficient and are attending rostered patrols;
- (m) ensure that all team members adhere to the SLSA Code of Conduct;
- (n) attend meetings of the Board of Surf Sports;
- (o) provide a monthly report to the Director of Surf Sports of activities and achievements of the Club's R&R competitors or within seven (7) days of competition for the publication in the Club's newsletter and on the Club's web site;
- (p) maintain the safe storage of all R&R reels.

5.2.27 Ski Manager

- (a) be a member of the Board of Surf Sports;
- (b) be aware of Occupational Health & Safety policy;
- (c) be aware of the rules and regulations contained in SLSA Surf Sports Manuals and Handbooks and any changes or alterations to the rules and regulations contained therein;
- (d) organise and encourage ski competition within the Club;
- (e) make recommendations to the Director of Surf Sports for the purchase of skis for use by Club Members;
- (f) arrange the maintenance of all Club owned skis and provide a report to the Director of Surf Sports monthly as to the requirement for repair or replacement of straps, rudders, fins etc needed to maintain the skis in a safe and proper manner;
- (g) organise repair of all Club owned skis;
- (h) oversee and authorise the distribution of skis for competition and training in conjunction with the Director of Surf Sports and Surf Sports Head Coach;
- (i) keep a register of the whereabouts of all Club owned skis and provide it to the Director of Surf Sports;
- (j) submit carnival entries and fees to the Surf Sports Administration Officer prior to the closing date of entries;
- (k) ensure the safe transport of the Club's skis to carnivals and training venues other than the Club's beach;
- (l) attend all briefings at events where the Club's ski competitors are represented;
- (m) be in control of all R&R competitors during inter club competitions;
- (n) ensure all ski competitors are proficient and are attending rostered patrols;
- (o) ensure that all Members adhere to the SLSA Code of Conduct;
- (p) attend meetings of the Board of Surf Sports;
- (q) provide a monthly report to the Director of Surf Sports of activities and achievements of the Club's ski competitors or within seven (7) days of competition for the publication in the Club's newsletter and on the Club's web site;
- (r) maintain the safe storage of all Club owned skis.

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5.2.28 Swim Manager shall:

- (a) be a member of the Board of Surf Sports;
- (b) be aware of Occupational Health & Safety policy;
- (c) be aware of the rules and regulations contained in SLSA Surf Sports Manuals and Handbooks and any changes or alterations to the rules and regulations contained therein;
- (d) organise and encourage swimming competition, which includes all stillwater pool rescue championships within the Club;
- (e) make recommendations to the Director of Surf Sports for the purchase of equipment for use by Club Members in water events;
- (f) oversee and authorise the distribution of water equipment for competition and training in conjunction with the Director of Surf Sports and Surf Sports Head Coach;
- (g) keep a register of the whereabouts of all Club owned water equipment and provide it to the Director of Surf Sports;
- (h) submit carnival entries and fees to the Surf Sports Administration Officer prior to the closing date of entries;
- (i) attend all briefings at events where the Club's water competitors are represented;
- (j) be in control of all swimming competitors during inter club competitions;
- (k) ensure all water competitors are proficient and are attending rostered patrols;
- (l) ensure that all Members adhere to the SLSA Code of Conduct;
- (m) attend meetings of the Board of Surf Sports;
- (n) provide a monthly report to the Director of Surf Sports of activities and achievements of the Club's swim competitors or within seven (7) days of competition for the publication in the Club's newsletter and on the Club's web site.

5.2.29 Masters Manager

- (a) be a member of the Board of Surf Sports;
- (b) be aware of Occupational Health & Safety policy;
- (c) be aware of the rules and regulations contained in SLSA Surf Sports Manuals and Handbooks and any changes or alterations to the rules and regulations contained therein;
- (d) organise and encourage Masters competition within the Club;

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- (e) submit carnival entries and fees to the Surf Sports Administration Officer prior to the closing date of entries;
- (f) attend all briefings at events where the Club's Masters competitors are represented;
- (g) be in control of all Masters' competitors during inter club competitions;
- (h) ensure all Masters' competitors are proficient and are attending rostered patrols;
- (i) ensure that all Members adhere to the SLSA Code of Conduct;
- (j) attend meetings of the Board of Surf Sports;
- (k) provide a monthly report to the Director of Surf Sports of activities and achievements of the Club's lifesaving and patrol competition competitors or within seven (7) days of competition for the publication in the Club's newsletter and on the Club's web site.

5.2.30 Lifesaving Competition Manager

- (a) be a member of the Board of Surf Sports;
- (b) be aware of Occupational Health & Safety policy;
- (c) organise and encourage lifesaving and patrol competition within the Club;
- (d) make recommendations to the Director of Surf Sports for the purchase of equipment required for use by Club Members for the purposes of lifesaving and patrol competitions;
- (e) arrange the maintenance of all Club owned lifesaving equipment and the restock of all competition first aid kits and provide a report to the Director of Surf Sports monthly as to the requirement for repair or replacement of any equipment or first aid kits required for lifesaving competition and to ensure that all lifesaving equipment is kept in proper repair;
- (f) organise repair of all Club owned lifesaving equipment;
- (g) submit carnival entries and fees to the Surf Sports Administration Officer prior to the closing date of entries;
- (h) ensure the safe transport of the Club's lifesaving equipment to carnivals and training venues other than the Club's beach;
- (i) attend all briefings at events where the Club's lifesaving and patrol competition competitors are represented;
- (j) be in control of all swimming competitors during inter club competitions;
- (k) ensure all lifesaving competitors are proficient and are attending rostered patrols;

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- (l) ensure that all Members adhere to the SLSA Code of Conduct;
- (m) attend meetings of the Board of Surf Sports;
- (n) provide a monthly report to the Director of Surf Sports of activities and achievements of the Club's lifesaving and patrol competition competitors or within seven (7) days of competition for the publication in the Club's newsletter and on the Club's web site;
- (o) maintain the safe storage of all lifesaving equipment.

5.2.31 Beach Manager

- (a) be a member of the Board of Surf Sports;
- (a) be aware of Occupational Health & Safety policy;
- (b) organise and encourage beach competition within the Club;
- (c) make recommendations to the Director of Surf Sports for the purchase of equipment required for use by Club Members for the purposes of beach sprint training and competitions;
- (d) submit carnival entries and fees to the Surf Sports Administration Officer prior to the closing date of entries;
- (e) attend all briefings at events where the Club's lifesaving and patrol competition competitors are represented;
- (f) be in control of all beach competitors during inter club competitions;
- (g) ensure all beach competitors are proficient and are attending rostered patrols;
- (h) ensure that all Members adhere to the SLSA Code of Conduct;
- (i) attend meetings of the Board of Surf Sports;
- (j) provide a monthly report to the Director of Surf Sports of activities and achievements of the Club's lifesaving and patrol competition competitors or within seven (7) days of competition for the publication in the Club's newsletter and on the Club's web site;

5.2.32 Grants Officer shall:

- (a) be a Member of the Finance Committee;
- (b) be responsible for sourcing available grants through SLSCC, SLNSW, SLSA, Telstra Corporation, NSW Sports & Recreation, Community Grants and any other government or non governmental bodies;

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- (c) circulate grant information which is available to Club Members for surf sports, educational or training purposes and which are offered through any government or non governmental body;
- (d) compile a list of priority items and endeavour to match to available grants;
- (e) prepare reports for submission to the Executive Committee on the availability of grants and the purpose of such grants;
- (f) prepare a benefit statement as a way of conveying to the grant body all the information about the Club and the activities that the Club undertakes, which would include everything from the Junior Activities to Surf Sports and Lifesaving.
- (g) obtain letters of support from politicians and surrounding businesses which would be of assistance when making application for grants;
- (h) prepare submissions, applications and reporting in a proper and professional manner, seeking assistance where required to ensure the completeness of the application;
- (i) ensure that all required attachments, eg incorporation certificates, quotations, financial reports or annual reports are obtained prior to the closing date to avoid the late lodgement of the grant application;
- (j) ensure that the grant application is lodged prior to the closing date to avoid the possibility of the rejection of a late application;
- (k) in each and every year and within one (1) month of the conclusion of the season prepare a report of all grants applied for and received by the Club to ensure that any grant obtained is acknowledged in the Club's Annual Report.

5.2.33 Fundraising Coordinator shall:

- (a) be a Member of the Finance Committee;
- (b) be responsible for the coordination, conduct and arrangement of all social fundraising activities conducted by, or on behalf of the Club, whether within the Club or not;
- (c) liaise with the Director of Finance to ensure the efficient management of moneys received from fund raising activities.

5.2.34 Registrar

- (a) The role of the Registrar is to attend the Club's registration days for the purposes of accepting new, renewing and transferring membership.
- (b) If the Club plans to use the Renewal Membership forms ensure that these are available at the AGM.

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- (c) Keep all registration forms in an orderly manner, which are to be kept on premises as the Law requires.
- (d) Keep all transfer forms in an orderly manner, which are to be kept on premises as the Law requires.
- (e) Maintain a register of Child Protection Forms and which are to be kept on premises as the Law requires.
- (f) Within seven (7) days of completion of the Child Protection form by a Member provide a copy to the Member Protection Officer.
- (g) Within seven (7) days of registration of a new Member forward the name to the Director of Administration for endorsement by the Executive Committee.
- (h) Within seven (7) days of the lodgement of a transfer form by a new Member forward the name to the Director of Administration for endorsement by the Executive Committee.
- (i) Within seven (7) days of registration of a Member submit the registration form to the Surfguard Coordinator.
- (j) Within seven (7) days of the lodgement of a transfer form by a new Member submit the transfer form to the Surfguard Coordinator.

5.2.35 Surfguard Coordinator shall:

- (a) be proficient with the Surfguard database;
- (b) enter all registrations onto database and update all renewing registrations, changing season dates, ensuring all personal information data is correct;
- (c) provide a monthly report of new and renewing members to the Director of Lifesaving and/or Director of Education & Training and/or Manager of Rescue Services;
- (d) maintain the database, ensuring that the system is kept up to date at all times;
- (e) respond to SLSCC, SLSNSW and SLSA requests as soon as possible;
- (f) maintain Incident Reporting database in lieu of the First Aid Officer, if required;
- (g) following advice from the Director of Education & Training enter all examinees and exam details into the database and ensure that the Form 14 is available for the examination;
- (h) within seven (7) days of receipt of completed proficiency test records enter results into database;
- (i) maintain a list of all awards and ensure Certificates and Medallions are received;

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- (j) provide a monthly report to the Director of Lifesaving and/or Director of Education & Training and/or Manager of Rescue Services of all awards obtained;
- (k) provide a monthly report to the Director of Lifesaving and/or Director of Education & Training and/or Manager of Rescue Services of all proficiencies carried out;
- (l) provide to the Director of Surf Sports relevant information required for the purposes of competition entries.

5.2.36 Caretaker shall:-

- (a) maintain the downstairs area of the clubhouse in a clean and tidy manner, which includes;
 - the Club's training room
 - the Club's administration office
 - the Club's entry way
 - the outside are of the Club
 - the gear sheds
 - the First Aid Office
- (b) do all other things which are necessary for the proper upkeep of the clubhouse and as determined by the Executive Committee.

5.2.37 Secretary – JAC

- (a) Shall be a member of the Junior Activities Committee.
- (b) Shall forward notice of all JAC meetings and the business to be transacted to all JAC members in accordance with the Constitution and regulations.
- (c) Shall compile an agenda paper for all JAC meetings and keep minutes of such meetings
- (d) Shall in each and every year and within one (1) month of the conclusion of the season and in conjunction with the JAC Committee Members prepare a report of the activities of the JAC for inclusion in the Club's annual report.

5.2.38 Age Managers – (U8-U14) (7)

- (a) Shall be a member of the Junior Activities Committee.
- (b) Shall be responsible for preparing a development programme for the members in the Age Group he is responsible for.

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- (c) Shall be responsible for the supervision and preparation of the undertaking of the Surf Awareness Programme appropriate for that age group.
- (d) Shall be responsible for the supervision of the duties allocated to those officers appointed to assist him.

5.2.39 Assistant Age Managers –(U8-U14)(7)

- (a) Shall be a member of the Junior Activities Committee.
- (b) Shall assist the Age Manager carry out duties referred to in 5.2.33 (a-c) above?

5.2.40 Age Managers– (U6-U7) (2)

- (a) Shall be a member of the Junior Activities Committee.
- (b) Shall be responsible for all under 6 and under 7 members being involved in a development programmes that will assist in their personnel development in Surf Life Saving
- (c) Shall be responsible for the supervision and preparation of all members aged under 6 and Under 7 to enter into a Surf Awareness Programme
- (d) Shall be responsible for the supervision of the duties allocated to those officers appointed to assist you.

5.2.41 Manager Lifesaving & Education (U8-U14)

- (a) Shall be a member of the Junior Activities Committee.
- (b) Shall be a member of the Board of Lifesaving.
- (c) The Manager of Life Saving & Education - Under 8 - Under 14 shall be responsible to the Director of Junior Activities for all junior Lifesaving procedures and educational matter.
- (d) His qualifications shall be at least Bronze Medallion Holder, Training Officers/Instructors Certificate.
- (e) Shall attend SLSCC field days and be acquainted with all current methods relating to surf lifesaving.
- (f) Shall co-ordinate education of members and supervise the appropriate awards.
- (g) In conjunction with the Director of Education & Training, prepare a schedule for the completion of Surf Education Awards by the end of the Surf Life Saving Season.

5.2.42 Manager Surf Sports & Coaching (U8-U14)

- (a) Shall be a member of the Junior Activities Committee.

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- (b) Shall be a member of the Board of Surf Sports.
- (c) The Manager Competition & Coaching – Under 8 - Under 14 shall be responsible to the Director of Junior Activities for all junior competition and Coaching activities.
- (d) He shall at least hold a Level 1 Officials Accreditation Certificate and Level 1 Coaching Certificate and Bronze Medallion.
- (e) Shall liaise with the Director of Surf Sports for all junior competition and Coaching and act as the Junior Activities Point score Referee.
- (f) He shall attend SLSCC field days and be acquainted with all current methods relating to surf lifesaving
- (g) In conjunction with the Director of Surf Sports and Director of Junior Activities, prepare a schedule to cover all Surf Sports Competition relating to the Under 8 to Under 14's.

5.2.43 Junior Activities Surf Sports Gear Steward shall:

- (a) be a member of the Junior Activities Committee;
- (b) be responsible for the loading and transporting of Club craft to carnivals in a safe and proper manner;
- (c) be responsible for the reloading and return transport of Club craft to the Club at the conclusion of carnivals in a safe and proper manner;
- (d) be responsible for the unloading and storage of craft in a safe and proper manner in the Club;
- (e) provide a reliable and registered mode of transport;
- (f) advise the Director of JAC should the trailer provided by the Club for the purposes of transporting craft be unregistered or be in any way unsafe;
- (g) be aware of OH&S policies.

5.2.44 Recorder shall:

- (a) be a member of the Junior Activities Committee.
- (b) record all positions on point score days, compile register of overall point score positions in consultation with Manager of Surf Sports & Coaching – Under 8-Under 14 for presentation day.

5.2.45 JAC Touring Team Manager shall:

- (a) be a member of the Junior Activities Committee;

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- (b) coordinate and manage all accommodation, travel, outfitting, fundraising for the Club team competing or representing the Club at the Sate Age Championships.
- (c) follow the guidelines as set down for the Touring Team Manager under the Board of Surf Sports.

5.2.46 Rookie Coordinator shall:

- (a) be a member of the Junior Activities Committee;
- (b) be a member of the Board of Lifesaving;
- (c) be responsible for preparing a development programme for the members whom are undertaking the SLSCC Rookie Programme;
- (d) be responsible for the supervision and preparation of members undertaking the SLSCC Rookie Programme;
- (e) be responsible for the supervision of the duties allocated to those officers appointed to assist him;

5.2.47 Sponsorship Coordinator shall:

- (c) be a member of the Sponsorship Committee;
- (d) in conjunction with the Director of Marketing prepare a sponsorship package;
- (e) in conjunction with the Director of Marketing develop a Club profile to support the sponsorship package;
- (f) in conjunction with the Director of Marketing coordinate, manage and negotiate with all current sponsors and service their needs to maintain and increase the sponsor's current level of sponsorship;
- (g) in conjunction with the Director of Marketing coordinate, manage and negotiate with potential sponsors and service, maintain and promote the new sponsorship;
- (h) in conjunction with the Director of Marketing coordinate and develop a series of Sponsor's Days or events that major and/or all sponsors can participate in;
- (i) make submissions to the Director of Marketing for tender to the Executive Committee as to whether the Club needs to seek an outside Promotions Company.

5.2.48 Newsletter Coordinator shall:

- (a) be a member of the Sponsorship Committee;
- (b) be responsible for a programme designed to publicise the activities and policies of the Club to its members and to the public;

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- (c) be responsible for the collation of articles and images, printing and distribution of the Club's newsletter on a monthly basis;
- (d) liaise with the Director of Surf Sports and Director of JAC to ensure that all competition results are placed in the newsletter;
- (e) liaise with all officers of the Club to ensure that all newsworthy events and achievements of members are publicised in the newsletter of the Club;
- (f) distribute the newsletter to all Club Members via electronic mail or, if requested, by post;
- (g) distribute the newsletter to any other interested persons via electronic mail or, if requested, by post;
- (h) forward the monthly newsletter to the Web Coordinator for lodgement on the Club's web site.

5.2.49 Web Coordinator shall:

- (a) be a member of the Sponsorship Committee;
- (b) be responsible for the ongoing design, management and maintenance of the web site of the Club;
- (c) liaise with the Director of Surf Sports and Director of JAC to ensure that all competition results are placed promptly on the web site of the Club;
- (d) liaise with the Director of Marketing to ensure that all newsworthy events and achievements of members of the Club are posted on the web site of the Club;
- (e) maintain an up to date procedure for the use and maintenance of the web site;
- (f) ensure that adequate periodic backups are taken to allow recovery of the Club's web site.

5.5.50 Cellar Manager shall:

- (g) be a member of the Functions Committee;
- (h) be aware of OH&S policies;
- (i) be responsible for the general appearance of the bar area;
- (j) maintain the bar area, including glassware;
- (k) be responsible for the maintenance of the cool room;
- (l) shall effectively manage, order and control all stock;

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- (m) be responsible for the stocking of all bar supplies and products required for the successful operations of the bar in the Function Centre of the Club;
- (n) shall within one (1) month of the conclusion of the season carry out a stocktake of the bar area and cool room and provide to the Director of Functions.

5.2.51 Bar Finance Manager

- (a) Shall be responsible for all the finances involved in the successful operations of the bar area of the Club.
- (b) Such finances shall be banked into a separate Bank Account from the General Account and these funds are to be utilised for the purchase of food, beverages and minor repairs to the function area of the Club.
- (c) All cheques drawn on the Function Centre Bank Account will be signed by the Bar Finance Manager with either the Director of Functions, Director of Finance or President.
- (d) The Bar Finance Manager will each month provide a financial report to the Director of Finance for approval at the next Executive Committee in a format required by the Director of Finance.
- (e) Shall be a member of the Functions Committee
- (f) Shall be a member of the Finance Committee.

5.5.52 Catering Manager shall:

- (a) be a member of the Functions Committee
- (b) be responsible for the stocking of all food products required for the successful operations of the functions area;

5.5.53 Bar Staff shall:

- (a) hold current Responsible Service of Alcohol qualifications;
- (b) provide to the Director of Functions a copy of a current Responsible Service of Alcohol certificate;
- (c) as a pre-requisite for being rostered as a bar staff member when the Club's Function Centre is hired he will be required to be rostered to serve at the Club's Sunday social events;

5.5.54 Cleaners employed by the Club to clean the Function Centre shall be under the direction of the Director of Functions and shall be required to carry out all forms of cleaning to ensure that the Function Centre is maintained in a clean, hygienic and tidy manner.

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6. MEETINGS AND QUORUMS

- 6.1. Oral or written notice of a meeting of a sub-committee shall be given to each member of the sub-committee at least forty-eight (48) hours, or such period as may be unanimously agreed upon by the members of the sub-committee, before the time appointed for the holding of the meeting.
- 6.2. Notice of a meeting given under Clause (6.1) shall specify the general nature of the business to be transacted at the meeting.
- 6.3. No business shall be transacted by a sub-committee unless a quorum is present and if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to a suitable time and place.
- 6.4. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting shall be dissolved.

(Note: In accordance with a Special Resolution passed on 4 May 2014 transitional Clause 12.3(iv) was to be deleted from the OBSLSC Constitution and was to be placed into Clause 6.5 in the OBSLSC Regulations after the Election meeting following the amendment to the Constitution)

- 6.5. As a transitional provision, at the first Election Meeting following the adoption of this rule, all Officers' positions will be declared open for re-election. The positions of President, Education & Training Director, Surf Sports Director, Finance Director, and Marketing Director will be elected for a term of one (1) year. The positions of Deputy President, Administration Director, Lifesaving Director, Functions Director and Junior Activities Director will be elected for a term of (2) years.

7. RULES OF DEBATE

7.1 Standing Orders

- (i) The order of business of a meeting shall be as laid down in the agenda of the meeting.
- (ii) The only permissible discussion on the motion for the confirmation of the minutes shall be as to the accuracy of the record. Objections on this score must be moved, seconded and voted upon.
- (iii) Any substantive motion that is before the meeting shall be disposed of before a further substantive motion is moved, except the following formal motions may be moved, received and put to the meeting:
- (a) amendments to the motion, and
- (b) procedural motions.
- (iv) Only one amendment shall be considered at a time.

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- (v) A person may move only one amendment to a motion, but may speak on all other amendments.
- (vi) The mover of an amendment has no right of reply.
- (vii) The mover of the original motion shall exercise his right of reply at the end of the first amendment debate.
- (viii) The mover of the original motion may not move an amendment to his motion.
- (ix) Amendments shall be taken in order in which they affect the terms of the motion.
- (x) No amendments shall be allowed with regard to those parts of the motion which have already been determined.
- (xi) An amendment must be relevant to the substantive motion, and must not be a simple negation of the motion.
- (xii) Before any motion is put to the meeting, the Chairman may require that it be committed to writing and handed to him.
- (xiii) The Chairman shall have the power to refuse the closure motion ('that the question be now put').
- (xiv) It shall not be permissible for any person who has spoken in the debate on a motion to move the closure of the motion.
- (xv) If the closure motion is carried, the mover of the original motion shall have the right to reply before the question is put.
- (xvi) It shall be the duty of the Chairman to preserve order so that the business may be conducted with due form and propriety.
- (xvii) The Chairman shall have the right of debating on any question under discussion, but must first leave the chair and not resume it until the question has been resolved.
- (xviii) (It shall be the duty of the Chairman to call to order a speaker who violates any rule of debate, and the privilege of any member to raise a point of order.
- (xix) When more than one member rises at the same time to speak, the Chairman shall decide who shall be heard.
- (xx) The Chairman may call the attention of the meeting to continued irrelevance or tedious repetition on the part of a speaker and may, direct such a member to discontinue his speech.
- (xxi) Any member who raises a point of order will be acknowledged by the Chairman. The member raising the point of order shall then state his reason, and the

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Chairman shall, without further discussion, give his ruling. Subject to such ruling, the speaker shall be allowed to proceed. The Chairman's ruling shall be final unless challenged by a motion of dissent.

- (xxii) A member dissatisfied with the Chairman's ruling may move a motion of dissent in the following terms "That the Chairman's ruling be dissented from". The Chairman shall then vacate the chair and call upon a deputy to take the chair. When the mover and the Chairman (in that order) have stated their cases, the acting Chairman shall put to the vote the question "That the Chairman's ruling be upheld".
- (xxiii) Debates on motions shall not exceed 20 minutes and speakers shall not exceed three (3) minutes.
- (xxiv) A motion of a negative character, the carrying of which will not alter the status quo, shall yield place to a relevant motion purporting to take positive action.
- (xxv) When a member speaks he shall stand, address the chair and confirm himself to the question under consideration, avoiding personalities and unbecoming language.
- (xxvi) A member, when speaking, shall not be interrupted except by the Chairman or by a member raising a point of order, and then only for a break of the rules, regulations or standing orders.
- (xxvii) A member shall have the right to speak once only on any motion with the exception of the mover who shall have the right to reply, however, he shall not introduce any new matter.
- (xxviii) Explanations shall be allowed from a member who has already spoken, but only to explain an actual misunderstanding or misstatement, and the member shall be prohibited from debating the merits of any proposal in the course of such explanation.)
- (xxix) A member moving a resolution or any amendment thereto shall be held to have spoken on the question.
- (xxx) A motion or amendment which has been submitted to a meeting may not be withdrawn without the consent of the meeting.
- (xxxi) A motion shall be declared lost if it is not supported by a majority of members voting.
- (xxxii) Member requesting information, or wishing to ask a question, shall do so through the Chairman.

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- (xxxiii) Either three (3) months must have elapsed or a two-thirds majority of those members present and entitled to vote must be in favour of re-submission of any business that has already been decided by the Executive Committee.
- (xxxiv) Provided that no speaker is on his feet and addressing the chair, any member may move that the meeting be adjourned to a specified time and place. Such a motion shall be treated as an ordinary motion except that:
 - (a) it may interrupt a debate, and
 - (b) the mover shall have the right of reply
- (xxxv) Motions of which notice have been given shall be dealt with in the order in which they are received.

7.2 Rescission of Resolutions

A resolution passed at a meeting (including an Annual General Meeting) shall not be rescinded other than at a subsequent meeting. Notice in writing of the intention to propose a rescission shall be given to Director of Administration (or the Secretary in the case of a sub-committee) at least twenty-one (21) days before the meeting at which the proposal is intended to be moved and at least fourteen (14) days notice of the motion of rescission shall be given by the Director of Administration (Secretary) to officers and members of the Club

7.3 Chairman's Declaration to be Conclusive

At a meeting, unless a show of hands is called for, a declaration by the Chairman that a resolution has been carried, or carried by a particular majority, or lost, or not carried by a particular majority, shall be conclusive.

8. PATROLS

- 8.1. The composition of hours for beach patrols shall be determined by the SLSCC Director of Lifesaving.
- 8.2. The Club shall perform patrols during the season on Saturdays, Sundays and Public Holidays.
- 8.3. The composition of hours of duty of beach patrols may vary depending on bathing population and other relevant factors to thus ensure proper surveillance and protection is offered to beach users.
- 8.4. Aerial services, offshore and inshore rescue craft and radio facilities shall be available for duty as adopted in the SLSNSW Standard Operation Procedures or as determined from time to time by the Director of Lifesaving and shall be in addition to other patrols.
- 8.5. Special circumstances from time to time may make it necessary that the Club be required to provide patrols outside of the patrol season.

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- 8.6. Members shall attend the beach on such dates as may be specified by the Manager Rescue Services. The patrols are to be of a specified time as determined by the Manager Rescue Services. Patrols may be extended on the direction of the Manager Rescue Services during the period of daylight saving where he deems necessary.
- 8.7. Patrol Members must complete their rostered patrols.
- 8.8. Patrol Members must wear FULL patrol uniform of the total duration of his patrol. The patrol uniform will be supplied by the Club; this will include a patrol cap for all new Active patrolling Members. The patrol uniform shall be as per the SLSA Uniform Policy www.slsa.com.au.
- 8.9. Members absenting themselves from any rostered patrol shall be liable for penalties as set by the Board of Lifesaving.
- 8.10. Patrol Members shall arrive a minimum of 15 minutes prior to the commencement of patrol/service, to ensure that the patrol area is set up on the allotted 'start' time.
- 8.11. Before the patrol commences duty, the Patrol Captain shall detail the position each member will take in the event of a rescue.
- 8.12. Members of patrols are not allowed to leave their patrol unless in extenuating circumstances, and then must obtain permission from the Patrol Captain.
- 8.13. Patrol Captains are held responsible for the efficiency of their patrols, and are requested to hand to the Patrol Judges, the names of absentees of patrols, and bring to their notice any irregularities such as being late, leaving early and not being on instant call whilst on patrol.
- 8.14. Patrol Captains, at their discretion, shall put their squad through the resuscitation methods, also rescue drill and surf awareness at every rostered patrol. This will be recorded and subsequently reported to the Patrol Judges who, in turn, will inform the Director of Lifesaving and Manager Rescue Services of any misdemeanours.
- 8.15. A Member is permitted to appoint a substitute in his place when unable to patrol. The substitute Member must hold the same qualifications as the Member requesting the substitute so that his "patrol" duty is covered. The Member appointing such substitute will be responsible in the event of the substitute not attending unless a Club Substitution Form has been completed, duly signed and submitted to the Director of Lifesaving or Manager of Rescue Services. The Member requesting the substitute must inform his Patrol Captain.
- 8.16. A Member who fails to attend his rostered patrol must 'make up' that patrol within that calendar month. If it is the last weekend of the month he shall complete the 'make up' patrol within the next calendar month. The patrolling Member shall also be penalised four (4) hours.

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- 8.17. If any Member does not complete his 'make up' and/or penalty patrol hours he shall be asked to appear before the Board of Lifesaving at which time the committee will impose a suitable penalty. That penalty is to be ratified by the Club's Executive Committee.
- 8.18. Penalty patrol hours shall not be used in calculating personal patrol hours.
- 8.19. Patrol hours required for Competition will be in accordance with SLSA requirements.
- 8.20. A Member who is eight (8) hours or greater in default will not be permitted to compete at any surf carnivals until he has rectified his patrol hours.
- 8.21. Members desirous of transferring from one patrol to another will only do so with the consent of the Director of Lifesaving or Manager Rescue Services.
- 8.22. In the event of a patrol having finished its term of duty and the succeeding patrol having failed to relieve it, the Patrol Captain shall leave sufficient men on patrol to carry on efficiently until he reports to the Manager Rescue Services.
- 8.23. The morning patrol on duty shall see that all life saving equipment is placed on the beach in its correct position. The afternoon patrol on duty shall return all equipment in a clean condition to the Club and store it correctly and ready for immediate re-use.
- 8.24. Members shall do whatever they are requested to do by their Patrol Captains, either in the actual work of lifesaving or any other duty the Patrol Captain may deem fit.
- 8.25. Both patrols are responsible for the cleanliness of the Clubhouse at all times whilst on patrol.
- 8.26. Patrol Captains/Vice Captains desiring of obtaining a substitute can only secure a Captain or Vice-Captain from another patrol.
- 8.27. Members may be requested for patrol by a member of the Executive Committee or Patrol Captains where necessary.
- 8.28. The Patrol Judges, with the assistance of the Director of Lifesaving and the Manager Rescue Services shall draw up rules for the Patrol Efficiency Competition.
- 8.29. The patrol roster will be drawn up by the Manager Rescue Services and the Director of Lifesaving. The Director of Lifesaving shall have the discretion to exempt from patrol duties, members he considers to warrant exemption.
- 8.30. Members requesting exemption must submit the request in writing to the Director of Lifesaving.
- 8.31. All patrolling Members must be proficient in accordance with proficiency tests as laid down by the Association from time to time.

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9. MISCELLANEOUS

9.1. Suspensions

- (i) The Executive Committee can endorse or suspend permanently or during its pleasure any officer or Member of the Club who, in the opinion of the Executive Committee, has practised or counselled any unfair or unbecoming conduct, whether arising out of, or connected with, Surf Life Saving or otherwise which reflects on the good name of the Club, officers of the Club, affiliated clubs, delegates and Members of clubs.
- (ii) The suspension of a Member by the Executive Committee shall mean the forfeiture of membership during the period of such suspension. When an individual Club Member, delegate or the Club officer is suspended, he shall forfeit either completely or partially, as may be decided, all rights and privileges as a Member of a Club during the currency of his suspension. In complete suspension, a Member will forfeit all club rights during its currency; partial suspension will prevent his participation in inter-club or Club activities, but will not interfere with his rights or obligations as a Club Member.
- (iii) On the decision of the Executive Committee being conveyed to the Member concerned, it shall be incumbent on the Member immediately to give effect, and to notify the Club that such has been done. A Member failing to give immediate effect to such decision of the Executive Committee shall be answerable to the latter, and may be dealt with again as the Club may decide.
- (iv) Immediate notification shall be given to SLSCC of all suspensions made by the Club.
- (v) In the case that the Executive Committee refers matters to the Judiciary Committee, it may decide to suspend the Member pending inquiry to be conducted or at its discretion to allow the Member his full rights pending the Executive Committee's enquiry and report.

9.2. Non financial, Suspended or Expelled Members

A non-financial, suspended or expelled Member of a club shall not knowingly:

- (i) apply to join another club, or any affiliated club, admit to membership any past or present member of any other affiliated club who is financially indebted to, or who has been suspended or expelled from such club
- (ii) the Club shall immediately notify SLSCC of names and addresses of all members who have had their membership cancelled or suspended, the names to be kept by the Director of Administration in a special book provided for that purpose.

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9.3. Surf Sports

The Club shall have the power to regulate all examinations, carnivals, competitions, special events and displays within the boundaries provided that are in the rules of Surf Life Saving and general rules for competition as set out in the Surf Life Saving manuals. (SLSA Constitution sets conditions through its competition manuals.)

9.4. Non-Political and Non-Sectarian

The Club shall be strictly non-political and non-sectarian and neither the Club, affiliated clubs or any section shall directly or indirectly allow any subject bearing on politics or religion to be introduced or discussed at any meeting under its control or in any premises or place under its control either permanently or temporarily.

No Member of the Club, as such a Member, shall:

- (i) publicly participate in any political gathering or meeting
- (ii) in any publication or on television, film or radio or like production, or in any other manner, express an opinion or belief which supports or tends to support or discredits any political or religious party, activity or belief
- (iii) at any time publicly profess or claim to represent the view or belief of the Club or affiliated club or any part thereof or member thereof.

9.5. Sponsorship

No sponsorship shall be arranged without the approval of the Executive Committee.

9.6. Reimbursement of Costs

- (i) Subject to approval by the Executive Committee, members of any sub-committee, the Executive Committee or of any standing sub-committees may be entitled to reimbursement of any costs incurred in carrying out their duties as laid down in these regulations.
- (ii) The Director of Administration, the Director of Lifesaving and Director of Junior Activities shall be entitled to reimbursement of all itemised telephone expenses, 50 percent of local call charges and 50 percent of rental charges as listed on the telephone account.

9.7. Power to Make Regulations

The Executive Committee shall have the power to make regulations within the scope of the objects of the Club and limited by the rules and regulations.

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9.8 List of Payments deemed to be pre-approved

- (a) List of Pre-Approved suppliers for recurring Invoices effective from 6 October 2015: Robert Oakley, Tooheys, Rex Refrigeration, BWS, Pro Collect, Xero, Invoices for Shed and Board Repairs, Invoices for IRB Fuel and Oil.

10. CLUB COLOURS

The official colours of the Club shall be Maroon, Sky Blue and Royal Blue and shall be used on all Clubs clothing except where a combination of these colours be altered in cases of expediency.

The official logo of the Club to be used on all articles of Club clothing with the exception of blazers shall consist of a combination of the letters 'OB' and a Seagull together with the words 'OCEAN BEACH SLSC'.

The official Club blazer pocket shall consist of a surf reel and the words 'OCEAN BEACH SLSC'. The blazer colour shall be Blue.

11. LAUREL WREATH

Members will be entitled to have a laurel wreath in white surrounding the badge or blazer pocket if they qualify in one of the following conditions:

- 11.1. Win a SLSA Championship, with the event and year inscribed on the pocket.
- 11.2. Having occupied one of, or a combination of the following positions in the Club for a period of at least five (5) years
- (i) President
 - (ii) Deputy President
 - (iii) Director of Administration
 - (iv) Director of Lifesaving
 - (v) Director of Surf Sports
 - (vi) Director of Finance
 - (vii) Director of Junior Activities
 - (viii) Director of Marketing
 - (ix) Director of Functions
 - (x) Director of Education and Training
- 11.3. Having gained a Meritorious Award of SLSA.

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- 11.4. Life Members may make application in writing to the Director of Administration for permission to wear the wreath and pocket, or verbally at an Executive Meeting, giving full claims and particulars thereof.

Onus of proof shall be on the applicant. Unauthorised wearing of the honours herein provided for will render the Member to expulsion from the Club.

12. HONOUR BLAZER

All financial members are eligible to wear an Honour Blazer if they have rendered outstanding service to the Club. A Member nominated for this blazer by two (2) financial members has his record submitted to an Annual General Meeting and it is then either endorsed or not recommended upon a vote. Or The Executive Committee at their discretion may award an Honour Blazer to members for outstanding service.

The Blazer shall be a Club Blazer with the words 'Honour Blazer' inscribed in white and the Club shall purchase this blazer.

13. SPECIAL AWARDS

The Club, at an Annual General Meeting, Special General Meeting or the Executive Committee may at their discretion, present to any Member who has rendered special service to the Club, a special award at the Club's expense.

14. INTOXICATING LIQUOR

Intoxicating liquor shall not be brought to the Club by any Member individually. When the bar is open liquor is provided in the Club, and shall be done so at the direction of the Function Centre Committee, under the authority of the Licensee. The Committee shall have absolute power to deal with any Member who violates this rule.

15. PROVISO

In the event of anything occurring not within the scope of the foregoing rules, the Executive may deal with same at their discretion.

No objection shall be taken by any person or member in respect of any matter arising out of the Club rules or regulations by reason of any meeting of the Club or its committees being held on a Sunday.

16. ANNUAL SUBSCRIPTIONS

Annual subscription of the following membership categories of the Club shall be determined from year to year

16.1. Active

16.2. Under 19

16.3. Under 17

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- 16.4. Under 15
- 16.5. Active Reserve
- 16.6. Long Service
- 16.7. Associate shall be not less than the General Membership fee
- 16.8. Junior Activities Membership
- 16.9. Family
- 16.10. Life Membership
- 16.11. General Membership shall be less than Associate Membership fees but more than Active Membership fees.

17. CARE AND USE OF CLUBHOUSE AND PROPERTY

- 17.1. The Clubhouse shall be available for bona fide members of the Club and their guests for such purposes as may be determined by the Social Committee or Executive Committee.
- 17.2. Keys of the Clubhouse may be hired to members upon application to the Director of Administration and payment of the cost of the same. Members resigning or retiring from the Club shall return such keys forthwith.
- 17.3. A duplicate key of all locks shall be kept by the Director of Administration who will be responsible for same.
- 17.4. It shall be the duty of all patrols to clean the Clubhouse. Members shall use their individual efforts to preserve the cleanliness of the Clubhouse.
- 17.5. The Clubhouse shall be available for drill and training or other purposes connected with the work of the Club at such times as may be required by the relevant officers of the Club. No games or other forms of amusement shall be permitted while training or drill is in progress.
- 17.6. Games liable to damage Club property shall not be permitted.
- 17.7. Climbing on the roof of the Clubhouse, or other parts of the building, is strictly prohibited.
- 17.8. No gear or Club property shall be removed from the Clubhouse without the approval of the Executive Committee and/or officer who shall only grant permission upon the Member becoming guarantor for its safe return.
- 17.9. It shall be the duty of all Club Members at all times to maintain and carry out the necessary duties required for the cleanliness and maintenance of the Club property and its surroundings. Members not complying with this paragraph shall be liable to suspension or expulsion.

18. CONDUCT OF MEMBERS

- 18.1. No intoxicating liquor shall be consumed by a Member under the age of 18 years within the capacity of the Club's activities.

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- 18.2. Gambling in any part of the Club's premises is prohibited and any Member contravening this regulation shall be liable to suspension unless at a Club organised function.
- 18.3. No unseemly conduct likely to interfere with the comfort of other Members of the Club shall be permitted and members shall assist in preventing such conduct.
- 18.4. Expectoration (spitting) and the use of bad language are prohibited.
- 18.5. Any Member who is found guilty by the Judiciary Committee of disorderly or infamous conduct in any public place is liable for suspension or expulsion.

19. COMPETITIONS

19.1 Club Championships

19.1.1 Club Championships shall be contested for the following events:

- (a) Surf Race
- (b) Rescue Tube Race
- (c) Board Race
- (d) Single Surf Ski Race
- (e) Beach Sprint
- (f) Beach Flags
- (g) Iron Man
- (h) Board Rescue

19.1.2 Club Championships for the events mentioned in 19.1.1 shall be held in the following divisions:

- | | | |
|-----|----------|--------|
| (a) | Under 15 | Male |
| (b) | Under 15 | Female |
| (c) | Under 17 | Male |
| (d) | Under 17 | Female |
| (e) | Under 19 | Male |
| (f) | Under 19 | Female |
| (g) | Senior | Male |
| (h) | Senior | Female |
| (i) | Over 30 | Male |
| (j) | Over 30 | Female |
| (k) | Over 40 | Male |
| (l) | Over 40 | Female |
| (m) | Over 50 | Male |

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- (n) Over 50 Female
- (o) Over 60 Male
- (p) Over 60 Female

Age groups for the abovementioned divisions shall be in accordance with the age groups set by the Association from time to time.

19.1.3 Club Championships shall be held over a least one (1) round.

19.1.4 In accordance with the Association Rules, no Under 16 member shall compete in a Surf Ski Race. They can only compete in Iron person events where the ski leg is not contested.

19.1.5 All members who hold a Bronze Medallion, or in the case of Under 15's a Surf Life Saving Certificate, and who are currently proficient according to the Association's requirements, shall be allowed to contest Club Championships unless excluded by provision of the Constitution or Regulations to same.

19.1.6 Prizes may be issued to the following placegetters at Presentation Night or such other such functions: Overall Age Division Champions (First, Second and Third).

19.1.7	Point shall be allocated	1st Place	...	4 points
		2 nd Place	...	3 points
		3 rd Place	...	2 points
		4 th Place	...	1 point

plus 1 point for entering the event

19.2 Club Resuscitation Championships

(i) This event shall be open to all Club members holding the Bronze Medallion, or in the case of Under 15s, a Surf Life Saving Certificate, and who are proficient in accordance with the Association's requirements.

(ii) The Resuscitation Championships shall be conducted by the Club Patrol Judges and shall be concluded no later than the last Sunday in March.

(iii) Rules and conditions of the Resuscitation Championships shall be advertised at least one (1) month prior to the event being conducted.

(iv) First place only shall be eligible for a prize.

(ii) Such award should be awarded at the annual Club Presentation Night.

19.3 Patrol Efficiency Competition

(i) A competition to determine the Club's most efficient patrol will be conducted each season and judged by Club Patrol Judges.

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- (ii) Rules and conditions for the Patrol Efficiency Competition shall be determined by the Patrol Judges with the assistance of the Director of Lifesaving and the Manager of Rescue Services and promulgated to all patrols prior to the commencement of the patrolling season.
- (iii) Any other intra-Club may receive prizes at the Annual Presentation subject to the Executive Committee's decision.
- (iv) Such award should be awarded at the annual Club Presentation Night.

19.4 Club Person of the Year Award

- (i) Annually a committee consisting of the President, Director of Administration and Director of Lifesaving will select a recipient for the Club person of the Year Award.
- (ii) The recipient must be a member of the Club.
- (iii) The award will be based on contribution to the Club's activities.
- (iv) Such award should be awarded at the annual Club Presentation Night.

19.5 Patrolperson of the Year Award

- (i) Annually a committee consisting of the Director of Lifesaving, Manager Rescue Services and the Patrol Judges will select a recipient for the Patrolperson of the Year Award.
- (ii) The recipient must be a patrolling member of the Club.
- (iii) The award will be based on patrol and lifesaving contributions.
- (iv) Such award should be awarded at the annual Club Presentation Night.

19.6 President's Award

- (i) At the discretion of the President, he may annually award a special President's Award to any member or members he feels has rendered special service to the Club over the past twelve months.
- (ii) Such award should be awarded at the annual Club Presentation Night.

19.7 Lifesaving Award

- (i) At the discretion of the Director of Lifesaving, he may annually award a special Lifesaving Award to any member or members he feels has rendered special service to the Club over the past twelve (12) months.
- (ii) Such award should be awarded at the annual Club Presentation Night.

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20. CLUB SUBSIDIES

20.1 Fundraising

Any funds raised for the purposes of competition and/or Touring Team - 20% of the total monies raised is allocated to the Club's general funds.

Funds raised for overseas Touring Teams - 10% of the total monies raised are allocated to the Club's general funds.

20.2 Monetary Winnings

Any financial prizes won during the course of competition - 25% of the total monies are to be allocated to the Club's general funds.

20.3 Craft Subsidies

Any member wishing to purchase craft may apply for a 51% craft subsidy. The Club may allocate the maximum sum of \$5,000 per season for the purpose of craft subsidies. 50% of the funds will be allocated to the Junior Activities.

All applications will be reviewed on merit. Matters for consideration to determine approval will be competitor's potential, contribution to the Club's activities, Life Saving performance and length of service.

Where the competitor elects to sell the craft, the Surf Sports Director must be notified and the Club must be given first option to purchase the craft for 49% of its selling price. If the Club elects not to buy, then it shall still receive 51% of the selling price.

All applications for Club subsidies must be in writing, stating the full details of the requests and will be discussed and voted on their merit by the Executive Committee.

All recipients of subsidies will be required to sign a contract covering these rules and any other guidelines.

20.4 Sports Scholarship Scheme

- (i) A Sports Scholarship is available to any member subject to Sponsorship.
- (ii) All applications will be reviewed on merit. Matters for consideration to determine approval will be competitor's potential, contribution to the Club's activities, Life Saving performance and length of service.
- (iii) All applications for Sports Scholarship must be complete on the application form available from the Director of Functions, stating the full details of the requests and is to be submitted to the Director of Functions by 15th August annually.
- (iv) The President shall be ex-officio.

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- (v) The Sports Scholarship Reviews Committee consisting of the Director of Functions, Director of Lifesaving and Director of Competition will consider all applications and make recommendation to the Executive Committee for approval.
- (vi) All Sports Scholarships will be subject to availability of funds through sponsorship obtained by the Function Centre.