



POINT LONSDALE
Surf Life Saving Club

Club By Laws

Point Lonsdale Surf Life Saving Club Inc.
54 Ocean Road, Point Lonsdale 3225
Adopted July 2023



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1 Background

Rule 25.1 of the Point Lonsdale Surf Life Saving Club Inc Constitution states that The Board may formulate, issue, adopt, interpret and amend such By Laws for the proper advancement, management and administration of the Association, the advancement of the Objects and life saving in Point Lonsdale and Queenscliff as it thinks necessary or desirable. Such By Laws must be consistent with the Constitution, the LSV constitution, the SLSA constitution and any regulations or by laws made by Life Saving Victoria (**LSV**) or Surf Life Saving Australia (**SLSA**). If any By Laws are inconsistent with the LSV or SLSA constitution and regulations the By Laws shall be null and void and will be inapplicable.

The following By Laws have been developed by the Point Lonsdale Surf Life Saving Club's (**PLSLSC, Association** or the **Club**) Board and incorporate some existing policies, rules and procedures in addition to PLSLSC's Constitution (last amended in 2021) and relevant LSV and SLSA policies.

These By Laws should be read alongside PLSLSC's Constitution, and other policy documents as endorsed by the Board. The Board may, in its absolute discretion amend these By Laws from time to time.

Where the Board makes an amendment to the By-Laws, the fact that the By-Laws have been amended must be disclosed in the Annual Report and a marked-up version of the changes must be made available to a member upon request.

These By Laws shall be binding until altered, amended or revoked by the Board or revoked by a majority vote of members at General Meeting.

1.1 Club Purpose:

To keep the community safe on our beaches.

1.2 Club Vision:

PLSLSC will be a club that sets the standard for live saving activities in service to our community.

We will do this by:

- **Serving** the community of Point Lonsdale and Queenscliff and the wider life saving community through the provision of exemplar life saving services.
- **Celebrating** inclusivity, cultural expression, diversity, equality and people.
- **Respecting** culture, history, ecology and differences to build a foundation for future membership.
- **Developing** accessible programs for members and the community to build skills, knowledge and experience in life saving, leadership and service.
- **Integrating** and contribution to the local community and the broader life saving movement.
- **Advocating** for and considering sustainable development in planning, decision-making and management of the club.

1.3 Club Values

PLSLSC values:



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- Treating everyone **respectfully** – to value the rights and responsibilities of others and treat with dignity
- Acting **responsibly and with integrity** – to act safely at all times, caring for self and others.
- Being **inclusive** – to celebrate and welcome diversity within the community.
- Being **courageous** – to be curious and brave and encourage members to take initiative and action.

1.4 Member Charter

We will at all times:

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealings with others.
- Accept responsibility for our actions.
- Refrain from any form of abuse towards others.
- Refrain from any form of bullying or harassment towards others.
- Be a positive role model.
- Contribute to a harmonious, safe and enjoyable Club.
- Be aware of and maintain an uncompromising adherence to SLSA's standards, rules, regulations and policies.



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2 PLSLSC Code of Conduct

PLSLSC, in keeping with SLSA and LSV, is committed to the health, safety and wellbeing of all its members and especially of children and young people. The PLSLSC Board has adopted a Code of Conduct (**Code**) to outline the behaviours expected of every person involved in Point Lonsdale SLSC and its activities. The Code also identifies the types of behaviours that will not be tolerated. It is the responsibility of all involved with PLSLSC and its activities to ensure that these remain safe places, free from discrimination, fear and where possible, risk.

In addition to the Code, members must comply with the following:

2.1 SLSA Member Protection Policy

This can be located in the Document Library of the Member Area of the SLSA website <https://sls.com.au>. PLSLSC adopts the current SLSA Member Protection Policy 6.05 in its entirety. The SLSA Member Protection Policy incorporates;

- 1 Appendix A- Child Protection Commitment Statement;
- 2 Appendix B- Codes of Conduct;
General Code of Conduct;
Code of Conduct for Persons in Positions of Authority in dealing with Children or Young People -- Other Member welfare matters and expectations;
- 3 *Appendix C- Reporting and Complaints Procedure;*
- 4 Appendix D- Definitions;
- 5 Appendix E- Working with Children Checks;
- 6 Appendix F- National Criminal History Record Checks;
- 7 Attachment 1- Member Protection Declaration; and
- 8 Surf Life Saving Australia Reporting and Complaints Guideline.

2.2 Safeguarding Children and Young People

PLSLSC also adopts LSV's Safeguarding Children and Young People 7 Standards, Commitment Statements and Behavioural Guidelines. These can be located in the Clubs/ Members- Club Policies area of the LSV website <https://lsv.com.au>.

Additionally, PLSLSC maintains its own Safeguarding Children and Young People policies and is committed to ensuring continuous learning and development.

2.3 Reporting breaches of the Code of Conduct or other policies

Any breach of the Code of Conduct, these By-Laws or other policies of the Association will be reportable in accordance with section 13.



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3 Use of Facilities and equipment

3 Use of Facilities and equipment

3.1 General

- The Board may make and amend any rules of facilities or underlying policies in relation to the management of the facilities and equipment as it sees fit.
- Members are responsible for the security of the Clubhouse and beach bases (the **Facilities**) and those that are last to leave the premises should ensure that exterior doors and windows are locked and lights are off
- Wet persons will not be permitted in the Junior Lounge, Meeting Room Training Room/Bar.
- Unclaimed Property left in the change rooms may be disposed of by the Board or their delegate without notice
- All keys issued remain the property of the Club and may be recalled without notice at any time
- Keys/Access Tags must not be loaned under any circumstances
- No member is permitted to allow another person into an area of the club that they have not been given access to Facilities.
- No member will be permitted in the Bar during operating hours unless they have satisfied the requirements of the club's liquor license at the time. (Underage members are required under licensing laws to be supervised by a responsible adult and that adult must take responsibility for the underage member).
- Any member's guest attending the Bar during operating hours must be signed in and the member is responsible for ensuring the guest maintains appropriate behaviour while in attendance. The Board may initiate disciplinary action against an individual member for failing to ensure their guest behaves appropriately.
- Any guest in attendance at the Bar during operating hours must comply with all rules, by-laws and policies of the Club.
- Minimum dress code accepted in the Bar during operating hours shall be top, shorts and thongs
- Members of the Board shall have the power to co-opt the services of any Club member or members to clean the Facilities.
- Members should ensure that any food they leave in the fridge is eaten or removed in a timely manner. If food is unlabelled with the date it was left in the fridge it will be discarded.
- The Club Kitchen and Kiosk are commercial facilities and access to this area is restricted to authorised members only (those approved by the Board and who have had appropriate training).
- Fridges and freezers must be left with doors closed
- No cutlery, crockery, glassware or utensils are to be taken from either the Kitchen or Lounge areas
- Ensure the use of shower facilities are kept brief when others are waiting in line
- No Social Member or member of the public is allowed access to the change rooms (downstairs bathrooms) other than for specified events.



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3 Use of Facilities and equipment

- No Member is allowed access to the Club change rooms (downstairs bathrooms) without a Working with Children Check other than for specified events.
- Members are not permitted to use the Clubhouse for non club related activities without prior approval from the Board or other responsible person.
- When any of the Facilities are used, members must ensure they are left in a tidy manner.
- No member is to remain in the Junior Lounge after 12am.
- All PLSLSC equipment should be handled and stored with care at all times
- All Club property must be cleaned before being stored in allocated positions.
- If Club equipment has been used for training of Bronze Medallion classes, races, competition, training, etc. it is the of the members involved in use of the equipment for it to be cleaned and stored in allocated positions.
- Any damage or loss must be reported to the relevant responsible person immediately.

3.2 Clubhouse Rules

The following Clubhouse Rules (which summarise, in part the above) will be communicated to members:

- You may access the Clubhouse for personal use between 7am – 5pm. For the purposes of these rules, “personal use” means access to the change rooms, junior lounge, deck and grass areas.
- Any mess or damage is your responsibility. All members of the Club have a responsibility to keep the Clubhouse clean and prevent any damage to equipment or building.
- Members under the age of 15 must be supervised by a parent.
- Only Active Members and General Members are allowed access to the downstairs change rooms.
- Do not disrespect or damage the club equipment, property and surrounding environment.
- All sand must be washed off before entering the Clubhouse. Use the outdoor showers located on the back lawn.
- All areas of the Clubhouse are smoke and vape free.
- No alcohol in the Junior Lounge, Gear Store or Service Laneway.
- No entry into the multi-purpose room unless supervised or otherwise authorised.
- You must comply with any direction of the Hospitality Manager, including to exit the premises (for example, where there is a private function taking place).
- Only staff or authorised members may enter the office, kitchen, bar or kiosk.
- You must comply with the Point Lonsdale SLSC Code of Conduct at all times.

Any breach of the Clubhouse rules will result in disciplinary action, which may include Club suspension.



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3.3 Club House Management

It is intended that the new Clubhouse will provide a fully functional facility to service the Point Lonsdale Surf Life Saving Club's needs for the next forty to fifty years.

This section provides guidance on the principles and responsibilities for the management of the facility.

(1) Principles

- 1 The Clubhouse's primary purpose is to provide a base from which to deliver PLSLSC's purpose.
- 2 Management of the Clubhouse facility will be in accordance with the design brief agreed at the August 2022 AGM.
- 3 Any modifications to the structure, signage, fixtures and fittings of the Clubhouse must be endorsed by the Board on the advice of the Director (Property) and agreed to by the Property sub-committee.
- 4 The purchase/installation of furniture for the Clubhouse must be approved through the Property sub-committee and endorsed by the Director Property (within appropriate delegation and allocated budget).
- 5 Responsibility for the functional use, set-up, layout, and purchase of equipment for areas within the Clubhouse is:
 - a) Office and Retail Space – Secretary through the Office Manager
 - b) Life saving equipment and storage (including the advanced life saving, vehicle storage and general program storage) – Club Captain
 - c) Retail Spaces - Bar and Kiosk (Hospitality Manager) / Merchandise Store (Office Manager)
 - d) Kitchen and Servery – Hospitality Manager
 - e) Bathrooms and Changerooms – Director (Property)
 - f) Junior Lounge – Club Captain through the Director (Youth Programs)
 - g) Outdoor lawn space – Director (Property)
 - h) Meeting rooms, multi-purposes space and upper deck – Director (Property)
 - i) Recreational equipment and items – Director (Commercial)

(2) Responsibilities

Key Responsibilities for Clubhouse Management are:

The Director (Property) is responsible for:

- 1 Overseeing the ongoing maintenance and cleaning of the Clubhouse facility and the two beach stations.
- 2 Managing rectification of any outstanding building defects.
- 3 Arranging ad hoc additional cleaning services. eg: pre- season spring clean, post event cleaning, additional deep cleans as required.



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3 Use of Facilities and equipment

- 4 Managing the allocation and control of Clubhouse keys and Security FOBs via a formal register.
- 5 Managing the systems throughout the clubhouse including information technology, public address, audio visual, security and monitoring, lighting and power, air conditioning, fire services and solar in conjunction with the relevant provider when required.
- 6 Ensuring adequate facility supplies are available. eg: toilet paper, soap, cleaning products, mop, buckets, vacuum, basic tool kit etc.
- 7 Maintaining a schedule of maintenance duties and due dates.
- 8 Coordinating all building maintenance contracts.
- 9 Ensuring compliance with OHS requirements relevant to the Clubhouse operations.
- 10 Ensuring any possible hazards are identified, isolated and repaired / replaced in accordance with appropriate delegations.
- 11 Providing the Board with regular updates regarding the operation of club facilities.
- 12 Communicating with local authorities as required in relation to all matters relating to facility management and operation.
- 13 Prepare, maintain and recommend to the Board adoption of policies and procedures relevant to the proper use and maintenance of the facilities, including but not limited to:
 - a) member safety and wellbeing;
 - b) security;
 - c) facility access;
 - d) environmental impact and sustainability; and
 - e) storage and proper use of facilities.

The Director (Property) may delegate any of these responsibilities to the Clubhouse Supervisor.

The Clubhouse Supervisor

- 1 This role is the Deputy to the Director (Property) and fulfils tasks as delegated and agreed to by the Director (Property). The division of tasks between these two roles is for the appointed people to determine and should be based upon skill sets at the time.
- 2 It is contemplated that the Clubhouse Supervisor will oversee the day to day operation, maintenance, cleaning and security of the Clubhouse. This will ensure that the Clubhouse and it's immediate surrounds are kept in a clean and presentable manner throughout the year.
- 3 If there is a task which the Club currently pays a third party to perform, and the Clubhouse Supervisor has both the requisite skills to perform the task and the desire to perform the task for the club, then the Club will consider paying the Clubhouse Supervisor to perform the task on the basis the club is no worse off financially. Any such arrangement is to be approved by the Director (Property) and the Club Treasurer is to be notified of the arrangement prior to it commencing.



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The Hospitality Manager is responsible for:

- 1 Reporting and providing advice to the Board regarding all aspects of bar and kiosk operations.
- 2 Responsible for the day to day liaison with Director (Commercial) in respect of food and beverage requirements for club events.
- 3 Overseeing and running of the bar, including rostering and supervision of any bar staff.
- 4 Overseeing and running of the kiosk, including rostering and supervision of kiosk staff.
- 5 Ensuring all activities fall within the requirements of the liquor licence and other council rules.
- 6 Ensuring all activities within the Clubhouse comply with PLSLSC policies and all relevant State and Federal legislation.
- 7 Working with and managing the Catering Partner(s) for kitchen and kiosk. This may include sourcing food trucks over the peak summer period.
- 8 Coordinate the ordering of all supplies relevant to the operations of the bar and kiosk.
- 9 Ensure adherence to agreed daily opening and closing procedures around POS reconciliation and capturing employee hours, in consultation with Club Treasurer.
- 10 Perform annual pricing reviews of food and beverage offering with a view to making a recommendation to the Director (Commercial) & Club Treasurer by no later than 31 October annually for approval.
- 11 Work with the Director (Property) to ensure the hospitality areas of the Clubhouse are clean and adequately stocked at all times.
- 12 Work closely with the Office Team to ensure all future venue bookings are known and adequately planned for in advance of the function date

The Office Team is responsible for:

This team currently comprises the Office Manager and Club Bookkeeper

- 1 Manage all venue booking enquiries and follow up communication with prospective hirers and those who have actually booked.
- 2 Ensure all events are invoiced at the agreed rates and each event has signed the standard PLSLSC Venue Hire agreement.
- 3 Ensure appropriate supervision has been booked for all events (eg: security, one off function requirements) and liaise with Hospitality Manager to ensure a coordinated event is delivered.
- 4 Assist with management of the Club Calendar and ensure it is continually updated.
- 5 Liaise closely with Hospitality Manager on contents of Club Calendar
- 6 Where possible, take a proactive approach to marketing the Clubhouse Facilities including the meeting room and the multi-purpose / function room, for hire to corporate and community groups.



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3 Use of Facilities and equipment

- 7 Provide recommendations to the Board about possible changes to Clubhouse Operations falling within the above areas.

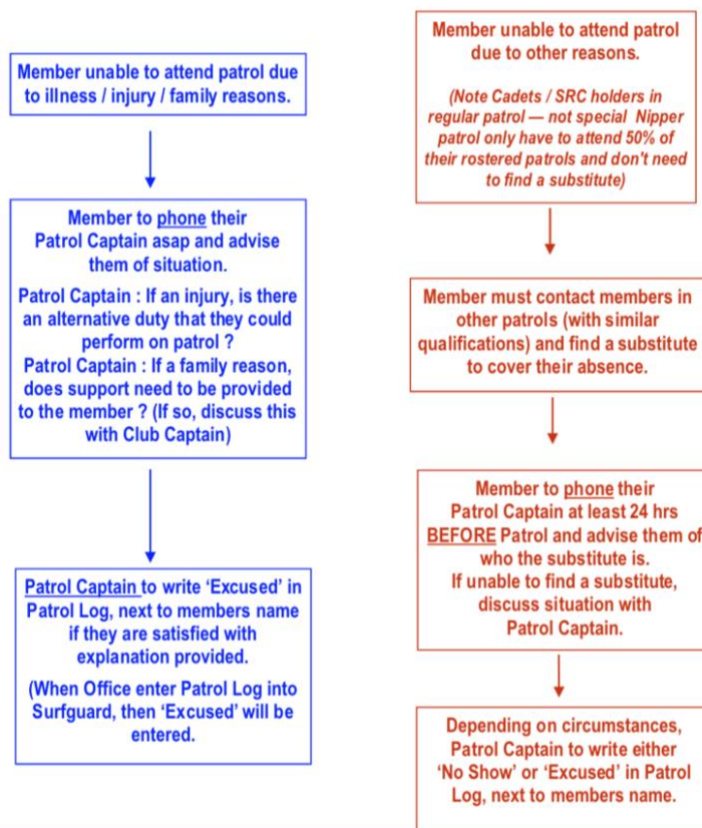


4 Minimum standards of patrolling members

Patrolling members must ensure that at all times they comply with the Code of Conduct, LSV Standard Operating Procedures and any other rules.

All Active members, which includes Cadets (13-15 years), Active (15-18 years), Active 18+ and Reserve Active members are rostered into a patrol to complete regular voluntary beach patrols on the Point Lonsdale Back (Surf) Beach and at Nippers, to assist with water safety requirements.

4.1 What to do if you can't attend a patrol?



- Patrol Captain's must ensure that they have a minimum number of patrol members (which is 4 - at least 3 of these are to be current (proficient) Bronze Medallion holders and 1 other member with a relevant award) every day of patrol.
- If a member is unable to attend a patrol, then this can result in a patrol default which has large implications for the Club.
- Every patrol must contain members that have the following specialist awards too:
 - First Aid Certificate
 - Advanced Resuscitation Techniques Certificate
 - IRB Crew;
 - IRB Driver;



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4 Minimum standards of patrolling members

4.2 Patrol member behaviour

Any member on patrol must:

- Adhere to and operate under the current standard operating procedures SOP manual section 05.02:SOP:03 located in the yellow SOP Manual and on the Life Saving Victoria website.
- Wear the complete patrol uniform that has been supplied to them. If they are unable to do so, they cannot sign on to patrol.
- While on duty all Lifesavers are expected to devote their time and attention to the Life Saving Operations and shall direct and coordinate their efforts in a manner which will establish and maintain the highest standards of efficiency.
- Avoid use of mobile phones while on duty unless related to the tasks required.
- Follow LSV Policies and Standard Operating Procedures and carry out their duties within all OH&S guidelines to ensure their safety and that of other patrol members and the public.

4.3 Failure to comply with patrol minimum standards

Members may be deemed to have failed to perform their patrol responsibilities and be subject to disciplinary action if there:

- Display reluctance to properly perform their assigned duties.
- Act in a manner tending to bring disrespect to themselves or PLSLSC.
- Fail to assume responsibility or exercise vigilance and service, diligence, intelligence and interest in their duties.
- Be insubordinate, neglect their duties, be inattentive or asleep on duty.
- Be absent from, or late for a patrol without permission from the Patrol Captain.
- Leave prescribed duties or the patrol area without authorisation from the Patrol Captain. (This may not apply in the case of an emergency).
- Make false reports to Life Saving Victoria or the Patrol Captain.
- Neglect to wear the supplied uniform while on duty.
- Neglect to fulfil all operation and equipment checks prior to, and on completion of patrols.
- Neglect to treat members of the public courteously and respectfully at all times.

The process of disciplinary action is set out in section 13.



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5 Duties of the Board, Directors, and Officers

5 Duties of the Board, Directors, and Officers

For effective operations, each year at the time of the Annual General Meeting, PLSLSC members are appointed as board members, directors and club officers who have specific responsibilities to ensure that PLSLSC operates effectively.

5.1 General

- 1 Nominees for any of the following club positions must accept the time commitment required and the responsibilities of that position. Club Officer's duties shall take precedence over all other life saving activities.
- 2 All Officers shall perform their duties as required by these By Laws. Failure to meet these requirements will result in the appointment being reviewed by the Board.
- 3 Officer duties will be reviewed periodically, discussed with elected Officer's as necessary and updated in accordance with changes to By Laws.
- 4 All Officers shall be required to attend all meetings of the Board (where invited) or Executives to which they are members and submit reports regarding their duties.
- 5 Officers may enlist other members of The Club to assist with their duties, provided they are endorsed by the Board, and be eligible to attend meetings of the relevant Committee without voting rights.
- 6 Officers may appoint delegates to attend meetings in their absence provided the Board and the relevant Committee to be attended are notified in writing.
- 7 All Officers shall be subject to the direction of the Board
- 8 All Officers shall submit a report for inclusion in the Club's Annual Report
- 9 All Officers shall be positive role models to all members.
- 10 All Officers to ensure appropriate Health and Safety checks and assessments are completed, incident reports submitted and acted on and all participating members have the necessary skills to complete assigned tasks.
- 11 Under ACNC Governance Standard 5 (2018), all Board Members as responsible persons are expected to:
 - Act with reasonable care and diligence
 - Act honestly and fairly in the best interests of the Club and for its charitable purposes
 - Not misuse their position or information they gain as a Responsible Person
 - Disclose conflicts of interest
 - Ensure that the financial affairs of the charity are managed responsibly, and
 - Not allow the charity to operate while it is insolvent.

5.2 Responsibilities of the Board

The Board shall maintain its own charter which it periodically reviews to ensure it aligns with the objectives of the Association.



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5 Duties of the Board, Directors, and Officers

In addition to the general responsibilities set out above and other statutory obligations, board members will:

- 1 Attend Board meetings and have full voting rights
- 2 Act as proxies for the President on various committees, sub-committees and executives; and
- 3 May be required to coordinate special projects for which they have expertise.

The following matters are reserved for the Board and may not be delegated:

- 1 approval of annual financial statements and other statutory reports;
- 2 appointment of Officers;
- 3 approving the Association's delegations framework;
- 4 approving the Association's purpose, vision, values, Strategy and business plan;
- 5 approving the Association's affiliation with LSV (upon the approval of the Association at General Meeting); and
- 6 convening and setting the agenda for General Meetings of the Association.

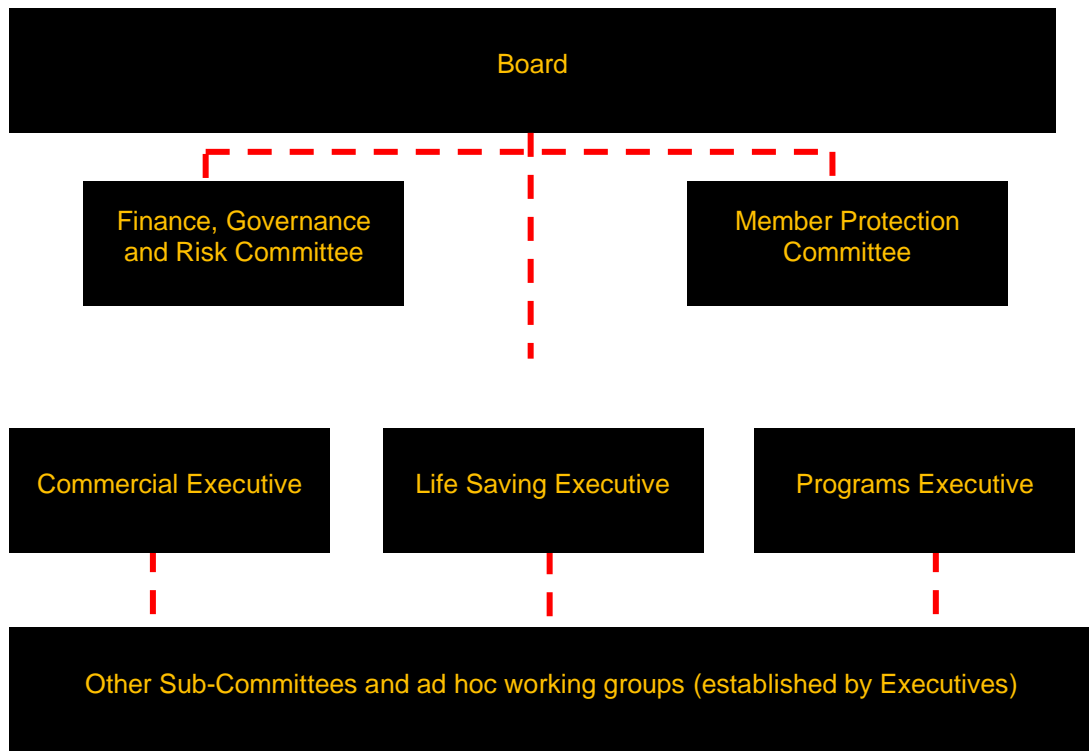


6 Club Governance Structure and Committee Responsibilities

The Association is ultimately governed by the Board. The Constitution of PLSLSC states that the Board:

- (i) shall control and manage the business and affairs of the Association;
- (ii) may exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by this Constitution to be exercised by the Members in General Meeting; and
- (iii) has power to perform all such acts and things as appear to the Executive Committee to be essential for the proper management of the business and affairs of the Association.

The Board may also delegate certain functions for the management of the Association to certain committees. That Board will establish and maintain charters in relation to each of these Committees and Executives. For the purpose of managing the business of the Association, the Board has adopted the model set out below.



6.1 Finance, Governance and Risk Committee

Composition and Chair



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6 Club Governance Structure and Committee Responsibilities

- Minimum of 4 and maximum of 6 members.
- May include Directors and other non-elected members, appointed by the Board
- The President and Treasurer will not be a member of the Committee.
- Chair will be a Director of PLSLSC
- The PLSLSC Assurance Officer will be a member of the Committee.

Key responsibilities

The Committee's key responsibilities and functions are to assist the Treasurer in the delivery and review of PLSLSC's:

1. financial reporting;
2. governance structures (including review of policies);
3. processes for identifying and managing financial and non-financial risk;
4. internal controls and systems;
5. processes for monitoring compliance with laws and regulations.

6.2 Member Protection Committee

Composition and Chair

- Minimum of 4 and maximum of 6 members.
- May include Directors and other non-elected members, appointed by the Board
- The President will be a member of the Committee.
- Chaired by the PLSLSC Member Protection & Equality Officer.

Key responsibilities

The Committee's key responsibilities and functions are to ensure strict adherence to PLSLSC's obligations to ensure a safe environment. These include:

1. conducting audits and review of PLSLSC's policies and practices with regard to safeguarding all members, including (but not limited) children and young people.
2. ensuring adequate complaints handling processes are in place and conducting initial complaints handling processes, independently of the Board.
4. reviewing PLSLSC's practices to ensure adequate member welfare and mental health systems are in place.



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6 Club Governance Structure and Committee Responsibilities

6.3 Commercial Executive

Composition and Chair

- The following officers will be members:
 - Director (Commercial), who will be the Chair;
and:
 - Director (Property);
 - Director (Marketing and Communications);
 - Director (Fundraising); and
 - Director (Rip View Swim Classic),each of whom will be appointed on an annual basis by the Board.

Key responsibilities

1. Management and coordination of clubhouse operations and PLSLSC, commercial activities, including facilitation, coordination, development,
 2. Management for the functioning of the Clubhouse, including its maintenance, sustainability and environment in PLSLSC's commercial operations;
 3. Reviewing and recommending to the Board any commercial contracts and arrangements for the proper functioning of the bar and Kiosk operations, venue Hire and fundraising activities and events;
 4. Assisting the Board to develop and implement sponsorship arrangements;
 5. Coordinating PLSLSC and events and communications to members and stakeholders.
 6. Delivering operational and strategic objectives in accordance with PLSLSC's strategic plan and business plan.
 7. Providing recommendations, policy advice and direction to the Board in relation to commercial and Clubhouse operations matters.
 8. Establishing ad hoc committees and working groups to assist, as appropriate.
-

6.4 Life Saving Executive

Composition and Chair

- The following officers will be members:
 - Club Captain, who will be the Chair;
and:
 - Club Vice Captain (Life Saving Services);
-



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6 Club Governance Structure and Committee Responsibilities

- Club Vice Captain (Gear & Equipment);
- LERT Captain

each of whom will be appointed on an annual basis by the Board.

Key responsibilities

1. Management and coordination of all life saving operations;
2. Management of life saving equipment within the Association
3. Reviewing and recommending to the Board any commercial contracts and arrangements for the proper functioning of the bar and Kiosk operations, venue Hire and fundraising activities and events;
4. Communicating to the Board any key areas of risk, in relation to all water-based programs;
5. Liaising with the Programs Executive to ensure appropriate delivery of aquatic activities.
6. Being the face of PLSLSC's emergency service response operation, including representing PLSLSC in official forums.
7. Establishing ad hoc committees and working groups to assist, as appropriate.

6.5 Programs Executive

Composition and Chair

- The following officers will be members:
 - Director (Programs), who will be the Chair;and:
 - Director (Membership & Leadership Development);
 - Director (Training and Assessment);
 - Director (Aquatic Sports);
 - Director (Youth Programs).

each of whom will be appointed on an annual basis by the Board.

Key responsibilities

1. Management and coordination of the delivery of all programs, including Summer Nippers, training courses and aquatic sports programs.
2. Management of non-life saving equipment within the Association.
3. Coordinating all programs, including the facilitation, coordination, development and implementation of training to facilitate the development of stronger life savers.



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6 Club Governance Structure and Committee Responsibilities

4. Liaising with the Life Saving Executive to ensure appropriate delivery of aquatic-based programs.
 5. Establishing ad hoc committees and working groups to assist, as appropriate.
-

6.6 PLSLSC Key Club Areas and Responsibilities

Board President, Secretary, Treasurer, Club Captain, Director (Programs), Director (Commercial)									
Area	Administration Area	Finance Area	Property Area	Marketing, Fundraising and Communications Area	Life Saving Area	Training and Assessment Area	Membership & Leadership Development Area	Youth Programs Area	Aquatic Sports Area
Key Board Report	Secretary	Treasurer	Director (Commercial)- through the Commercial Executive	Director (Commercial), - through the Commercial Executive	Club Captain– through the Life Saving Executive	Director (Programs) – through the Programs Executive	Director (Programs) – through the Programs Executive	Director (Programs) – through the Programs Executive	Director (Programs) – through the Programs Executive
Lead Director(s)	N/A	N/A	<ul style="list-style-type: none"> Director (Property) 	<ul style="list-style-type: none"> Director (Marketing and Communications) Director (Fundraising) Director (Rip View Swim Classic) 	<ul style="list-style-type: none"> Club Vice Captain (Life Saving Services) Club Vice Captain (Gear & Equipment) LERT Captain 	<ul style="list-style-type: none"> Director (Training and Assessment) 	<ul style="list-style-type: none"> Director (Membership & Leadership Development) 	<ul style="list-style-type: none"> Director (Youth Programs) 	<ul style="list-style-type: none"> Director (Aquatic Sports)
Officers	<ul style="list-style-type: none"> Assistant Secretary Committee Support Officer Assurance Officer Club Historian Club Archivist Member Protection and Equity Officer Complaints Handling Officer 	<ul style="list-style-type: none"> Grants Officer Merchandise Officer 	<ul style="list-style-type: none"> Beach Base Supervisor Clubhouse Supervisor OH&S Officer Environment & Sustainability Officer 	<ul style="list-style-type: none"> Communications Officer Social Events Officer Nipper Door-Knock Coordinator 	<ul style="list-style-type: none"> Junior Club Captain Patrol Roster Coordinator Patrol Standards Officer Patrol Gear Officer Operational Vehicle Officer First Aid Officer Radio & IT Support Officer Powercraft Officer 	<ul style="list-style-type: none"> Training Officer Assessment Officer Skills Maintenance Officer Camps Manager Adult Bronze Officer Further Training Officer Training Equipment Officer 	<ul style="list-style-type: none"> Patrol Programs Coordinator Incentive Program Coordinator Community Engagement Coordinator Member Engagement Officer Member Recognition Officer 	<ul style="list-style-type: none"> Summer Nippers Program Coordinator Summer Nippers Administrator Summer Nippers Chief Instructor Nippers In School Program Coordinator Youth Equipment Officer 	<ul style="list-style-type: none"> Sunday Surf Sports Program Coordinator Junior Surf Sports Team Manager Junior Surf Sports Team Administrator Junior Surf Sports Head Coach – Appointed by the Board Senior Aquatic Sports Team Manager Senior Aquatic Sports Team Administrator Senior Aquatic Sports Head Coach – Appointed by the Board IRB Competition Team Captain Beach Team Captain Swim Team Captain Surfboat Team Captain



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7 Role of Board Directors

6.7 Life Saving Victoria Council Delegations

The Secretary is responsible for appointing delegates to act on behalf of the Club at each Life Saving Victoria's Club Councils.

The Club's Delegates to each of the Club Councils are:

- Council of Life Saving Clubs (**CLC**) – Club President
- Life Saving Operations Council (**LSOC**) – Club Captain
- Aquatic Sports Council (**ASC**) – Director (Programs)
- Membership & Leadership Development Council (**M&LDC**) – Director (Programs)

Additionally, the following office holders will be added as sub-delegates to act as proxy where the nominated delegate is unable to attend. Each of the sub-delegates will also be expected to attend each Council meeting as observers:

- **LSOC**
 - Club Vice Captain (Life Saving Services)
 - Club Vice Captain (Gear and Equipment)
 - LERT Captain
 - Director (Training and Assessment)
- **ASC:**
 - Director (Aquatic Sports)
 - Junior Surf Sports Team Manager
 - Senior Surf Sports Team Manager
- **M&LDC:**
 - Director (Youth Programs)
 - Director (Membership & Leadership Development)

Each Delegate and Sub-Delegate is responsible for ensure that all developments and information communicated at each Club Council meeting is communicated back to the Board, Life Saving Executive and Programs Executive, respectfully.

7 Role of Board Directors

7.1 President

The PLSLSC President, as the principal leader of the club, has overall responsibility for the administration, governance and culture of the Club to ensure PLSLSC effectively delivers its objectives.

The President is responsible for:

- Facilitating meetings and chair Board and general meetings.
- Oversight of risk, finance, strategy and culture within the broader club.



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- Leading and guiding the future direction and plans for the club.
- Setting the overall Board agenda and help the Board prioritise its goals and ensure office bearers work within this framework.
- Ensuring all Club activities are carried out in accordance with the Constitution and within the laws of Victoria.
- Ensuring all rules and regulations of the Club are upheld.
- Ensuring financial, social and structural viability of the Club is established and maintained.
- Ensuring that planning and budgeting is completed in accordance with the needs of the Club and members wishes.
- Identifying and communicating to members opportunities available at Club, branch, state and national levels.
- Introducing the PLSLSC Strategic Plan and ensure ongoing review and management of this plan.
- Representing PLSLSC appropriately at local, regional, state and national levels.
- Acting as the principal leader with overall responsibility for the Club's administration
- Engaging sponsors, donors and supporters.
- Inducting and supporting PLSLSC Board members and Directors into their position and support them in their role.
- Ensuring effective succession planning.

7.2 Secretary

The PLSLSC Secretary is the registered public officer of the Club and has overall responsibility for ensuring effective maintenance and management of PLSLSC records and to assist the President to perform PLSLSC Board duties.

The Secretary is responsible for:

- Being a member of PLSLSC's Board, responsible for oversight of risk, finance, strategy and culture within the broader club.
- Providing oversight for, and reporting to the Board on, all PLSLSC administrative matters.
- Ensuring all correspondence and official records of the association (other than financial records) are up to date, accurate and in order and available to be looked at by those authorised to do so.
- Keeping a register of all reported incidents and complaints and monitor and report on trends and changes as required.
- Ensuring that the club annual reports are forwarded to the relevant authorities.
- Assisting the President to organise Board and General meetings.
- Ensuring that notice of all Board and general meetings and meeting papers (agenda, correspondence and previous minutes) have been distributed to members in accordance with the rules.
- Ensuring the minutes of Board, Executive and general meetings are taken, either by themselves or delegated to a minute taker.



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- Ensuring effective line management of Club employees, including ensuring that EBA conditions are met and that required documentation is retained by the Club.
- Providing line management of the office manager and administrative staff and volunteers.
- Ensuring all correspondence that relates to PLSLSC is dealt with in a timely manner.
- Providing oversight of PLSLSC governance and compliance.
- Knowing the rules of the organisation and taking responsibility for all the legal requirements of incorporation

7.3 Treasurer

The PLSLSC treasurer is responsible for ensuring correct financial management and reporting is adhered to within the PLSLSC accounts.

The Treasurer is responsible for;

- Being a member of PLSLSC's Board, responsible for oversight of risk, finance, strategy and culture within the broader club.
- Preparing and managing the area budgets into an overall club budget.
- Ensuring budgets and expenditure is managed IAW the PLSLSC delegations' policy.
- Ensuring effective receipting and payment of all monies on behalf of the Club.
- Ensuring affective cash management and that suitable banking arrangements for PLSLSC monies are maintained.
- Ensuring the proper maintenance of books of records.
- Overseeing the preparation and lodgement of BAS Statements and any other documents required by the Australian Tax office or the Australian Charities and Not-for-profits Commission as and when required.
- Keeping an up to date register of Board members who are signatories for the Club and ensure outgoing Executive Board are removed from the same.
- Maintaining a Club Asset Register.
- Overseeing grant applications and ensuring appropriate reconciliation.
- Liaising with PSLSC Secretary to ensure the entity is compliant with relevant legislation and regulations, and requirements of the Australian Charities and Not-for-profits Commission (ACNC) and Consumer Affairs Victoria.
- Liaising with club auditor regarding the annual audit and preparation of compliant financial statements for presentation to members at the Annual General Meeting (AGM)
- Maintaining the surf club's accounting records including detailed records of all payments and monies received ensuring it is logically filed with authorised supporting documentation.
- Monitoring the actual v budget results on a monthly basis.
- Preparing a monthly bank reconciliation and profit and loss comparing actual to budget for Board review.
- Preparing statutory returns and reports as required, specifically Activity Statement for the ATO.



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- Producing relevant and timely financial reports and submit these to Board members as required and ensure they are understood.
- Seeking explanations for material variation >15% so the Board can be advised.
- Supervising the PLSLSC bookkeeper.
- Providing oversight of PLSLSC financial governance and compliance.
- Providing oversight of fund raising activities..

7.4 Club Captain

The PLSLSC Club Captain is responsible for overseeing the delivery of PLSLSC's life saving services and emergency response capabilities.

The Club Captain is responsible for:

- As a member of PLSLSC's Board, responsible for oversight of risk, finance, strategy and culture within the Club.
- Administering and organising patrols (rosters, experience/qualification spread)
- Communicating with patrol defaulters to maintain efficiency of patrols
- Managing the Club Vice Captain (Life Saving Services), Club Vice Captain (Gear & Equipment) and other responsible officers.
- Ensuring all Club patrol/rescue equipment serviceable in accordance with SLSA and LSV requirements.
- Chairing meetings of the Life Saving Executive.
- Coordinate pre-season preparation phase (equipment/uniforms, rostering, communication etc)
- Ensuring the efficiency of patrols; including maintaining a record of attendance at and of all life saving work performed by members of the Club. Keep a record of members performances at patrol duties
- Ensuring compliance with Life Saving Victoria SOPs.
- Managing all Club Patrol Competitions and selection of all Life Saving Operations awards for the annual presentation night.
- Keeping a record of member re-qualifications each season - SurfGuard
- Liaising with LSV Director of Life Saving
- Managing adherence to requirements as per LSV and SOP (quality assurance)
- Ongoing management of service delivery standards and issue resolution
- Providing regular communication and support to Patrol Captains and members
- the conduct of all active club members and the general education of members in surf life saving
- Working with Director Training and Assessment to address training requirements and deficiencies and ensure members requalify their awards in a timely manner
- Ensuring compliance with OHS requirements at all times relevant to the Officer's responsibilities.
- Ensuring appropriate risk assessments are conducted before activities relevant to the officer's responsibilities



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7.5 Director (Programs)

The Director (Programs) is responsible for ensuring effective and safe delivery of all training and assessment, youth programs, aquatic sports and membership & leadership development initiatives.

The Director (Programs) is responsible for:

- Being a member of PLSLSC's Board, responsible for oversight of risk, finance, strategy and culture within the broader club.
- Providing oversight for, and reporting to the Board on, all training and assessment (T&A), youth, and aquatic sports activities and events. This includes Bronze courses, SRC Training and ongoing upskilling and award offerings.
- Chairing the Programs Executive and ensure effective record keeping for executive decisions.
- Ensuring the Club has an effective membership & leadership development (M&LD) program.
- Ensuring that all activities conducted within assigned program areas have appropriate risk management plans and effective controls in place, and that they comply with the events and activities policy.
- Developing and managing the budgets for T&A, youth programs, aquatic sports and M&LD.
- Liaising with the Club's assurance officer to ensure compliance with relevant Government legislation, Life Saving Victoria, Surf Life Saving Australia and PLSLSC policies and operating procedures.
- Ensuring the effective administration and record keeping for all events and programs within areas of responsibility.
- Ensuring experienced and qualified Directors are appointed to the Programs Executive and provide operational support where necessary.

7.6 Director (Commercial)

The Director Commercial is responsible for ensuring effective and safe delivery of all Club commercial activities.

The Director (Commercial) is responsible for:

- Overseeing and reporting to the Board on, all commercial activities of the Club. This includes Property, Marketing, Communications, Fundraising and the Rip View Swim Classic.
- Chairing the Commercial Executive and ensuring effective record keeping for executive decisions.
- Acting as the direct supervisor of any paid employees working as part of the Club's commercial activities.
- Providing oversight for, and reporting to the Board on the bar, catering partner, social events, and venue hire, where applicable.
- Providing oversight for, and reporting to the Board on, the effective functioning of the Clubhouse, including its maintenance, cleaning, signage, and operational effectiveness. (Supported by Director (Property))
- Providing oversight for, and reporting to the Board on, marketing and sponsorship. (Supported by (Director Marketing))



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- Providing oversight for, and reporting to the Board on, fundraising activities and events including the Rip View Swim Classic (RVSC), the Nipper Door-Knock, collection activities and other events/activities as required. (Supported by Director (Fundraising) and Director (RVSC)).
- Ensuring that all activities/events conducted within assigned areas have appropriate risk management plans and effective controls in place, and that they comply with the events and activities policy.
- Ensuring effective development of and management of the budgets for Marketing and Sponsorship, Bar, Catering, Property, RVSC, and other activities/events associated with fundraising.
- Liaising with the Club's assurance officer to ensure compliance with relevant Government legislation, Life Saving Victoria, Surf Life Saving Australia and PLSLSC policies and operating procedures.
- Ensuring the effective administration and record keeping for all events and programs within areas of responsibility.
- Ensuring experienced and qualified Directors are appointed to the Commercial Executive and provide operational support where necessary.



8 Role of Executive Directors

8.1 Director (Property)

The Director (Property) is responsible for:

- Reporting to the Director (Commercial) and Commercial Executive on property activities.
- Preparing and managing Property budgets
- Developing, encouraging and supporting the activities of members of all ages.
- Overseeing the operation, maintenance and (where applicable) repair of the three Club facilities.
- Providing the Board with regular updates regarding the operation of club facilities.
- Communicating with local authorities as required in relation to all matters relating to facility management and operation.
- Preparing, maintaining and recommending to the Board adoption of policies and procedures relevant to the proper use and maintenance of the facilities, including but not limited to:
 - Member safety and wellbeing;
 - Security;
 - Facility access;
 - Environmental impact and sustainability; and
 - Storage and proper use of facilities.
- Reporting on Property activities and programs to the Director (Commercial) through the Commercial Executive.
- Preparing and managing Property budgets.
- Ensuring that each of the Club's three facilities are in a presentable, functional and safe manner at all times
- Being responsible for the management of the Club Asset Register, including ensuring that an audit on all equipment takes place prior to the start of each Summer Season and that it is stored in secure and safe location.
- Ensuring that the Club's Asset Register is regularly maintained and that a current copy of the Asset Register is stored at a suitable location off site.
- Maintaining an accurate key and access fob register and ensure that keys and access fobs are allocated only to persons that are authorised to have access to that key, as directed and approved by the Board.
- Preparing and maintaining and recommendation to the Board adoption of policies and procedures relevant to the proper use and maintenance of the facilities, including but not limited to:
 - member safety and wellbeing;
 - security;
 - facility access;
 - environmental impact and sustainability; and
 - storage and proper use of facilities.



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8.2 Director (Fundraising)

The Director (Fundraising) is responsible for:

- Reporting to the Director (Commercial) and Commercial Executive on fundraising activities
- Preparing and managing Fundraising budgets
- Developing, encouraging and supporting the activities of members of all ages.
- Developing events and social functions for the purposes of raising funds for the Club, or otherwise creating stronger a social/fun culture with in the Association.
- Coordinating tin rattles, raffles, door-knocks and other fundraising events. The Board may appoint a specific coordinator for certain fund raising events, for example Director (Rip View Swim Classic).
- Liaising with the Treasurer regarding costs associated with fundraising events.
- Assisting the Director (Marketing and Communications) to actively seek out sponsorship arrangements for the Club.
- Ensuring that the Club honours its commitments to its sponsors. Coordinate sponsorship and advertising associated with major events that the club may be operating.
- Seeking donations and investigate bequests to the club from members of the Community.
- Overseeing Social Events, Bar and Catering Officer Positions.

8.3 Director (Marketing and Communications)

The Director (Marketing and Communications) is responsible for:

- Reporting to the Director (Commercial) and Commercial Executive on Marketing and Communications activities
- Preparing and managing Marketing and Communications budgets
- Developing, encouraging and supporting the activities of members of all ages.
- Reporting on Marketing activities and programs to the Director (Commercial) through the Commercial Executive.
- Preparing and managing Marketing budgets.
- Actively engaging in positive marketing and public relations activities for the Club, with the aim of recruiting new sponsors and supporters and to continue to foster links with existing sponsors and supporters.
- Developing and releasing communications products to enhance the Club's reputation and promote engagement in Club activities.
- Maintaining accurate and up to date record of all current Club sponsors and supporters, for display and recognition by the Club
- Liaising with the responsible parties at Life Saving Victoria and internally within the Club to avoid possible conflict of sponsorship issues.
- Develop proposals for new sponsorships for Board approval and preparing sponsorship agreements.
- Coordinating sponsorship recognition products and activities



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8.4 Director (Rip View Swim Classic)

The Director (Rip View Swim Classic) is responsible for:

- Reporting to the Director (Commercial) and Commercial Executive on the delivery of the Rip View Swim Classic
- Developing and manage the Rip View Swim Classic budget in accordance with the PLSLSC delegations policy.
- Developing, encouraging and supporting the activities of members of all ages.
- Reporting on the Rip View Swim Classic activities and programs to the Director (Commercial) through the Commercial Executive.
- Coordinating the Annual Rip View Swim Classic with the aim of raising significant funds for the Club.
- Establishing and maintain a Rip View Swim Classic Committee to assist with the planning, coordination and execution of the Rip View Swim Classic.
- Ensuring that the Rip View Swim Classic is conducted in a safe manner, where the safety of swimmers and officials is a priority and that all rules and regulations for the conduct of Special Events by LSV, SLSA and other authorities is followed.
- Working with the Director (Marketing) to promote the Rip View Swim Classic with the aim of growing the size and profile of the event.
- Working with the Director (Marketing) to form partnerships with other organisations to assist with the funding and sponsorship of the Rip View Swim Classic.
- Providing a written report of the Season's activities at the conclusion of the Season.

8.5 Club Vice Captain (Life Saving Services)

The Club Vice Captain (Life Saving Services) is responsible for:

- Reporting to the Club Captain and Life Saving Executive on Life Saving Services activities and programs
- Preparing and managing Life Saving Services budgets
- Developing, encouraging and supporting the activities of members of all ages.
- Developing an annual patrol roster for use and ensuring that all patrol requirements are met.
- Liaising with Life Saving Victoria and other relevant stakeholders to ensure proper delivery of life saving services.
- Coordinating audits of patrols to ensure efficient delivery of patrols and compliance with all relevant requirements and standard operating procedures.
- Supporting the development of patrol leaders.

8.6 Club Vice Captain (Gear & Equipment)

The Club Vice Captain (Gear & Equipment) is responsible for:

- Reporting to the Club Captain and Life Saving Executive on Life Saving Gear & Equipment activities and programs
- Preparing and managing Gear & Equipment budgets



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- Developing, encouraging and supporting the activities of members of all ages.
- Ensuring that all equipment for the proper delivery of life saving services is appropriately maintained and repaired.
- Ensuring that all equipment is adequately recorded in accordance with life saving service protocols.
- Liaising with Life Saving Victoria and other relevant stakeholders to ensure proper delivery of life saving services.

8.7 LERT Captain

The LERT Captain is responsible for:

- Reporting to the Club Captain and Life Saving Executive on LERT activities and programs
- Preparing and managing LERT budgets
- Developing, encouraging and supporting the activities of members of all ages.
- Responsible for delivering PLSLSC's LERT offering, including liaising with relevant stakeholders in relation to broader life saving support in relation to the emergency response, more broadly.
- Responsible for coordinating with Life Saving Victoria for the delivery of the Bellarine RWC patrol service.
- Liaising with Life Saving Victoria and other relevant stakeholders to ensure proper delivery of life saving services.

8.8 Director (Membership & Leadership Development)

The Director (Membership & Leadership Development) is responsible for:

- Reporting to the Director (Programs) and Programs Executive on M&LD activities and programs
- Preparing and managing M&LD budgets
- Developing, encouraging and supporting the activities of members of all ages.
- Assisting the Director (Youth programs), Director (Training and Assessment) and Club Captain with the development and implementation of leadership pathways through surf life saving.
- Encouraging and promoting programs and initiatives to supplement and extend the development of members through surf life saving.
- Encouraging and supporting new and innovative initiatives to promote Point Lonsdale SLSC as well as developing leadership skills.
- Assisting with the induction of new members and encouraging them to take pathways through surf life saving.
- Overseeing the club's member recognition and incentive programs.
- Overseeing the lodgement of Club entries to all LSV and SLSA Membership and Leadership Development programs
- Supporting the Member protection officer to:
 - enhance/ improve member welfare
 - act as Secretary for the PLSLSC membership protection/well-being committee.



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- promote social, emotional, mental, physical growth and development of all our members in a healthy, safe, inclusive, and supportive environment
- develop member induction packages and programs.
- Representing PLSLSC at LSV Youth and Leadership Development Council.
- Preparing a written report of the Season's activities at the conclusion of the Season for the Club's Annual Report
- Chairing and coordinating the PLSLSC Awards Committee (described in section 12.4, and, in consultation with the President and Director (Programs), coordinating delivery of Member awards events.

8.9 Director (Training and Assessment)

The Director (Training and Assessment) is responsible for:

- Reporting to the Director (Programs) and Programs Executive on training and assessment activities and programs.
- Preparing and managing training and assessment budgets.
- Taking an active and leading role in Surf Life Saving Award training through facilitation of training and assessments.
- Ensuring there is sufficient training and life saving resources available for planned training courses.
- Coordinating training and assessment sessions for Patrol Captains and Patrol Vice Captains.
- Taking an active role in the development of leadership potential within PLSLSC, in conjunction with the Director (Membership & Leadership Development), through nominations for leadership and development camps and any leadership opportunities available.
- Monitoring training updates issues from Life Saving Victoria and Surf Life Saving Australia, and cascade these through PLSLSC as necessary.
- Assisting the Director (Aquatic Sports) with the planning and operation of the Club Championships.
- Assisting the Director (Youth Programs) in establishing a curriculum of life saving education for the Nippers Program.
- Overseeing the administration and equipment for the Training and Assessment Area.
- Attending as a proxy delegate at LSV's Life Saving Operations Council.

8.10 Director (Youth Programs)

The Director (Youth Programs) is responsible for:

- Reporting to the Director (Programs) and Programs Executive on Junior activities and programs
- Preparing and manage Youth Programs budgets
- Developing, encouraging and supporting the activities of junior members.
- Conducting the annual Summer Nippers program in a safe manner, that meets expectations of Life Saving Victoria



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- Arranging for other programs and initiatives to supplement and extend the development of members from the Summer Nippers Program
- Promote junior surf life saving competition activities, both within PLSLSC and at all surf life saving carnivals.
- Overseeing the administration and equipment for the Junior Programs Area.
- Ensuring compliance with Life Saving Victoria and Surf Life Saving Australia's standards for organising junior activities, including water safety and Age Managers.
- Overseeing and developing Junior Programs initiatives such as the Nippers in Schools Program and social events for members under the age of 14.
- Working with the Director (Training and Assessment) to develop an education curriculum for the Junior Area.
- Attending as a delegate at LSV's Membership & Leadership Development Council.

8.11 Director (Aquatic Sports)

The Director (Aquatic Sports) is responsible for:

- Reporting to the Director (Programs) and Programs Executive on Aquatic Sports activities and programs.
- Preparing and manage Aquatic Sports budgets.
- Developing, encouraging and supporting the surf life saving competition/Aquatic Sports within the club at all levels.
- Assisting the Director (Youth Programs) with the promotion of surf life saving competition activities, both within the PLSLSC and at surf life saving carnivals.
- Encouraging PLSLSC Members to participate in all areas of surf life saving competition, in events and with equipment that has the approval of the Board.
- Overseeing the administration and equipment for the Aquatic Sports Area.
- Managing the recruitment (including transfers), motivation, training, and morale of competitors.
- Recruiting and liaising with the Senior Surf Sport Coach, Sports Captains and Coaches across all disciplines and age groups.
- Being responsible for the recruitment of members to train as water safety officers, coaches and officials.
- Organising the conduct of the Club Championships.



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9 Role of other officers

9.1 Administration Area

(1) Assistant Secretary

- Assisting the Secretary to discharge their duties in relation to the Administration Area.
- Reporting to the Secretary in relation to the administration of the Club
- Assisting the Secretary where required with the timely distribution of incoming mail and other communications to the appropriate office bearers and members.
- Assisting the Secretary where required with the preparation and where appropriate dispatch communications, notices and correspondence on behalf of Club officials.
- Assisting the Secretary where required to maintain the efficient, safe and orderly recording and storage of Club records and correspondence

(2) Committee Support Officer

- Assisting the Secretary to discharge their duties in relation to the Administration Area.
- Reporting to the Secretary in relation to the administration of the Club
- Assisting the Secretary where required with the recording and prompt distribution of minutes of meetings such as the Board, Annual General Meeting, Special General Meetings and any other meetings as requested by the Secretary

(3) Assurance Officer

- Providing advice to the Board and Executive Council regarding the effectiveness of PLSLSC's governance systems, including policies, procedures and internal controls and systems.
- Providing assurance that relevant Government legislation, Life Saving Victoria, Surf Life Saving Australia and PLSLSC policies and operating procedures are being complied with.
- Reporting any identified un-acceptable risks and major breaches of policy or legislation to the Board.
- As a member of the risk, finance and governance committee, report to the committee regarding the effectiveness of PLSLSC's policies, processes, controls and internal systems.
- Supporting Directors and area/team managers to ensure that policies, guidelines, and SOPs are being adhered to; and assist them to set up systems for monitoring and controlling risks.
- Ensuring PLSLSC policies and procedures align to LSV guidelines and are being adhered to.
- Ensuring appropriate administrative procedures and record keeping are being maintained.
- Ensuring that all activities and events have appropriate risk management plans and effective controls in place, and that they comply with the events and activities policy.
- Signing off on annual risk attestation.

(4) Club Historian



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- Maintaining records of statistics, aquatic sports results, membership details, achievements, items of interest, etc.
- Coordinating the identification, restoration, display and archiving of memorabilia.
- Preparing information for the recognition of deceased members.
- Devising up to date with innovations, developments and updates in issues relating to Surf Life Saving History from Life Saving Victoria and Surf Life Saving Australia

(5) Club Archivist

- Establishing an appropriate ' off site' storage location for the safe storage of records.
- Assisting the Director (Property) to ensure that all historical property is included on the Asset register.

(6) Member Protection and Equity Officer

- Developing greater awareness of the importance of member protection.
- Safeguarding a Club copy of the SLSV issued Member Protection Kit.
- Ensure that the Club is compliant with the minimum requirements as set out by the Member Protection Kit.
- Being well educated about what other organisations and states are doing with regard to member protection.
- Coordinating the process of club members who are required to undergo Working with Children Checks.

(7) Complaints Handling Officer

- Being the first point of contact when making a formal complaint and to guide and facilitate the grievance procedure in accordance with the Complaint Management Policy and Procedure.
- Ensuring the safety and welfare of Club Members.
- Assisting in grievance and complaints resolution.
- Acting as an impartial body, offering a sounding board for the Board.
- Assisting complainant in putting their complaint down on paper.
- Compiling all of the evidence into one report and provide this to the MPO or Board as required
- Identifying options for resolution of conflicts and grievances.
- Referring complaints and grievances to other bodies in conjunction with the complaints and grievance flow chart.
- Maintaining an awareness of Child Protection, Anti-Harassment and Discrimination, Codes of Conduct, Member Protection and other relevant policies
- Liaise with members of the Club, President, Board and other bodies.

9.2 Finance Area

(1) Grants Officer

- Assisting the Treasurer to discharge their duties in relation to the Finance Area.
- Reporting to the Treasurer in relation to available grants.



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- Being responsible for maintaining the PLSLSC Grant Register.
- Being responsible for seeking out Grant opportunities.
- Being responsible for developing and submitting Grant applications.
- Being responsible for Grant acquittal in conjunction with the Treasurer

(1) Merchandise Officer

- Assisting the Treasurer to discharge their duties in relation to the Finance Area.
- Reporting to the Treasurer in relation to all merchandise.
- Overseeing the design, ordering and sales of the Club's merchandise.
- Ensuring pricing is profitable for the Club.
- Conducting stocktakes as required.
- Liaising with the Director (Communications and Marketing) in relation to any promotions.
- Facilitating the sale of merchandise by PLSLSC Staff.

9.3 Property Area

(2) Beach Base Supervisor

- Assisting the Director (Property) in the discharge of their duties in relation to the Property Area.
- Reporting to the Director (Property) in relation to any required maintenance, repairs of the Beach Base.
- Overseeing the day to day operation, maintenance, cleaning and security of the Surf Rescue Bases at the Back Beach Point Lonsdale and at the Santa Casa Beach Queenscliff.
- Assisting the Director (Property) and officers within the Life Saving Operations Area to coordinate a Beach Bases working bee to assist with maintenance and other projects prior to the start of the Patrol Season and at the end of the Patrol Season.
- Ensuring that the Beach Bases are maintained in a safe manner and that any possible hazards are identified, isolated and repaired / replaced in accordance with appropriate delegations.
- Liaising with members of the Life Saving Area and OH&S Officer as required, with the day to day operation of the Surf Rescue Bases

(3) Clubhouse Supervisor

- Assisting the Director (Property) in the discharge of their duties relation to the Property Area.
- Reporting to the Director (Property) in relation to any required maintenance, repairs of the Clubhouse.
- Overseeing the day to day operation, maintenance, cleaning and security of the Clubhouse;
- Ensuring that the Clubrooms are kept in a clean and presentable manner throughout the year (including lawn mowing);
- Ensuring that the Clubrooms are maintained in a safe manner and that any possible hazards are identified, isolated and repaired / replaced in accordance with appropriate delegations.



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- Liaising with the Club Administrator, Bar Supervisor and OH&S officer as required, with the day to day operations of the Clubhouse.

(4) OH&S Officer

- Assisting the Director (Property) in the discharge of their duties relation to the Property Area.
- Reporting to the Director (Property) in relation to any O&S issues.
- Ensuring the Club Health and Safety & Rehabilitation systems are up to date, implemented and monitored in all areas.
- Implementing and overseeing risk management procedures.
- Devising, implementing and monitoring an incident reporting system.
- Carrying out investigations of Surf Life Saving Club workplace incidents.
- Devising, implementing and monitoring OHS education and training systems.
- Implementing systems to review workplace stress and critical incidents.
- Implementing rehabilitation and “Return to Surf Life Saving Club Duties” procedures.

(5) Environment & Sustainability Officer

- Assisting the Director (Property) in the discharge of their duties relation to the Property Area.
- Reporting to the Director (Property) in relation to any O&S issues.
- Reviewing PLSLSC’s current practices to ensure that there is appropriate management of facilities in line with the best practices for ensuring environmental protections.
- Reviewing and suggesting enhancements to PLSLSC’s waste management policies and practices.

9.4 Marketing, Fundraising and Communications Area

(6) Communications Officer

- Assisting the Director (Marketing and Communications) in the discharge of their duties relation to the Marketing, Fundraising and Communications Area.
- Reporting to the Director (Marketing and Communications) in relation to all communications to members.
- Supporting the Director (Marketing and Communications) to get the Club’s stories out to the broader community.
- Liaising with local newspapers for potential articles,
- managing PLSLSC social media accounts and online communications (eg. EDMs)
- Promoting Club activities and events throughout the year.

(7) Social Events Officer

- Assisting the Director (Commercial) in planning and managing the club social events program.
- Reporting to the Director (Commercial) in relation to any social events.
- Managing and delivering Club social functions, which are designed to develop comradeship amongst members, for general enjoyment and entertainment of members and for the raising of money for the Club.



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- Preparing an annual social calendar.
- Developing new initiatives aimed to encourage social connections within the Association.
- Liaising with the Director Commercial, Treasurer and Hospitality Manager in the planning of functions

(8) Nipper Door-Knock Coordinator

- Assisting the Director (Fundraising) in the discharge of their duties relation to the Marketing, Fundraising and Communications Area.
- Reporting to the Director (Fundraising) in relation to the Nipper Door-Knock.
- Planning and conducting the annual Nipper Doorknock appeal in consultation with the Nipper summer program manager
- In consultation with the office supervisor, ensuring the timely submission of all relevant applications for permits, approvals required to run the fundraising event.
- Ensuring the delivery of the annual doorknock appeal in accordance with LSV guidance [https://lsv.com.au/wp-content/themes/abomb/pdf/members/c-development/1. LSV Guidelines - Door Knock Appeals1.pdf](https://lsv.com.au/wp-content/themes/abomb/pdf/members/c-development/1.LSV%20Guidelines%20-%20Door%20Knock%20Appeals1.pdf)
- Liaising with the Treasurer to develop the cash management plan for the doorknock.

9.5 Life Saving Area

(1) Junior Club Captain

- Assisting the Club Vice Captain (Life Saving Services) to discharge their duties in relation to the Life Saving Area.
- Reporting to the Club Vice Captain (Life Saving Services) in relation to Cadets within the Club.
- Providing leadership to all Cadet members of the Club.
- Acting as a contact point for Cadet members and assist junior members by providing activities for junior members.
- Ensuring that Cadet members are allocated to patrols and made aware of their responsibilities in relation to the discharging their duties.

(2) Patrol Roster Coordinator

- Assisting the Club Vice Captain (Life Saving Services) to discharge their duties in relation to the Life Saving Area.
- Reporting to the Club Vice Captain (Life Saving Services) in relation to patrols within the Club.
- Liaising with the Club Captain, Club Vice Captain (Life Saving Services) and Club Vice Captain (Gear and Equipment) in relation to the selection of Patrol Captains and Patrol Vice Captains.
- Preparing the annual season patrol roster.
- Assisting the Club Vice Captain (Life Saving Services) to ensure that all records relating to patrols are maintained for the Club's records.

(3) Patrol Standards Officer

- Assisting the Club Vice Captain (Life Saving Services) to discharge their duties in relation to the Life Saving Area.



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- Reporting to the Club Vice Captain (Life Saving Services) in relation to patrols within the Club.
- Ensuring that all Patrol Captains and Vice Captains are aware of their responsibilities.
- Supporting the Club Captain and Club Vice Captain (Life Saving Services) to arrange an annual Patrol Captain training.
- Coordinating, developing and implementing programs to promote patrolling and service efficiency and maintenance of standards of patrols. Eg. Club Inter Patrol Efficiency Competition.
- Keeping up to date with innovations, developments and updates in gear and equipment from Life Saving Victoria and Surf Life Saving Australia.

(4) Patrol Gear Officer

- Assisting the Club Vice Captain (Gear and Equipment) to discharge their duties in relation to the Life Saving Area.
- Reporting to the Club Vice Captain (Gear and Equipment) in relation to patrol gear within the Club.
- Ensuring that all life saving equipment (eg. Rescue Board, Tubes, and Flags) are operational to Club and Life Saving Victoria standards and specifications, that all equipment is maintained and repaired in a timely manner and that all equipment is correctly presented for the Annual Gear Inspection.
- Developing plans, in conjunction with the Life Saving Executive in relation to the retention, procurement and sale of life saving equipment, and make recommendations to the Board on the same.
- Keeping up to date with innovations, developments and updates in gear and equipment from Life Saving Victoria and Surf Life Saving Australia.
- Liaising with the Grants Officer and Club Captain in relation to any Patrol Equipment grants.

(5) Operational Vehicle Officer

- Assisting the Club Vice Captain (Gear and Equipment) to discharge their duties in relation to the Life Saving Area.
- Reporting to the Club Vice Captain (Gear and Equipment) in relation to operational vehicles within the Club.
- Ensuring that any vehicles (ATV, 4WD etc.) and related ancillary equipment are operational to relevant Club and Life Saving Victoria standards and specifications, that all equipment is maintained and repaired in a timely manner and that all equipment is correctly presented for the Annual Gear Inspection.
- Developing and maintain policies, for approval by the Board, through the Life Saving Executive in relation to the use of the Club's operations vehicles.
- Developing plans, in conjunction with the Life Saving Executive in relation to the retention, procurement and sale of Club Vehicles, and make recommendations to the Board on the same.
- Liaising with the Club Captain to ensure that all members are familiar with the Club operating policy of any vehicles and that appropriate training is provided to members as required.
- Keeping up to date with innovations, developments and updates in gear and equipment from Life Saving Victoria and Surf Life Saving Australia.
- Liaising with the Grants Officer and Club Captain in relation to any Operational Vehicle grants.



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(6) First Aid Officer

- Assisting the Club Vice Captain (Gear and Equipment) to discharge their duties in relation to the Life Saving Area.
- Reporting to the Club Vice Captain (Gear and Equipment) in relation to first aid equipment within the Club.
- Ensuring that first aid rooms at the Back Beach Base and the Santa Casa Base are kept well stocked with all necessary equipment and supplies (to Life Saving Victoria standards) on a year round basis. This also includes other required equipment such as oxygen equipment, first aid kits, personal protection bags, AEDs etc.
- Ensuring that appropriate and necessary first aid equipment is kept in the first aid locker located in the Office and the Clubrooms.
- Ensuring that at the start of the Season an updated list of all equipment is forwarded to the Director (Property) for listing on the Club's Asset Register and that all equipment is appropriately marked with an Asset register label.
- Working with the Training Equipment Officer to ensure that adequate training first aid equipment is purchased and stocked prior to any Training and Assessment Offerings.
- Keeping up to date with innovations, developments and updates in gear and equipment from Life Saving Victoria and Surf Life Saving Australia.
- Liaising with the Grants Officer and Club Captain in relation to any First Aid equipment grants.

(7) Radio & IT Support Officer

- Assisting the Club Vice Captain (Gear and Equipment) to discharge their duties in relation to the Life Saving Area.
- Reporting to the Club Vice Captain (Gear and Equipment) in relation to communication equipment within the Club.
- Ensuring that all radio equipment is operational to Life Saving Victoria standards and specifications, that all equipment is maintained and repaired in a timely manner and that all equipment is correctly presented for the Annual Gear Inspection. This equipment includes Base Radios (including power supplies), Portable Radios (including charging equipment), Aerials / Masts, Antennas, Radio harnesses and Waterproof bags.
- Assisting the Club Vice Captain (Gear and Equipment) to ensure that all patrol leaders are given access to all technologies required to discharge their duties while on patrol (ie. LIMSOC).
- Ensuring that at the start of the Season an updated list of all equipment is forwarded to the Director (Property) for listing on the Club's Asset Register and that all equipment is appropriately marked with an Asset register label.
- Working with the Training Equipment Officer to ensure that adequate training first aid equipment is purchased and stocked prior to any Training and Assessment Offerings.
- Keeping up to date with innovations, developments and updates in gear and equipment from Life Saving Victoria and Surf Life Saving Australia.
- Liaising with the Grants Officer and Club Captain in relation to any Radio & IT equipment grants.

(8) Powercraft Officer



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- Assisting the Club Vice Captain (Gear and Equipment) to discharge their duties in relation to the Life Saving Area.
- Reporting to the Club Vice Captain (Gear and Equipment) in relation to operational vehicles within the Club.
- Ensuring that all inflatable rescue boats, outboard motors, IRB trailers and related ancillary equipment are operational to Club and Life Saving Victoria standards and specifications, that all equipment is maintained and repaired in a timely manner and that all equipment is correctly presented for the Annual Gear Inspection.
- Ensuring that appropriate number(s) of IRBs are available at short notice for out of hours response.
- Ensuring strict compliance among members with Life Saving Victoria's Standard Operating Procedures (SOPs) in relation to the use of IRBs.
- Developing plans, in conjunction with the Life Saving Executive in relation to the retention, procurement and sale of Club IRBs and make recommendations to the Board on the same.
- Liaising with the Club Captain to ensure that all members are familiar with the Club operating policy of any powercraft and that appropriate training is provided to members as required.
- Liaising with the Training Officer and Further Training Officer in the training of members for IRB crewing and driving awards to assist in the coordination an annual training program for members to gain their IRB Crewing and Driving Certificates.
- Keeping up to date with innovations, developments and updates in IRB from Life Saving Victoria and Surf Life Saving Australia.
- Liaising with the Grants Officer and Club Captain in relation to any powercraft grants.

9.6 Training and Assessment Area

(9) Training Officer

- Assisting the Director (Training and Assessment) to discharge their duties in relation to the Training and Assessment Area.
- Reporting to the Director (Training and Assessment) in relation to training within the Club
- Being responsible for delivering training at the Club in relation to all courses.
- Ensuring that all courses are appropriately resourced with qualified trainers.
- Maintaining records of all members with training and assessment qualifications.
- Working with Assessment Officer to ensure that awards for trainers and assessors are up to date.
- Monitoring developments and changes to processes relating to training and assessment requirements.
- Developing pathways for members to become trainers within the Club and expanding their capabilities.
- Working with the Camps Manager and Further Training Officer for the delivery of training.

(10) Assessment Officer



- Assisting the Director (Training and Assessment) to discharge their duties in relation to the Training and Assessment Area.
- Reporting to the Director (Training and Assessment) in relation to assessments within the Club
- Being responsible for the processing and management of all assessments
- Ensuring that all courses are appropriately resourced with qualified assessors.
- Liaising with assessors to ensure assessments are completed correctly.
- Maintaining records of all members with training and assessment qualifications.
- Working with Training Officer to ensure that awards for trainers and assessors are up to date.
- Monitoring developments and changes to processes relating to training and assessment requirements.
- Developing pathways for members to become assessors within the Club and expanding their capabilities.

(11) Skills Maintenance Officer

- Assisting the Director (Training and Assessment) to discharge their duties in relation to the Training and Assessment Area.
- Reporting to the Director (Training and Assessment) in relation to skills maintenance within the Club
- Managing the Club's annual Skills Maintenance Program.
- Liaising with the Training Officer and Assessment Officer to ensure that all Skills Maintenance requirements are met by all members.
- Liaising with the Assessment Officer and Training Officer to ensure that all Skills Maintenance are processed in a timely manner.
- Managing all communications regarding the Skills Maintenance program and member requirements.

(12) Camps Manager

- Assisting the Director (Training and Assessment) to discharge their duties in relation to the Training and Assessment Area.
- Reporting to the Director (Training and Assessment) in relation to the Annual Bronze Medallion and Surf Rescue Certificate (Cadets) Camps at the Club
- Planning and organising the Club's annual Camps, to be held over the peak summer period.
- Liaising with the Training Officer and Assessment Officer to ensure requirements are met to ensure that Camp participants receive applicable awards.
- Establishing a Camps Committee responsible for the administration, application process, day-to-day running (ie. camp leaders and time tables), merchandise, food and parent helpers, in relation to the Camps.
- Managing the application process and communications relating to the Camps.

(13) Adult Bronze Officer

- Assisting the Director (Training and Assessment) to discharge their duties in relation to the Training and Assessment Area.
- Reporting to the Director (Training and Assessment) in relation to the any Adult/Part-time Bronze programs at the Club



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- Planning and organising the Club's Adult/Part-time Bronze program for the recruitment of mature-age patrol members.
- Liaising with the Training Officer and Assessment Officer to ensure requirements are met to ensure that Adult/Part-time Bronze participants receive applicable awards.
- Liaising with officers within the Youth Programs Area to ensure that parents are made aware of opportunities in relation to the Adult/Part-time Bronze program.
- Managing the application process and communications relating to Adult/Part-time Bronze opportunities.

(14) Further Training Officer

- Assisting the Director (Training and Assessment) to discharge their duties in relation to the Training and Assessment Area.
- Reporting to the Director (Training and Assessment) in relation to any further training (Bronze Medallion and higher) at the Club.
- Organising and plan further training courses.
- Liaising with the Training Officer and Assessment Officer to ensure requirements are met to ensure that further training participants receive applicable awards.
- Liaising with officers within the Youth Programs and Life Saving Areas to ensure that the Club is offering courses required to deliver efficient life saving services.
- Managing the application process and communications relating to further training opportunities.

(15) Training Equipment Officer

- Assisting the Director (Training and Assessment) to discharge their duties in relation to the Training and Assessment Area.
- Reporting to the Director (Training and Assessment) in relation to training equipment at the Club.
- Ensuring all equipment is fit for purpose and recorded for the purposes of gear inspection at the Club.
- Ensuring that at the start of the Season an updated list of all equipment is forwarded to the Director (Property) for listing on the Club's Asset Register and that all equipment is appropriately marked with an Asset register label.
- Working with the First Aid Officer to ensure that adequate training first aid equipment is purchased and stocked prior to any Training and Assessment Offerings.
- Keeping up to date with innovations, developments and updates in gear and equipment from Life Saving Victoria and Surf Life Saving Australia.
- Liaising with the Grants Officer and Director (Programs) in relation to any Training Equipment grants.
- Tracking and conducting stocktakes training equipment and liaise with officer within the Life Saving Area to ensure the Club has adequate equipment.

9.7 Membership & Leadership Development Area

(1) Patrol Programs Coordinator



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- Assisting the Director (Membership & Leadership Development) to discharge their duties in relation to the Membership & Leadership Development Area.
- Reporting to the Director (Membership & Leadership Development) in relation to the delivery of Club's M&LD patrol programs.
- Developing new initiatives to engage members on patrols.
- Organising themed patrols to promote relevant causes aligned with the Club.

(2) Incentive Program Coordinator

- Assisting the Director (Membership & Leadership Development) to discharge their duties in relation to the Membership & Leadership Development Area.
- Reporting to the Director (Membership & Leadership Development) in relation to the delivery of Club's member incentive program.
- Administering and maintaining the member incentive program, including tracking member progress towards incentives and ensure that incentive rewards are in line with member expectations and appropriately stocked.
- Working with the Director (Membership & Leadership Development) to communicate incentive rewards and opportunities to all members.

(3) Community Engagement Coordinator

- Assisting the Director (Membership & Leadership Development) to discharge their duties in relation to the Membership & Leadership Development Area.
- Reporting to the Director (Membership & Leadership Development) in relation to the Club's community engagement initiatives.
- Identifying ways to and connect with local Point Lonsdale and Queenscliff community.
- Forming, maintaining and strengthening relationships with local community organisations and other Clubs to promote participation in life saving.
- Developing initiatives to work with other community groups to strengthen the Club's profile within the community.

(4) Member Engagement Officer

- Assisting the Director (Membership & Leadership Development) to discharge their duties in relation to the Membership & Leadership Development Area.
- Reporting to the Director (Membership & Leadership Development) in relation to the engaging members to participate and remain involved in the Club.
- Promoting member diversity and inclusion within the Club.
- Developing initiatives to increase diversity within leadership positions at the Club, including diversity of gender, age, sexuality, ethnicity and socio-economic background.
- Identifying ways to engage a broader number of members to ensure retention within the Club and promote taking on responsibilities.
- Assisting the Director (Membership & Leadership Development) to identify and nominate appropriate members for LSV and SLSA M&LD programs.
- Promoting LSV and SLSA M&LD Programs and other opportunities to the membership.



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(5) Member Recognition Officer

- Assisting the Director (Membership & Leadership Development) to discharge their duties in relation to the Membership & Leadership Development Area.
- Reporting to the Director (Membership & Leadership Development) in relation to the engaging members to participate and remain involved in the Club.
- Identifying appropriate members and programs to nominate for external recognition, including (but not limited to):
 - LSV Awards of Excellence;
 - Borough of Queenscliffe Awards; and
 - other distinguished awards (eg. Order of Australia Awards).
- Working with the Director (Membership & Leadership Development) to prepare nominations for relevant awards.
- Assisting the Director (Membership & Leadership Development) in relation to their responsibilities to chair the PLSLSC Awards Committee.

9.8 Youth Programs Area

(1) Summer Nippers Program Coordinator

- Assisting the Director (Youth Programs) to discharge their duties in relation to the Youth Programs Area.
- Coordinating the Club's annual Summer Nippers Program under the Direction of the Director (Youth Programs).
- Developing and chairing a Summer Nipper sub-committee.
- Coordinating all Summer Nipper committee responsibilities and activities.
- Liaising with the club function coordinator regarding the use of club facilities for Summer Nipper functions.
- Liaising regularly with the Club Captain to ensure adequate water safety officers are present at Summer Nipper training and competition events.
- Via the club newsletter, disseminating information of Summer Nipper events to club members and Summer Nipper parents.
- Actively encouraging parent participation in Summer Nipper programs (e.g. age managers).
- Liaising with the Secretary and registrar to ensure those parents assisting have a current 'working with children check' in accordance with the Working With Children Act, 2005 (VIC).
- Liaising with the Director (Commercial) and Director (Youth Programs) regarding all income and expenditure associated with the Summer Nipper program.
- Having regular contact with LSV, regarding changes / updates to junior activities.
- Liaising with the club chief instructor to coordinate Summer Nipper training programs for the season.
- Accepting Summer Nipper enrolments and maintain a database of nipper participants including changes in age groups.

(2) Summer Nippers Administrator



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- Assisting the Director (Youth Programs) to discharge their duties in relation to the Youth Programs Area.
- Reporting to the Director (Youth Programs) in relation to the administration of Club's annual Summer Nippers Program.
- Coordinating all administrative requirements for the successful operation of the Annual Summer Nippers program.
- Assisting the Club Administrator with the input of data onto the Club's Membership Database of Junior Activity Members.
- Providing age group lists and information as required by the Director (Youth Programs), Summer Nippers Chief Instructor, Age Managers and age group instructors.
- Coordinating administrative aspects of the Nipper Presentation Night.

(3) Summer Nippers Chief Instructor

- Assisting the Director (Youth Programs) to discharge their duties in relation to the Youth Programs Area.
- Reporting to the Director (Youth Programs) in relation to the administration of Club's annual Summer Nippers Program.
- Working with the Director (Programs), Summer Nippers Program Coordinator and Summer Nippers Administrator to develop a timetable and curriculum for Annual Summer Nippers Program.
- Coordinating the age group instructors and will assist with the recruitment, training and education of instructors and to provide appropriate materials, equipment etc to instructors.
- Liaising with the LSV District Officer in relation to the organisation of assessments for the Youth and Leadership Development Area (where appropriate).
- Keeping up to date with innovations, developments and updates in training and assessment in Life Saving Victoria and Surf Life Saving Australia.

(4) Nippers In School Program Coordinator

- Assisting the Director (Youth Programs) to discharge their duties in relation to the Youth Programs Area.
- Reporting to the Director (Youth Programs) in relation to the PLSLSC Nippers in School Program.
- Liaising with relevant schools to develop and implement a Nippers in School program.
- Coordinating with the Director (Youth Programs) and Director (Training and Assessment) to ensure adequate qualifications are maintained for the delivery of the Nippers in School Program(s).
- Liaising with the Club Captain to ensure that water safety is adequately delivered.

(5) Youth Equipment Officer

- Assisting the Director (Youth Programs) to discharge their duties in relation to the Youth Programs Area.
- Reporting to the Director (Youth Programs) in relation to the delivery of the Club's Youth Programs offerings.



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- Overseeing all Youth Programs Area equipment owned and / or operated by the Club which is used as a part of the Youth Programs Area, not including any life saving and aquatic sports gear or equipment.
- Ensuring that all equipment within the Youth Programs Area meets Life Saving Victoria / Surf Life Saving Australia standards.
- Ensuring that at the start of the Season an updated list of all equipment is forwarded to the Director (Property) for listing on the Club's Asset Register and that all equipment is appropriately marked with an Asset register label.
- Keeping up to date with innovations, developments and updates in gear and equipment from Life Saving Victoria and Surf Life Saving Australia.
- Liaising with the Grants Officer and Director (Programs) in relation to any Training Equipment grants.
- Tracking and conducting stocktakes youth equipment and liaise with officer within the Life Saving Area to ensure the Club has adequate equipment.

9.9 Aquatic Sports Area

(1) Sunday Surf Sports Program Coordinator

- Assisting the Director (Aquatic Sports) to discharge their duties in relation to the Aquatic Sports Area.
- Reporting to the Director (Aquatic Sports) in relation to the delivery of the Sunday Surf Sports Program.
- Creating a friendly and inclusive environment for members to use
- Reporting any incidents to the Director (Aquatic Sports), as appropriate.
- Working with the Director (Aquatic Sports), Director (Training and Assessment) and Club Captain to ensure compliance with all LSV and SLSA requirements in relation to child safety and water safety).
- Promoting opportunities for parents to take on responsibilities (eg. Age Managers, Adult Bronze etc).

(2) Junior Surf Sports Team Manager

- Assisting the Director (Aquatic Sports) to discharge their duties in relation to the Aquatic Sports Area.
- Reporting to the Director (Aquatic Sports) in relation to the management of Junior Aquatic Sports programs within the Club.
- Being responsible for the delivery of sport across all Junior age groups and disciplines in the Club.
- Managing the recruitment (including transfers), motivation, training, and morale of Junior competitors.
- Liaising with the Junior Aquatic Sport Coach, and other coaches across all disciplines and Junior age groups.
- Being responsible for arranging the transport of gear and personnel to carnivals.
- Being responsible for the maintenance and serviceability of Club Junior competition equipment.
- Being responsible for the organisation and conduct of the Junior Club Championship event.
- Being responsible for selection of Junior Club Sport Trophies and awards (except Life Saving Operations trophies).



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- Ensuring compliance with OHS requirements at all times relevant to the officer's responsibilities.
- Ensuring appropriate risk assessments are conducted before Senior Surf Sport activities and that they are supervising.

(3) Junior Surf Sports Team Administrator

- Assisting the Director (Aquatic Sports) to discharge their duties in relation to the Aquatic Sports Area.
- Reporting to the Director (Aquatic Sports) in relation to the management of Junior Aquatic Sports programs within the Club.
- Being responsible for the administration of sport across all Junior age groups and disciplines in the Club.
- Assisting the Junior Aquatic Sports Team Manager to perform their duties.
- Being responsible for fulfilling the Club's obligation for arranging officials and water safety and Age Managers for Junior Carnivals.
- Being responsible for the administration and marketing of the Junior carnival team.
- Arranging for the preparation and erection of gear required for Junior carnivals and competitions.
- Being responsible for administration of all junior carnival entries.
- Being responsible for the recruitment of members to train as water safety officers, Senior coaches and Senior officials.
- Ensuring compliance with OHS requirements at all times relevant to the officer's responsibilities.
- Ensuring appropriate risk assessments are conducted before Junior Surf Sport activities and that they are supervising.

(4) Junior Surf Sports Head Coach – Appointed by the Board

- Assisting the Director (Aquatic Sports) to discharge their duties in relation to the Aquatic Sports Area.
- Reporting to the Director (Aquatic Sports) in relation to the Coaching of Junior Aquatic Sports programs within the Club.
- Developing a surf sport program that creates an environment which encourages the development of surf skills, provides safe and fun participation for all Nippers, and the ability for advancing skill development for those Nippers choosing to progress in life saving competition.
- Reporting to the Junior Surf Sports Team Manager and work closely with the Senior Surf Sport Coach around coaching practice and transition activities.
- In consultation with Junior Surf Sports Team Manager, appointing assistant coaches and age group managers as required.
- Taking responsibility for coordinating the training of all Junior surf-sport competitors.
- Chairing the Junior Surf Sport Coaching Committee to reach consensus decisions regarding team selection for all carnivals.
- Liaising with the Senior Aquatic Sports Team Manager regarding transitional arrangements for Under 14 competitors in competition and lifesaver training.
- Promoting the training and accreditation of coaches.



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- Ensuring compliance with OHS requirements at all times relevant to the officer's responsibilities.
- Ensuring appropriate risk assessments are conducted before activities that they are supervising.

(5) Senior Aquatic Sports Team Manager

- Assisting the Director (Aquatic Sports) to discharge their duties in relation to the Aquatic Sports Area.
- Reporting to the Director (Aquatic Sports) in relation to the management of Senior Aquatic Sports programs within the Club.
- Being responsible for the delivery of sport across all Senior age groups and disciplines in the Club.
- Managing the recruitment (including transfers), motivation, training, and morale of Senior competitors.
- Managing the selection, appointment motivation, training and morale of Club Sport Captains.
- Liaising with the Senior Aquatic Sport Coach, Sports Captains and other coaches across all disciplines and Senior age groups.
- Being responsible for arranging the transport of gear and personnel to carnivals.
- Being responsible for the maintenance and serviceability of Club Senior competition equipment.
- Being responsible for the organisation and conduct of the Senior Club Championship event.
- Being responsible for selection of Senior Club Sport Trophies and awards (except life saving operations trophies).
- Ensuring compliance with OHS requirements at all times relevant to the officer's responsibilities.
- Ensuring appropriate risk assessments are conducted before Senior Surf Sport activities and that they are supervising.

(6) Senior Aquatic Sports Team Administrator

- Assisting the Director (Aquatic Sports) to discharge their duties in relation to the Aquatic Sports Area.
- Reporting to the Director (Aquatic Sports) in relation to the management of Senior Aquatic Sports programs within the Club.
- Being responsible for the administration of sport across all Senior age groups and disciplines in the Club.
- Assisting the Senior Aquatic Sports Team Manager to perform their duties.
- Being responsible for fulfilling the Club's obligation for arranging officials and water safety for Senior Carnivals.
- Being responsible for the administration and marketing of the Senior carnival team.
- Arranging for the preparation and erection of gear required for Senior carnivals and competitions.
- Being responsible for administration of all senior carnival entries.
- Being responsible for the recruitment of members to train as water safety officers, Senior coaches and Senior officials.



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- Ensuring compliance with OHS requirements at all times relevant to the officer's responsibilities.
- Ensuring appropriate risk assessments are conducted before Senior Surf Sport activities and that they are supervising.

(7) Senior Aquatic Sports Head Coach – Appointed by the Board

- Assisting the Director (Aquatic Sports) to discharge their duties in relation to the Aquatic Sports Area.
- Reporting to the Director (Aquatic Sports) in relation to the Coaching of Senior Aquatic Sports programs within the Club.
- Encouraging the development of surf skills and enjoyment in participation as a priority.
- Being responsible for coordinating the training of all Senior surf sport competitors.
- Chairing the Coaching panel consisting of the Senior Coach, the Senior Aquatic Sport Manager and assistant and specialist coaches to reach consensus decisions regarding team selection for all carnivals.
- In consultation with the Senior Aquatic Sport Manager, appointing assistant coaches and age group managers as required.
- Liaising with the Senior Aquatic Sport Manager.
- Promoting the training and accreditation of coaches.
- Liaising with all coaches to ensure consistency of standards and purpose.
- Ensuring compliance with OHS requirements at all times relevant to the coaches' responsibilities.

(8) IRB Competition Team Captain

- Assisting the Director (Aquatic Sports) to discharge their duties in relation to the Aquatic Sports Area.
- Reporting to the Director (Aquatic Sports) in relation to the coordination and oversight of Inflatable Rescue Boat Racing Competition within the Club.
- Promoting, recruiting and leading participation in IRB Competition at the Club.
- Liaising with the Powercraft Officer in relation to the use of appropriate equipment. The equipment used must be approved by the Powercraft Officer and there must always be sufficient IRB equipment to meet patrol and out of hours requirements.
- Liaising with the Senior Coach to ensure that appropriate coaching support of available to the IRB area.
- Ensuring that all IRB Team competitors are current financial members within the Club.
- Keeping up to date with innovations, developments and updates in IRB events in Life Saving Victoria and Surf Life Saving Australia.
- Assisting the Powercraft Officer to ensure that at the start of the Season an updated list of all equipment relevant to IRB Competition is forwarded to the Director (Property) for listing on the Club's Asset Register and that all equipment is appropriately marked with an Asset register label.

(9) Beach Team Captain

- Assisting the Director (Aquatic Sports) to discharge their duties in relation to the Aquatic Sports Area.



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- Reporting to the Director (Aquatic Sports) in relation to the coordination and oversight of Beach Competition within the Club.
- Promoting, recruiting and leading participation in Beach Competition at the Club.
- Liaising with the Senior Coach to ensure that appropriate coaching support of available to Beach Competition.
- Ensuring that all Beach Team competitors are current financial members within the Club.
- Keeping up to date with innovations, developments and updates in beach events in Life Saving Victoria and Surf Life Saving Australia.
- Ensuring that at the start of the Season an updated list of all equipment relevant to Beach Competition is forwarded to the Director (Property) for listing on the Club's Asset Register and that all equipment is appropriately marked with an Asset register label.

(10) Surf Craft Team Captain

- Assisting the Director (Aquatic Sports) to discharge their duties in relation to the Aquatic Sports Area.
- Reporting to the Director (Aquatic Sports) in relation to the coordination and oversight of Surf Craft Competition within the Club.
- Promoting, recruiting and leading participation in Surf Craft Competition at the Club.
- Liaising with the Senior Coach to ensure that appropriate coaching support of available to Surf Craft Competition.
- Ensuring that all Surf Craft Team competitors are current financial members within the Club.
- Keeping up to date with innovations, developments and updates in surf craft events in Life Saving Victoria and Surf Life Saving Australia.
- Ensuring that at the start of the Season an updated list of all equipment relevant to Surf Craft Competition is forwarded to the Director (Property) for listing on the Club's Asset Register and that all equipment is appropriately marked with an Asset register label.

(11) Swim Team Captain

- Assisting the Director (Aquatic Sports) to discharge their duties in relation to the Aquatic Sports Area.
- Reporting to the Director (Aquatic Sports) in relation to the coordination and oversight of Swimming Competition within the Club.
- Promoting, recruiting and leading participation in Swimming Competition at the Club.
- Liaising with the Senior Coach to ensure that appropriate coaching support of available to Swimming Competition.
- Ensuring that all Swim Team competitors are current financial members within the Club.
- Keeping up to date with innovations, developments and updates in swimming events in Life Saving Victoria and Surf Life Saving Australia.
- Ensuring that at the start of the Season an updated list of all equipment relevant to Swimming Competition is forwarded to the Director (Property) for listing on



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the Club's Asset Register and that all equipment is appropriately marked with an Asset register label.

(12) Surfboat Team Captain

- Assisting the Director (Aquatic Sports) to discharge their duties in relation to the Aquatic Sports Area.
- Reporting to the Director (Aquatic Sports) in relation to the coordination and oversight of Surf Boat Competition within the Club.
- Promoting, recruiting and leading participation in Surf Boat Competition at the Club.
- Liaising with the Surf Boat Coach to ensure that appropriate coaching support of available to Swimming Competition.
- Ensuring that all Surf Boat Team competitors are current financial members within the Club.
- Keeping up to date with innovations, developments and updates in surf boat events in Life Saving Victoria and Surf Life Saving Australia.
- Ensuring that at the start of the Season an updated list of all equipment relevant to Surf Boat Competition is forwarded to the Director (Property) for listing on the Club's Asset Register and that all equipment is appropriately marked with an Asset register label.



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10 Club Staff Positions Descriptions

(1) Hospitality Manager

The Hospitality Manager is responsible for:

- Reporting and providing advice to the Board regarding all aspects of hospitality operations.
- Responsible for the day to day running of the food and beverage operations and managing of hired events.
- Overseeing and running of the bar, including supervision of any bar staff.
- Overseeing and running of the kiosk, including supervision of kiosk staff.
- Ensuring all activities fall within the requirements of the liquor licence and other council rules.
- Ensuring all activities within the Club House comply with PLSLSC policies and all relevant State and Federal legislation.
- Working with and controlling the Catering Partner(s) for kitchen and kiosk.
- Taking a proactive approach to marketing the club for hire to corporate and community groups of the meeting room and the multi-purpose / function room.
- Assist the office staff with managing venue bookings and ensure appropriate supervision at all events conducted at the Club House.
- Assisting with managing the Club Calendar.
- Working with the Office manager and Club executives to ensure club activities and events are effectively coordinated and support.

(2) Office Supervisor

The Office Supervisor is responsible for:

- Overseeing administrative tasks in an office to ensure that they are performed adequately and in a timely manner.
- Maintaining a current list of all club members including categories of membership.
- Ensure current membership list is sent to Surfguard database where applicable.
- Informing the executive committee of any listed members who have not submitted their membership fees for the season.
- Maintaining the Club calendar
- Maintaining the Correspondence register.
- Being the point of contact for all for enquiries in relation to the Club
- Being responsible for record keeping
- Supporting the Club Bookkeeper in relation to finance.
- Supporting the Hospitality Manager in relation to venue bookings.

(3) Club Bookkeeper

The Club Bookkeeper is responsible for:

- Recording the financial transactions in the PLSLSC bookkeeping software.
- Arranging payment of accounts in accordance PLSLSC procedures.



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- Preparing and sending invoices and receipts to debtors.
- Processing payroll, superannuation and maintaining employee records.
- Carrying out bank reconciliations.
- Preparation and submission of Business Activity Statements (BAS).
- Checking figures and reporting for accuracy.
- Reporting any irregularities in data to the treasurer.
- Producing balance sheets, income statements and other financial documents.
- In conjunction with the Treasurer, Assistant Treasurer and office manager, bank cash and arrange bar floats
- Assisting the Office Manager, and where appropriate the Hospitality Manager in other administrative tasks

(4) Bar and Kiosk Staff

The Bar and Kiosk Staff are responsible for:

- Assisting the Hospitality Manager in relation to the delivery of an appropriate food and beverage offering for PLSLSC.
- Serving customers to ensure the best possible customer experience.
- Providing feedback to the Hospitality Manager in relation to risks, issues or areas for improvement.
- Maintaining appropriate qualifications for the service of food, coffee and/or alcohol.
- Acting responsibly at all times in relation to the service of alcohol and/or handling of food.



11 Procedures and Rules

Club Policies have been developed for a number of club activities. These constitute separate documents.

11.1 Discipline, Penalties and appeals

The PLSLSC Code of Conduct document outlines in detail the club's expectation regarding all members' code of conduct when attending the club, representing the club, or attending patrols or other club sanctioned events.

The Association adopts the Grievances, Judicial and Discipline Regulations of SLSA as amended from time to time. All members are required to comply with SLSA Member Protection Policy SLSA policy 6.05 (or later editions that will be published from time to time).

11.2 Collection Sanction

- 1 The Club shall comply with the provisions of the relevant Government Acts and any subsequent amendments gazetted from time to time.
- 2 The Club shall make application to the relevant Government Department for entitlement under the "Collection Sanction". When Registration is approved and a "number" issued, all relevant requirements to maintain Registration shall be complied with in every detail.

11.3 Fundraising

- 1 PLSLSC shall comply with the law with respect to fundraising.
- 2 Fundraising authority is vested in the Board which may allocate portions of its responsibilities pertaining to specific projects to the Finance, Social, and/or other special Committees to maintain, direct and/or develop these projects.
- 3 PLSLSC is authorised to solicit monetary donation, sell art union ticket by door-to-door, canvass to any company, firm, newspaper or other business operation or trading or any person within the area of PLSLSC as defined.

11.4 Insurance

- 1 It is mandatory that PLSLSC holds insurances approved by LSV. In cases where LSV has appointed one or more Insurance Brokers and PLSLSC does not insure through such Brokers, PLSLSC shall submit such policies to LSV for approval.
- 2 For paid Staff and Employees a Work Cover policy shall be effected by PLSLSC.
- 3 Personal Accident Insurance is granted under the LSV's Work Cover policy for all registered members of PLSLSC whilst engaged in Surf Life Saving activities.
- 4 A Personal Accident Policy shall be effected by LSV/SLSA to cover all financial Junior Activity members.
- 5 A Public Liability policy shall be negotiated by LSV/SLSA to cover PLSLSC and Auxiliary Organisations against legal action instigated by a member of the public during activities approved by LSV
- 6 Whilst the cover can apply to normal Surf Life Saving Association activities, a separate cover may need to be taken out by PLSLSC entering into some



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activity away from the Club facilities or beach, such as a display or fundraising activity where the public are involved. The Insurance Brokers should be consulted in these situations.

- 7 It is mandatory for PLSLSC to hold property insurances and it is a requirement that such policies, if not managed by LSV brokers, be submitted to LSV for its endorsement to ensure that the protection provided is adequate and serves the interest of the Association.
- 8 PLSLSC shall be responsible for the cost of their own insurance and shall be well advised to reassess values at least every second year.
- 9 A Directors and Officers policy shall be negotiated by LSV/SLSA to cover officers of the LSV and its affiliated Branches and Clubs and auxiliary organisations against claims made against an officer during the policy period for a wrongful act.
- 10 If a case exists where a claim may be possible, immediate notification must be given to LSV/SLSA
- 11 A Professional Indemnity policy shall be negotiated by LSV to cover members whilst engaged in authorised Association activities.



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12.1 Competitive Rights, Obligations and Qualifications

Members and competitors acknowledge and agree that competing in life saving events, contests, carnivals and competitions attracts certain rights and obligations, and requires certain qualifications. In relation to rights, obligations and qualifications refer to the current SLSA Competition Manual and any circulars or bulletins regarding competition.

Persons transferring competition rights to PLSLSC from another club who wish to compete (excluding Masters) must complete at least 50% of their required patrol hours at the PLSLSC, unless approved by the Board.

12.2 Club Championships Conditions

- 1 The Senior Club Championships shall be conducted annually on a date recommended by the Director (Aquatic Sports) and endorsed by the Board.
- 2 The Junior Club Championships shall be conducted annually on a date recommended by the Director (Youth Programs) and endorsed by the Board
- 3 The list of events to be conducted at the Championships shall be decided by the respective organisers, being the Director (Aquatic Sports) Director (Youth Programs) and the Club Captain.

12.3 Trophies, Prizes and Awards

The Club has many Awards made to members at a variety of levels. They include operational awards for patrolling members and recognition awards for members who have made a significant contribution to the Club.

The following trophies and awards shall be awarded annually by the Club:

- Most Efficient Patrol
- Most Efficient Patrol Member
- Patrol Service Award
- Most Patrol Service Award
- Bronzie of the Year
- Club Captain's Award
- For Services to Life Saving Services
- Exceptional Rescue
- Under 17 and Under 19 Club Champions (Male and Female)
- Open Club Champion (Male and Female)
- Bernie Cook Handicap Race
- Best Junior Competitor (Male and Female)
- Best Senior Competitor (Male and Female)
- Waxy's Dash
- President's Award
- Distinguished Service
- Rob Anderson Foundation Award
- K. D. Allen Trophy for Vigilance and Service
- Club Person of the Year



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12.4 PLSLSC Awards Committee.

The Director (Membership & Leadership Development) in consultation with the Member Recognition Officer, has responsibility for collecting nominations and making recommendations to the Board

At the conclusion of each season, the Director (Membership & Leadership Development) will request that Board members and other Directors provide nominations for relevant awards.

Upon receipt of nominations, the Director (Membership & Leadership Development) will convene a meeting to determine recommendations for each award. Those invited to make recommendations in relation to award nominations are:

- Director (Membership & Leadership Development) (Chair);
- President;
- Club Captain;
- Director (Programs); and
- two life member representatives (to be rotated from year to year).

The Director (Membership & Leadership Development) will also be responsible for seeking approval from relevant family members/representatives where contemplated below.

The Director (Membership & Leadership Development) will prepare a final list of recommended award recipients (as contemplated above) and prepare a paper to the Board for approval.

The Board will make a final and binding determination on award recipients.

Upon approval, the Director (Membership & Leadership Development) will be responsible for preparing all trophies and medals, as required.

12.5 Life Saving Awards

(1) Most Efficient Patrol

Selection Criteria

This is awarded to the Patrol who is considered to be the most efficient under PLSLSC's Patrol Audit Competition, as conducted by the Club Captain. The patrol will have consistently demonstrated team-like behaviour in line with the Club's core values and shown outstanding leadership in the following four categories:

- Patrol on Duty (member qualifications and attire)
- Patrol Presentation (standards and requirements)
- Practical Assessment (member skills / qualifications)
- General Life Saving Knowledge

Eligibility

Only those members who were present during the assessment(s) are eligible to receive the award. Substitutes from other Patrols are also excluded from receiving the award.



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Award

The award is a gold medallion (with box) and is awarded annually.

(2) Most Efficient Patrol Member

Selection Criteria

Each Patrol Captain nominates to the Club Captain the individual member they consider to be the 'most efficient' patrol member in their patrol.

The award not only recognises but rewards members who have made a special contribution to the delivery and development of surf life saving frontline services. It is aimed at active surf life savers undertaking duties who can be presented as an identifiable 'ambassador' for Surf Life Saving. This award encourages and recognises outstanding achievements in a member who has provided a safer beach and aquatic environments for the community.

Eligibility

Only those Active Members who have completed a minimum 16 hours of rostered patrols are eligible to receive the award.

Award

The award is a gold medallion (with box) and is awarded annually.

(3) Patrol Service

Selection Criteria

This is awarded to the member(s) who have completed the number of voluntary hours (listed below) for the season at Point Lonsdale. It recognises and encourages members who fulfil their obligations in completing all rostered patrols and additional patrol hours. The Club Captain is responsible for ensuring that the necessary information is obtained from the logged hours as entered in Surfguard.

Eligibility

Members who have completed:

- 35+ Hours Patrol Service;
- 40+ Hours Patrol Service; and
- 50+ Hours Patrol Service.

Award

The award is a gold medallion (with box) and is awarded annual with the level of the award indicated on the medallion.

(4) Most Patrol Service

Selection Criteria

This is awarded to the member who has completed the largest number of voluntary hours for the season at Point Lonsdale. The Club Captain is responsible for ensuring that the necessary information is obtained from the logged hours as entered in Surfguard.

Award

The award is a wooden shield with an engraved plaque and club logo, and is awarded annually.

(5) Club Captain's Award

Selection Criteria



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This is awarded by the Club Captain to a Club member who has given significant service to Life Saving Operations of the Club during the season.

Eligibility

The award is designed to recognize a member who has provided outstanding life saving efforts and contributions. The nominee should not only demonstrate their involvement in the patrol activities but should also demonstrate their contributions to the Club in other facets e.g. fundraising, training etc. The nominee would clearly demonstrate their efforts as being above and beyond the expectations of a member.

Award

The award is a trophy cup and awarded when considered warranted.

(6) Exceptional Rescue

Selection Criteria

This is awarded to the person or persons who have completed a rescue, where they have placed themselves at risk and shown courage to save the life of another person or persons. The Patrol Captain, Club Captain and Club Vice Captain should all agree with the recommendation.

Award

The award is a trophy cup (IC18W) and awarded when considered warranted. A Certificate of Merit is also forwarded from SLSA, to be requested and followed up by Administration staff

(7) For Services to Life Saving Operations

Selection Criteria

This is awarded by the Club Captain for member(s) who have given outstanding support to the area of Life Saving Services during the season.

Award

The award is a wooden shield with an engraved plaque and club logo and is awarded when considered warranted.

12.6 Training and Assessment Awards

(1) Trainer of the Year

Selection Criteria

Awarded to a trainer who has made significant contribution towards the area of education and life saving awards within surf life saving throughout the season. Nominees should not only shown commitment but should demonstrate major achievements and future contributions toward the organisation.

Award

The award is a wooden shield with an engraved plaque and club logo and is awarded annually.

(2) Assessor of the Year

Selection Criteria

Awarded to an assessor who has made a significant contribution towards the area of education and life saving awards within surf life saving throughout the season. Nominees need to show outstanding commitment to life saving assessing duties as well as show their future assessing contributions towards the organisation.



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Award

The award is a wooden shield with an engraved plaque and club logo and is awarded annually.

(3) Bronzie of the Year

Selection Criteria

The Bronzie of the Year is selected by the Director (Training and Assessment), in consultation with the Bronze Camp Coordinators at the conclusion of the Bronze Camp based on:

- The member(s) participation in all areas in the Bronze Medallion Camp (ie boards, theory, rescues, exams etc)
- The member(s) attitude towards other members and the Club
- General service and/or other achievements with the Club during the season.

Eligibility

The awardee must be an active financial member of the Club and must have passed all sections of the Bronze Medallion Award first time.

Award

The award is a trophy cup (IC16W) and awarded annually.

(4) For Services to Training and Assessment

This is awarded by the Director (Training and Assessment) to member(s) who have given outstanding support to the area of Training and Assessment during the season.

Award

The award is a wooden shield with an engraved plaque and club logo and is awarded when considered warranted.

12.7 Aquatic Sports

(1) Junior (Under 17 and/or Under 19) Club Champion (Male and Female)

This is awarded to the member under 19 years of age who gains the most points in the Club Championships.

Award

The award is a gold medallion and awarded annually.

(2) Open Club Champion (Male and Female)

This is awarded to the member who gains the most points in Open events at the Club Championships.

Award

The award is a gold medallion and awarded annually.

(3) Best Junior Competitor (Male and Female)

This is awarded to the Junior member(s) who had the most success during the Summer Carnival season.

Award

The award is a gold medallion and awarded annually.

(4) Best Senior Competitor (Male and Female)



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This is awarded to the Senior member(s) who had the most success during the Summer Carnival season.

Award

The award is a perpetual Trophy and awarded annually. The awardee will receive a gold medallion to keep.

(5) **Bernie Cook Handicap Surf Race**

About

Bernie Cook was a local identity who was well regarded and admired by Club members. Bernie was Chairman of the Pointers in 1979. Under Bernie's leadership, several sub-committees were formed to guide their work. Their main projects were the construction of the Access Track and the building of the Back Beach Base, as well as the purchase of major items of equipment and increasing Club revenue to cover running costs. The event is held in recognition of Bernie's dedication and support for the Club during very difficult times.

Eligibility

The race is organised by the Director (Aquatic Sports) and Club Captain and is awarded to the member who wins. Any financial, currently active member can enter, but it is at the discretion of the Director (Aquatic Sports) and the Club Captain to allow other categories of membership to take part.

Handicap Criteria

The swim should be from 400m to 600m, depending on the conditions, and a good swimmer should be able to complete it in under 10 minutes.

As the Handicap is conducted after the Swim and Iron Man events of the Club Championships, the finishing order for these events should be taken into account, as well as knowledge of the swimmers' abilities and backgrounds. The previous winners of the event should also be considered. The time handicaps are to be set by the Director (Aquatic Sports) in consultation with other members as appropriate.

Members of Bernie Cook's family are to be notified well in advance of the event. All members of the family can be contacted through Denise or Tom, and they should be invited to present the trophy and take part in any way they wish.

- Denise Johnston 0422 658 795 (Bernie's daughter)
- Tom Johnston 0457 360 643 (Bernie's grandson)

Prior to the start of the event, information on Bernie's connection with the Club and his achievements is to be read out to all present. If family members are unable to attend and take part, the following can assist in order

- The previous winner
- The Club President
- The Club Captain
- An alternative nominee of the President

Award

The award is a perpetual trophy and is awarded annually. The winner receives a swimmer figurine to keep.

(6) **Waxy's Dash**

About



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This is awarded to the winner of the Waxy's Dash competition. Waxy's Dash is named after the late Life Member and former President David "Waxy" Gordon. The competition is conducted at the Rip View Swim Classic, with only Club members taking part. The route is the same as for the competitors – either direction – according to conditions.

The Rip View Swim Classic Safety Coordinator and the Director (Aquatic Sports) are jointly responsible for ensuring that Waxy's Dash is conducted safely and at a time which is most convenient for competitors.

If possible, a member of the Gordon family should either start or finish the race, and present the medal to the winner at the Clubhouse afterwards.

- (Daughter) Clare Gordon claregordon@hotmail.com 9822 1038
- (Son) Ramsay Gordon er2gordon@bigpond.com
- 0413 750 075 or 9855 8526
- (Son) Ashley Gordon 0413 619 205
- (Brother) Peter Gordon 9583 4733

Award

The winner receives a specialised gold medallion to keep, and a perpetual trophy – a large wooden shield, is engraved and displayed in the Clubhouse.

12.8 Nippers Awards

(1) **Graeme Benton Award for the Nipper Club Person of the Year**

About

The Graeme Benton Award is given to a Nipper who has contributed positively to the Nipper program. Graeme Benton was the Nipper Administrator for 12 years, generously donated trophies and helped in other capacities on Presentation Nights. In 1983 Graeme received the "Distinguished Service Award". He had a profound love of Point Lonsdale and thoroughly enjoyed being a member of the Club.

Since his passing in 1994, the Trophy has been presented by his son David who has been a member since 1977, and who describes this task as "a great privilege". Graeme's two grandsons, James and Josh Benton are active members of the Club, and Graeme would have been very proud of them.

Selection Criteria

By displaying some of the following qualities :

- Good Character
- Good sportsmanship
- Enthusiasm
- Perseverance and
- Encouragement of others

(2) **Jeff Fergusson Memorial Trophy**

About

The Jeff Fergusson Memorial Trophy is awarded to a club member who has made a significant contribution to the positive development



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of the Nippers for whom they have accepted responsibility whilst at all times developing and maintaining an atmosphere of having fun.

Jeff Fergusson took over as Supervisor for the Nippers in the season 1976/77, and filled the role and profile for the next 12 years. In 1977 he was awarded Best Club Member for the season.

He was extremely popular with all the kids and his contribution to the Club is recognised with the annual presentation of the Jeff Fergusson Award for Leadership.

Selection Criteria

Such contribution may include :

- Education and teaching of surf safety, surf awareness and surfing smart
 - Outstanding leadership or initiative
 - Active encouragement of participation in recreation and sport
- Willingness to assist with the administration or day to day running of the program.

(3) Civic Association Award for the Nipper of the Year

Eligibility

The award is given to an outstanding Nipper who excels in events on Championships Day. The recipient is selected from the top Nipper age group U13 (or U14 if the club runs this age group).

Selection Criteria

Results are tallied from the Championship Day. Each participant will get 3 points for first place, 2 points for second place and 1 for third in each of the following races : run- swim-run, beach sprint, beach flags, board race and iron Nipper. The Nipper with the highest number of points will be awarded the 'Nipper of the Year' trophy.

(4) Nipper Club Person of the Year

Selection Criteria

This is awarded to a Nipper who has contributed positively to the Nipper program by displaying some of the following qualities: good character, enthusiasm, perseverance and encouragement of others.

The Award is a wooden shield engraved with the Club logo. See Appendix 3

(5) Burch Family Award for Nipper Instructor of the Year

About

Joanne Burch worked in the Nipper program from 2007 as an instructor and organiser of the program. Joanne's family have been supportive and actively involved in the Club for many years.

Selection Criteria

This is awarded to an instructor who has shown outstanding maturity and leadership in the role of instructor at Nippers. Qualities they display may include being reliable, positive, enthusiastic, capable, responsive to feedback, and someone who takes initiative and works well as part of a team.



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12.9 Other Awards

(1) President's Award

Selection Criteria

This is awarded by the President. There are no specified criteria for this award; it is given at the discretion of the President and the recipient does not necessarily have to be a member of the Club.

Award

The award is a large trophy cup (IC20W) and awarded when considered warranted.

(2) Encouragement Award

Selection Criteria

This is awarded to the member(s) who have contributed to the Club and are seen as having potential in the Club or for a 'most improved competitor'.

Award

The award is a trophy cup (IC16W) and awarded when considered warranted.

(3) Distinguished Service Award

Selection Criteria

This is awarded to the member(s) who have contributed to the Club in a significant way during the season.

Award

The award is a wooden shield with an engraved plaque and club logo, and is awarded as required.

(4) Rob Anderson Foundation Award

About

Rob, as a cadet, contributed to Nipper training and continued to commit his time to Nippers for 10 years. During the 1960's and 70's Rob was the Chief Instructor for the Learn to Swim Campaign for which he received a Distinguished Service Award in 1976. In his four year service as patrol captain, his patrol won the Club Patrol Efficiency Competition, during which time he also instructed and examined a number of bronze squads.

Rob's role as an Examiner extended to serving as Assistant District Supervisor for the Flinders District. In 1982 he became Public Relations Officer and then Club Secretary, his dedication and commitment resulting in another Distinguished Service Award in 1984. In 1985 he held the position of IRB Captain and in the same year he was awarded the K D Allen Award. Rob was awarded life membership prior to his untimely passing in 1990.

Jude Anderson can be contacted on 0402 089 934.

Eligibility

The award is for a member who is taking on responsible positions in the Club and would benefit from exposure to an appropriate enrichment program. The member would normally be aged between 15 and 25.

The types of activities which might be considered could include the following. Costs of these programs would vary considerably.

- A program conducted through Life Saving Victoria or Surf Life Saving Australia.



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- An approved course outside surf life saving such as a TAFE program which would enhance a young person's skills and abilities to grow into a particular position or role. A public speaking course might be an example.
- With the assistance of a mentor, attend a local or interstate carnivals or activities to gain knowledge and experience in aquatic sports administration or procedures. The Club has a number of experienced members who could assist in this regard.
- With the assistance of a mentor, spend some time at another Club interstate or locally to gain knowledge and experience or surf life saving in another environment. This could be arranged as a personal enrichment or as an exchange.

Any member of the Executive Committee may nominate a candidate thus enlarging consideration from all sections/areas of the Club. The Executive Committee will consider the nomination and endorse the award in time for the Club's Presentation Night. The details of the nomination are to be sent to Jude Anderson (Rob's widow) for information, with the intention that a member of the Anderson family (or their nominee) be invited to present the award.

Award

An appropriate candidate is to be recognised with this award annually. The recipient is to receive a framed certificate (design in draft form) and a perpetual trophy will be engraved.

The Secretary will make all necessary enquires about a nominated program and complete all arrangements for the award to successfully proceed.

(5) K. D. Allen Trophy for Vigilance and Service

This is awarded to the member(s) who have contributed to the Club over a period in a variety of areas. Past winners vote on those nominated for the award. The K. D. Allen Award is the highest award a member can be given, other than Life Membership.

Eligibility

A past winner can nominate a member to be considered to win this award outlining in detail what the proposed member has achieved. A final decision should be made by a majority through a confidential vote whether the nomination should be accepted.

Selection Criteria

Some aspects to be considered when looking at nominations -

- A minimum number of 15 consecutive Years of Service (Excluding Nipper Years) to the Club.
- Must have gained a Bronze Medallion.
- Must have competed for the Club (at least one form of surf life saving aquatic sports)
- Outstanding service to the Club through a broad range of activities including Patrolling / Competition / Positions of Responsibilities
- An outstanding commitment to our Club through their positions of responsibility on the Executive / General Committee.
- Outstanding service to the Club over a minimum period of 15 years (Race Director RVSC, Doorknock, District Supervisor / Vic State Centre Official).



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54 Ocean Road Point Lonsdale
ABN 90 650 713 800

12 Competitive Conditions and Awards

- Outstanding service to Competition / Beach Patrolling

Nominations

All nominations should be kept strictly CONFIDENTIAL

At the relevant meeting of past winners, the award should be discussed and relevant documentation be distributed and then voted confidentially by past recipients. Nominations should not be revealed or discussed outside the meeting of past recipients.

This could be done at an annual past winners event (Dinner / Luncheon) held immediately after the conclusion of the season so that any successful nomination would be eligible to receive the award at the annual Presentation Night.

A member of the Allen Family (Joan / Sandy / Rodney / Jenny / Ainslie or in time any of Ken Allen's grandchildren) should be formally invited to award this on behalf of their family.

Award

The award is a perpetual trophy, and a small trophy cup (IC16W) is awarded for the recipient to keep. It is not awarded annually.

(6) Club Person of the Year

Eligibility

This is awarded to the current financial and active member(s) who have given outstanding service to the Club during the season. The member is considered to be the 'best Club person'.

Selection Criteria

The award will be given to the person (or persons) who are deemed to have made an outstanding contribution to the club throughout the season. The nomination is to be presented to the Executive Committee for approval.

The determination of this award will be based on the member's achievements in the following areas:

- Contribution to the club
- Attitude and sportsmanship
- Past Achievements
- Awards achieved

Award

The award is an engraved silver tray awarded annually.

(7) Life Membership

This is the highest honour and award that can be given to a member.

The Board may recommend to the Annual General Meeting that any natural person who has rendered distinguished, continuous and voluntary service to the Association over a period of at least 15 years be appointed as a Life Member. To be considered, the service must be both sustained and provided a conspicuous contribution to the advancement of the Association and Surf Life Saving in Point Lonsdale and Queenscliff.

A resolution of the Annual General Meeting to confer life membership (subject to the above) on the recommendation of the Executive Committee must be a Special Resolution. This Resolution will be distributed in the Agenda 21 days prior to AGM.



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A person must accept or reject the Association's resolution to confer life membership in writing. Upon written acceptance, the person's details shall be entered upon the Register, and from the time of entry on the Register the person shall be a Life Member. (This is the wording from the 2006 version of the policy).

Award

The award is a Life Members lapel badge and is awarded as required. The badges are obtained from <http://www.lega.com.au>

Nomination Process

In around March-April each year, the Secretary will call for nominations for life membership. A nomination must be in writing, signed by the nominator and accompanied by a CV of the nominees' credentials in writing.

Nominations are assessed by the Life Membership Sub-Committee on behalf of the Club and a recommendation made to the Board prior to the last Board meeting preceding the Annual General Meeting.

Upon recommendation of the Life Membership Sub-Committee, the Board may nominate the Member for life membership. In determining a nomination, the Board must consider the following question (which is different from the assessment of the Life Membership Committee):

*Has the nominee rendered distinguished, continuous and voluntary service to the Association over a period of at least 15 years? To be considered, the service must be both **sustained** and provided a **conspicuous contribution** to the advancement of the **Association and Surf Life Saving in Point Lonsdale and Queenscliff.***

A nomination by the Board will be voted on by the Membership at the Annual General Meeting (where 75% of members present must vote in favour of the resolution in order to be successful) and, if successful, the award will typically be bestowed at the Annual Presentation Night.

Life Membership Sub-Committee

The Life Membership Sub-Committee is a three (3) person Committee that is convened on an ad hoc basis, by the President to assess nominations for Life Membership each year.

Where a nomination for Life Membership is received, the President will convene the Life Membership Committee, which will consist of:

- 2 current Life Members;
- a Director nominated by the Board (typically the President); and
- a member of the Club, to be selected by the President (who cannot be a life member).

Should a representative of the Life Membership Sub-Committee be nominated for Life Membership then the representative must resign their position and another representative be appointed by the appropriate area of the Club.

To select a Life Member representative, the President will write to all Life Members seeking an application to sit on the Life Membership Sub-Committee. The Life Member and Club Member representative must be rotated each time the Life Membership Sub-Committee is convened so that the same two members do not consider nominations for more than one consecutive convenance. The Board representative does not need to be rotated.

A recommendation to the Board can only be made by a majority (ie. 75%) of the members of the Life Membership Sub-Committee.



Assessing Nominations

Nominations are evaluated against four (4) main “categories” regarded as significant areas for the successful management and daily operations of the Club. Within each category there are a range of “criteria” that are perceived as representative of the types of activities, behaviours and/or contributions for that category.

A rating scale is used to assess the overall level or extent of contribution within each “category” based on the individual’s contribution against the “criteria” within each “category”.

Nominees must have:

- Been an Active Member of the Club for at least 15 years; and
- Contributed in the following way:
 - Made a “high” level of contribution (rating 3) in at least 2 categories and a “moderate” level of contribution (rating 2) in at least one other category; or
 - Made an “outstanding” level of contribution (rating 4) in at least one category and a “high” level of contribution (rating 3) in at least one other category.
- Be of good standing within the Club and broader Point Lonsdale and Queenscliff community.

Rating Scale

The following rating scale is used by the Life Membership Committee to assess the overall contribution of nominees within each of the Assessment Categories:

Rating	Meaning
0	Individual has made little or no contribution in area.
1 (LOW)	Individual has made some small contribution in some areas (criteria) over time but contribution is regarded as ad hoc or minimal and inconsistent.
2 (MODERATE)	Individual has contributed in several criteria although not necessarily on a consistent and regular basis. Will contribute or assist when called upon but is not considered as an initiator or regular volunteer in most areas (criteria) of the category.
3 (HIGH)	Individual has contributed to the majority of criteria within the category during their membership and is regarded as a regular contributor and volunteer. The nominee will have either taken on roles of responsibility or leadership, initiated or coordinated activities events and/or functions and has contributed beyond the role normally expected of all Club members. Their contribution is recognised within the Club.
4 (OUTSTANDING)	Individual has been a consistent and “significant” contributor in most if not all criteria within the category over a sustained period



Rating **Meaning**

of time and throughout the majority of their membership. In doing so, the member will have exceeded the contribution outlined in Rating 3. The individual is well respected as a leader and initiator and their contribution is widely recognised both within the Club and may also be recognised outside the Club within the Lifesaving community. Contribution over time is regarded as having well exceeded expectations of members.

Assessment categories

Category **Contribution**

- | | |
|--------------------------|---|
| A - Life Saving Services | <ul style="list-style-type: none"> • Awards gained by nominee • Patrolling history (years and hours) • Position of responsibility (see also Category B Leadership) • Development of others (groups or individuals trained or assessed for Surf Life Saving Awards) • Contribution to Life Saving in general (ie. outside of Club) • Significant events or contributions to the community (ie. rescues, promotion of surf and water safety programs etc) |
|--------------------------|---|

- | | |
|--|---|
| B. Positions of leadership, administration, organisation | <ul style="list-style-type: none"> • Committee or related positions held within the Club (including representing the Club); • Administrative or related roles, duties or activities; • Significant contributions to general management or operations of the Club (excluding fundraising, see category 3) • Significant contributions to social activities and/or events (such as organising or coordinating activities or taking on roles as a team leader) |
|--|---|

- | | |
|---|---|
| C. Club development and support (membership, infrastructure and facilities) | <ul style="list-style-type: none"> • Fundraising (coordination and participation in fundraising events) • Sponsorship and/or generation of sponsorship (including prizes, gifts etc for presentations) • Development of other members (involvement in Nippers/Junior Development/Training and Assessment etc.) • Membership development (contribution to increasing/expanding membership and/or membership services and benefits) • Representation of Club at State and National Level • Development and improvement to Club infrastructure, facilities and equipment |
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Category	Contribution
D. Competition	<ul style="list-style-type: none"> Standard and level of competitive achievement (award and competition outcomes) Club and regular carnivals participation (Club, Regional, State, National and/or International competition) Coaching and skill development of other members Coordination and assistance or support of Cub members at competitions/carnivals

12.10 Trophies and awards





Photograph	Trophy name/identifier (where applicable)	Awarded for	Comments
Trophies to be prepared by suppliers			
	Medallion	<ul style="list-style-type: none"> Most Efficient Patrol – one medallion per eligible patrol member Most Efficient Patrol Member 35+ Hours Patrol Service, 40+ Hours Patrol Service, 50+ Hours Patrol Service Junior Club Champion Open Club Champion 	<p>These must have the Club logo on them, a small plaque with</p> <p>POINT LONSDALE SLSC</p> <p>DATE (eg 2021/2022)</p> <p>AWARD RECIPIENT</p> <p>A black and gold ribbon is attached and the medal presented in a box.</p>
	Plaque	<ul style="list-style-type: none"> Most Patrol Service Distinguished Service Award For Services to Life Saving Award Trainer of the Year Assessor of the Year 	<p>The plaque is approximately 140cm across the top and 140cm from its top to bottom peaks.</p> <p>The engraving should be:</p> <p>POINT LONSDALE SLSC</p>



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Photograph	Trophy name/identifier (where applicable)	Awarded for	Comments
			DATE (eg. 2021/2022) AWARD RECIPIENT
	Silver engraved tray	<ul style="list-style-type: none"> • Club Person of the Year 	
	IC16W trophy cup with lid.	<ul style="list-style-type: none"> • Bronzie of the Year • Club Captain's Award • Encouragement Award • K D Allen Award (alongside perpetual trophy) 	16cm in height
	IC18W trophy cup with lid	Exceptional rescue	18cm in height
	IC20W trophy cup with lid	President's Award	20cm in height



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Photograph	Trophy name/identifier (where applicable)	Awarded for	Comments
	Recognition banner	Special contributions	A Recognition Banner is often presented to those who have made a special contribution during the season. This might be given to a member of the community or an organisation within the community who have given particular support to the Club and made a difference
	Life member badge	Life members	The badges are obtained from http://www.lega.com.au
Perpetual trophies (to be engraved annually)			
	K. D Allen trophy	K. D Allen Award for Vigilance and Service	
	Rob Anderson Trophy	Rob Anderson Foundation Award	



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Photograph	Trophy name/identifier (where applicable)	Awarded for	Comments
	Graeme Benton Trophy	Graeme Benton Award for the Nipper Club person of the Year	
	Nipper of the Year Trophy	Civic Association Award for the Nipper of the Year	
	Jeff Fergusson Memorial Trophy	Jeff Fergusson Memorial Trophy	
	Burch Family Trophy	Burch Family Award for Nipper Instructor of the Year	



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Photograph	Trophy name/identifier (where applicable)	Awarded for	Comments
	Waxy's Dash Perpetual Trophy and Medallion	Waxy's Dash Winner	The winner receives a specialised gold medallion to keep, and a perpetual trophy – a large wooden shield, is engraved and displayed in the Clubhouse.
	Bernie Cook Handicap Race	Bernie Cook Handicap Race Winner	The award is a perpetual trophy and is awarded annually. The winner receives a swimmer figurine to keep.



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13 Discipline, Penalties and appeals

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The PLSLSC Code of Conduct outlines in detail the club's expectation regarding all members' code of conduct when attending the club, representing the club, or attending patrols or other club sanctioned events.

The Association adopts the Grievances, Judicial and Discipline Regulations of SLSA as amended from time to time. All members are required to comply with SLSA Member Protection Policy SLSA Policy 6.05 (or later editions that will be published from time to time).

Members may report any breaches of by-laws, rules, policies and the Code of Conduct by contacting the Grievances Officer. PLSLSC will ensure that details to make any reports to the Grievances Officer are clearly communicated to the membership.

The Grievances Officer will endeavour to resolve any matters before they are escalated to LSV. The Grievances Officer may make recommendations to the Board on any adverse findings against particular members, however a recommendation to the Board shall not be binding.

13.1 Rapid response procedure

Where the Board is made aware a complaint in relation to the conduct of a Member, it may establish a rapid response procedure to ensure that appropriate action is taken.

In establishing a rapid response procedure, the Board will have regard to the nature of any allegations and the appropriateness of establishing such a procedure. For example, this procedure should be reserved for allegations that do not appear on their face to warrant severe punishment (eg. where a simple apology or a fine may suffice).

To establish a rapid response procedure, the Board may delegate responsibility to an ad hoc work group of Board members to undertake fact finding and develop a set of allegations to be put to the Member in question.

The working group will provide the allegations to the Board, and the President (or if the President has a conflict of interest, another member of the Board) will put the allegations to the Member.

Where the Member accepts the allegations in full, the Board may develop a fine

Where the Member rejects any aspect of the allegation, the allegation will be referred to the Grievance Officer in accordance with the Grievances, Judicial and Discipline Regulations of SLSA.

13.2 Penalties for breach of minimum patrol standards

- The Club Captain and the Club Vice Captains shall consider written explanations for breach of the minimum patrol standards (set out in section 4), and shall have the power to impose the penalties as set out below.
- The following penalties may apply to members missing patrols or being late, Substitutes cannot be used for penalty patrols. Patrol defaulters will receive confirmation of their penalty patrol date via e-mail, SMS message or telephone call.
- **Late and absenteeism** - the penalties shall be up to the decision of the Club Captain and Vice Club Captain but can be no greater than two times the amount of time a member has defaulted on patrol. A competing member may



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be suspended from attending the next surf carnival they were scheduled to attend or such other penalties that the club deems fit.

- Penalties shall be decided by the Club Captain in consultation with the Club Vice-Captain/s
- Any member who incurs 24 hours of absenteeism in any one season shall appear before the Board, or their nominated representatives, and show why they should not be suspended or expelled from the Club.
- Failure to appear before the Board, or their nominated representatives upon written request will not be excusable unless in extenuating circumstances. If no reason is submitted, the member will be subject to the Discipline procedures as outlined in the Constitution, this Code of Conduct and By-laws.
- Any patrol member who takes up their duties after the commencement and before the completion of their rostered patrol shall be deemed to be late unless they have communicated their intent with Patrol or Club Captain

Any member who fails to take up their duties on their rostered patrol shall be deemed to be absent unless they have communicated their intent with Patrol or Club Captain.