

METROPOLITAN-CALOUNDRA SLSC

BY-LAWS

May 2022

Contents

THE CLUB	5
1. THE CLUB.....	5
1.1. Club Badge	5
1.2. Club Colours	5
1.3. Life Member Badge	5
1.4. Club Logo	6
1.5. Auxiliary Organisations	6
2. MEMBERSHIP.....	6
2.1. Patron and Vice-Patrons	6
2.2. Life Member Nomination	6
BOARD AND COMMITTEES	7
3. GOVERNANCE	7
3.1. Board	7
3.1.1. Composition	7
3.1.2. Meetings	7
3.1.3. Agenda	7
3.1.4. At the Meeting immediately after AGM the Board will consider:	7
3.1.5. Minutes	8
3.2. Standing Committees	8
3.2.1. General.....	8
3.2.2. Executive.....	9
3.2.3. Operations Group.....	9
3.2.4. Operations Group Committee	9
3.2.5. Surf Sports Committee	12
3.2.6. Junior Activities Committee	12
3.2.7. Member Development Committee	13
3.3. Ad-Hoc Committees and other Appointments	14
3.3.1. Ad-Hoc Committees	14
3.3.2. Finance Committee	14
3.3.3. Judiciary Committee.....	14
3.3.4. Foundation Committee	15
3.3.5. Building Committee.....	15
3.3.6. Fundraising and Grants Committee	15

3.3.7. Club Auditor	15
ROLE DESCRIPTIONS	15
3.4. Officers' Duties and Role Descriptions	15
3.4.1. Duties and Responsibilities of Officers	16
3.4.1.2. Statutory and common law duties.....	16
3.4.1.3. Interests	16
3.4.1.4. Disclosure of Interests.....	16
3.4.1.5. General Disclosure	17
3.4.1.6. Recording Disclosures	17
3.4.1.7. Conflicts.....	17
3.4.2. President.....	17
3.4.3. Deputy-President	18
3.4.4. Secretary.....	18
3.4.5. Treasurer.....	19
3.4.6. Director	20
3.4.7. Club Captain.....	20
3.4.8. Surf Sports Officer	21
3.4.9. Chief Training Officer	21
3.4.10. JAC Chairperson.....	22
3.4.11. Member Development Officer.....	22
3.4.12. Appointed Assistants.....	23
3.4.12.2. Patrol Captain	24
3.4.12.3. Power Craft Officer.....	25
3.4.12.4. Gear and Equipment Steward.....	25
3.4.12.5. First Aid Officer.....	26
3.4.12.6. Club House Manager	26
3.4.13. Asset Management Co-ordinator	27
MEETINGS OF MEMBERS	27
3.5. General Meetings	27
3.5.1. Requisition.....	27
3.5.2. Notice.....	28
3.5.3. Agenda	28
3.5.4. Conduct.....	28
3.5.5. Minutes.....	29
3.6. Annual General Meeting	29

3.6.1.	Notice	29
3.6.2.	Agenda	29
3.6.3.	Nomination and Election of Directors	30
3.6.4.	Conduct	30
3.6.5.	Minutes	31
OPERATIONS		32
4.	OPERATIONS AND ACTIVITIES	32
4.1.	Lifesaving	32
4.1.1.	Patrol Rules	32
4.2.	Competition	32
4.2.2.	Team Manager	32
4.3.	Other	32
4.3.1.	Club House Rules	32
4.4.	Information Technology	32
4.4.1.	Use of Club IT systems	32
4.4.2.	Use of Club Wi-Fi	33
4.5.	Social Media Policy	33
ADMINISTRATION AND FINANCE		38
5.	ADMINISTRATION AND FINANCE	38
5.1.	Member Record Keeping	38
5.2.	Correspondence	38
5.3.	Insurance	38
5.3.1.	General	38
5.3.2.	Personal Accident Insurance	38
5.3.3.	Members	38
5.3.4.	Volunteer Workers	39
5.3.5.	Public Liability Insurance	39
5.3.6.	Insurance on Property	39
5.3.7.	Directors and Officers Insurance	39
5.3.8.	Professional Indemnity Insurance	40
5.4.	Banking	40
5.5.	Delegations of Authority	40
5.6.	Intellectual Property	42
MEMBERS		43
6.	MEMBER RELATIONS AND DISCIPLINE	43
6.1.	Member Protection and Code of Conduct	43
6.1.1.	Member Protection	43

6.1.2. Code of Conduct for Members	43
6.2. Disciplinary Action, Penalties and Appeals	45
6.2.1. SLSA Grievances, Judicial and Discipline Regulations	45
6.2.2. Interpretation.....	45
STAFF	46
7. STAFF AND EMPLOYEES.....	46
7.1. Manager.....	46
7.2. Employed Staff.....	47
APPENDICES.....	48
8. APPENDICES	48
AMENDMENT RECORD	48
8.1. SLSA Discipline and Judicial Regulation.....	49
8.2. Patrol Rules.....	53
8.3. Club House Rules	55
8.4. JAC Committee Rules	57
8.5. Delegations of Authority Matrix	58
8.6. Organisation Diagram	61
8.7. Foundation - Operating Principles.....	62
8.8. Building Committee – Terms of Reference	63
8.9 Fundraising & Grants Committee – Terms of Reference	64
8.10 After-Hours Call-Out Team – Operational Principles	65

THE CLUB

1. THE CLUB

The term “Club” means the Association “Metropolitan-Caloundra Surf Life Saving Club Incorporated”¹

1.1. Club Badge²



1.2. Club Colours



Light Blue / White / Red / White / Light Blue

	Colour	PMS	Hex Colour Code	RGB	HSV
Light Blue	Saxe Blue	306	#00B8E0	0.184.224	192.100.88
Red	Red		#FF0000	255.0.0	0.100.100

1.3. Life Member Badge



¹ The Club is incorporated under the Associations Incorporation Act 1981 (Qld); Incorporation Number IA00545

² Application for registration of this badge as a Trademark has been accepted on 6 March 2019

1.4. Club Logo ³



1.5. Auxiliary Organisations

Auxiliary Organisations may be formed as authorised, provided that the Constitution and activities of such organisations are subject to the approval of the Club, and that delegate representation to and from the Club shall be as determined by the Club from time to time.

2. MEMBERSHIP

2.1. Patron and Vice-Patrons

On the recommendation of the Board, the Members in General Meeting may appoint a Patron and Vice-Patrons. They will be appointed as Honorary Members. They will be respected members of the community and committed to the furtherance of the Objects of the Association; and need not be members of the Association. Appointments will be renewed annually by vote as an Ordinary Resolution at the Annual General Meeting on the recommendation of the Board.

2.2. Life Member Nomination

Any three (3) voting members may nominate an eligible member for Life Membership.

A form is available from the Secretary or from the Members Area in the Club Website.

A panel comprising the President and two (2) or four (4) Life Members nominated by the Board will consider the nomination(s) and will provide their recommendation to the Board based on the criteria established in the Constitution.

The Board will consider the recommended nomination(s) and may resolve to submit the nomination to the members in General Meeting as a special resolution.

Annual membership fees will be waived for Life Members.

³ This is a registered Trademark (#1102074 Class 45, 7 March 2006)

BOARD AND COMMITTEES

3. GOVERNANCE

3.1. Board

3.1.1. Composition

President (Chairperson), Deputy-President, Secretary, Treasurer, and three (3) Directors.

3.1.2. Meetings

- At least 10 meetings per year which will be set out in the Board Calendar which is reviewed and approved at each Board Meeting.
- Other meetings may be scheduled required
- For administrative efficiency, the Operations Group will be invited to attend Board meetings to report and discuss Club matters.
- One (1) meeting will be held immediately following the conclusion of the AGM.

3.1.3. Agenda

Standing Board Meeting Agenda items include:

- Attendance
- Conflicts of Interest
- Board “in camera” session
- Workplace Health and Safety
- Minutes of previous Board Meetings
- Action List - Business arising
- Reports
 - President
 - Treasurer
 - Secretary
 - Operations Group Committee
 - Committee Reports (when applicable) (Judiciary, Building, Fundraising and Grants)
 - General Business
 - Board Calendar
 - Next Meeting

3.1.4. At the Meeting immediately after AGM the Board will consider:

- Nominations for, and appointment of
 - Operations Group Officers
 - Operations Group Assistants

- SSCB Delegate
- Confirmation of Delegations of Authority
- Confirmation of By Laws

3.1.5. Minutes

The Secretary is responsible for writing and distributing the Minutes with an Action List which is to be available within seven (7) days of the meeting and circulated to the Board and Operations Group.

3.2. Standing Committees

3.2.1. General

- 3.2.1.1. While these By-laws establish a formal Committee structure, Chairpersons may choose to employ a less structured approach. This is encouraged if it is demonstrated to be more efficient in operation and in the use of Members' time.
- 3.2.1.2. Reporting to the Board and seeking approval for matters outside Committee delegations will remain the responsibility of the Committee Chairperson.
- 3.2.1.3. Composition and membership will be as prescribed in the respective By-Laws.
- 3.2.1.4. Membership will be drawn primarily from members of the Club with relevant expertise.
- 3.2.1.5. A member appointed to a committee will retain the appointment at the pleasure of the Board or until the first meeting of the Board following the next AGM.
- 3.2.1.6. In the event of the absence of the Chairperson from any meeting the meeting will appoint one of its members to act during such absence.
- 3.2.1.7. The Club Secretary will refer for consideration and recommendation all matters that properly relate to the jurisdiction of each Committee.
- 3.2.1.8. In the event of any matter coming within the jurisdiction of two (2) or more Committees, the President may direct such Committees to jointly consider and report and/or recommend to the Board thereon.
- 3.2.1.9. Unless specified otherwise in these By-laws, a quorum for a meeting of a committee will be a simple majority of the members appointed.
- 3.2.1.10. A Committee or the Board may, at its discretion, co-opt the services of any expert member of the Club or other person to assist in its deliberations, but such co-opted member or person will have no voting rights, except as may be determined by the Board.
- 3.2.1.11. Reports and recommendations of the Committees shall be presented in writing to the Board

3.2.2. **Executive**

An Executive Group, comprising President, Deputy-President, Treasurer and Secretary, may be delegated certain powers and responsibilities by the Board to conduct the efficient and economic operation of the Club; to conduct business between Board meetings.

3.2.3. **Operations Group**

3.2.3.1. Operations Group comprise:

- i) Life Saving (Club Captain)
- ii) Life Saving (Club Vice Captain(s))
- iii) Surf Sports Officer
- iv) JAC Chairperson
- v) Member Development Officer
- vi) Chief Training Officer

3.2.3.2. Nomination of Officers

Members will be invited by the Secretary to nominate for Operations Group Officer roles prior to the Annual General Meeting when the Notice of Meeting is issued.

A form is available from the Secretary or from the Members Area in the Club Website.

The Chairperson at the annual General Meeting will read out all nominations received invite further nominations during the Meeting. The Chairperson will then invite any comment from the members present at the Annual General Meeting.

3.2.3.3. Appointment of Officers

Operations Group are appointed by the Board from the nominations received prior to, and at the Annual General Meeting. If all positions are not filled the Board may request further nomination from members at any time during the season.

All Officer appointments are for the season following the Annual General Meeting prior to the date of appointment. Officers must hold a Bronze Medallion, unless otherwise approved by the Board

3.2.3.4. Decisions

Conveyed to the Board through Minutes and/or Reports, and subject to review by the Board.

Major decisions and approved programs will be conveyed to members through newsletters / website.

3.2.4. **Operations Group Committee**

3.2.4.1. The Operations Group Committee members are:

- Club Captain (Chairperson),
- Club Vice-Captain(s),

- Surf Sports Officer
- JAC Chairperson
- Member Development Officer
- Chief Training Officer,
- Members by invitation (as required) may include:
 - First Aid Officer,
 - Power Craft Officer,
 - Gear and Equipment Steward, and
 - Patrol Captains and Patrol Vice-Captains.

3.2.4.2. Meetings

The Operations Group will meet at least nine (9) times during the year and as required. For administrative efficiency, the Operations Group may attend Board meetings to report and discuss matters, in lieu of meeting separately.

3.2.4.3. Agenda

Standing Agenda items include:

- Attendance
- Minutes of previous Operations Group Meeting
- Business arising / Action List
- Actions from previous meetings
- Matters requiring Resolution
- Lifesaving Report (Club Captain)
- Training Report (Chief Training Officer)
- Surf Sports Report (Surf Sports Officer)
- JAC Report (Junior Activities Chairperson)
- Member Development Report (Member Development Officer)
- Club Calendar
- General Business

3.2.4.4. Minutes

The Operations Group will appoint an Operations Group Secretary who is responsible for writing and distributing Minutes with an Action List within seven (7) days of the meeting. A copy the Minutes will be provided to the Secretary for tabling at the following Board Meeting.

3.2.4.5. Decisions

Conveyed to the Board through Minutes and/or Reports, and subject to review by the Board.

Major decisions and approved programs will be conveyed to members through newsletters / website.

3.2.4.6. The Operations Group Committee will:

- (i) Immediately following the appointment of the Operations Group, appoint the following officers:
 - First Aid Officer
 - Power Craft Officer
 - Gear and Equipment Steward
 - Youth Development Officer
 - Social Media Coordinator
 - Club House Manager
- (ii) select and appoint Patrol Captains, Patrol Vice-Captains and patrol teams.
- (iii) roster members on patrols.
- (iv) management of patrol attendance.
- (v) oversee all lifesaving activities and standards at the Club including patrols, training, proficiencies and skills assessments.
- (vi) lifesaving gear and equipment maintenance and purchasing.
- (vii) formulate policies and plans for all lifesaving activities.
- (viii) be responsible for the conduct of a Patrol Competition between patrol teams within the Club.
- (ix) enforce Club Policies, Code of Conduct and implement Board approved plans or actions.
- (x) present recommendations to the Board for approval.
- (xi) prior to the end of the Club's Financial Year develop and submit following year's Lifesaving Operations budget to the Treasurer for approval by the Board.
- (xii) Manage and administer the approved Lifesaving Operations Budget.
- (xiii) implement actions outlined in the Club's Strategic Plan take part in the annual its annual review.
- (xiv) recognise active members contribution to the Club and surf lifesaving through commendations, service awards, excellence awards, etc.

3.2.5. Surf Sports Committee

3.2.5.1. The Surf Sports Committee members are:

- Surf Sports Officer (Chair),
- JAC Chairperson,
- Members by invitation (as required) may include:
 - Assistant Surf Sports Officer
 - Club Coaches,
 - Team Managers,
 - Master's Competitor Representative

3.2.5.2. The Committee will:

- (i) prior to the end of the Club's Financial Year develop and submit its following year's Surf Sports Budget to the Treasurer for approval by the Board.
- (ii) Manage and administer the approved Surf Sports Budget.
- (iii) oversee the selection of all Junior, Senior and Master's Teams for all inter- and intra-Club surf sports competitions.
- (iv) encourage all members of the Club to become involved in surf sports competition.
- (v) conduct courses of instruction, coaching clinics, conferences, and seminars with all Club competitors to maintain the standards of such competitors.
- (vi) coordinate a carnival program each year to serve the membership of the Club.
- (vii) ensure that all members nominated for competition have performed the minimum patrol and qualification requirements for their competition.
- (viii) implement actions outlined in the Club's Strategic Plan take part in the annual its annual review.

3.2.6. Junior Activities Committee

3.2.6.1. The Junior Activities Committee ("JAC") members are:

- JAC Chairperson (Chairperson),
- Members submitted to the Board by the JAC Chairperson for endorsement as members of the JAC Committee.
- Members by invitation (as required) may include:
 - Club Captain,
 - Member Development Officer,
 - Chief Training Officer,
 - Surf Sports Officer,

3.2.6.2. The Committee will:

- i) prior to the end of the Club's Financial Year develop and submit its following year's Junior Activities Budget to the Treasurer for approval by the Board.
- ii) Manage and administer the approved Junior Activities Budget.
- iii) Conduct and co-ordination of all activities relating to the Club's Junior Members
- iv) Provide Junior members with an educational experience in a wide range of subject and skills within the aquatic / marine environment.
- v) Prepare Junior members for their eventual transition to the marine and patrol environment of the Senior movement
- vi) implement actions outlined in the Club's Strategic Plan take part in the annual its annual review.
- vii) Operate as provided for in Appendix 8.4.

3.2.7. **Member Development Committee**

3.2.7.1. The Member Development Officer may choose to form a Member Development Committee to assist in carrying out the Committee requirements set out in Clause 3.2.7.2 below. The Member Development Officer will invite members to join the Committee. The Committee members are:

- Member Development Officer (Chairperson),
- Members by invitation (as required) may include:
 - Club Captain,
 - Chief Training Officer,
 - Surf Sports Officer or nominee,
 - JAC Chairperson or nominee,
 - Youth Development Officer
 - Other members as deemed necessary

3.2.7.2. The Committee/Member Development Officer will:

- (i) prior to the end of the Club's Financial Year develop and submit its following year's Member Development Budget to the Treasurer for approval by the Board.
- (ii) Manage and administer the approved Member Development Budget.
- (iii) develop strategies and activities to enhance membership recruitment and retention for all membership categories across the club.
- (iv) develop, conduct and co-ordinate involvement in developmental activities including leadership training and associated programs, policies, and resources for all members.

- (v) Ensure membership policies and procedures related to member protection and welfare and in place and communicated within the club.
- (vi) Have a key focus on transitioning young members into active membership i.e., under 14 into patrolling members.
- (vii) Pursue issues and activities of benefit to youth (U14 to 30 years) within the club in conjunction with the relevant officers.
- (viii) Ensure adequate and appropriate member recognition programs are in place for members of the club.
- (ix) report and make recommendations on policy matters to the Board.

3.3. Ad-Hoc Committees and other Appointments

3.3.1. Ad-Hoc Committees

The Board may establish other committees to achieve the objects of the Club. The Board will approve a Terms of Reference; specify the role, membership and longevity of the Committee; and Committees should generally not have any delegated financial or policy powers. All Committees should adopt the general Club Committee procedures for meeting, agenda, minutes and reporting.

3.3.2. Finance Committee

Appointed by the Board as required. Its membership will comprise of the Treasurer as Chairperson and may include such members as Grants and Fundraising Committee Chairperson, Foundation Committee Member, President and/or Treasurer of the Supporters Club President and other club members as deemed necessary by the Board. The Finance Committee Terms of Reference will be set by the Board at the time of appointing the Committee.

3.3.3. Judiciary Committee

Appointed by the Board when required to adjudicate on a particular issue and that Committee will remain in place until the issue is resolved. Its membership (up to 4 in total) will comprise of Life Members, other suitably qualified members and up to two non-members who possesses the specialist skills (such as legal or mediation) required to adjudicate on the issue. The Board will appoint one member as Chairperson and one as Secretary.

Board, Operations Group and persons with a disclosed conflict of interest with the person or the issue under adjudication members are ineligible to serve.

Refer Appendix 8.1 for detailed operations and processes.

3.3.4. Foundation Committee

The Metropolitan-Caloundra Surf Life Saving Club Foundation (Foundation) Committee to be appointed annually by Board and to comprise up to three Life Members (one to be Chairperson) and the Treasurer.

The role is to recommend policies for operation of the Foundation for adoption by the Board and recommend investment and distributions of Foundation funds. The Committee will report annually to members on the operations of the Foundation.

Refer to Appendix 8.7 for the Terms of Reference

3.3.5. Building Committee

Appointed annually by the Board to advise on matters relating to the Club's buildings and property.

Refer to Appendix 8.8 for Terms of Reference

3.3.6. Fundraising and Grants Committee

Appointed annually by the Board to advise on and supervise matters relating to the Club's Fundraising activities and Grants applications.

Refer to Appendix 8.9 for Terms of Reference

3.3.7. Club Auditor

- 3.3.7.1. Appointed by members at each Annual General Meeting as a statutory requirement.
- 3.3.7.2. To ensure the independence of the audit and thereby the integrity of the accounts, the following principles govern the appointment of an individual as an auditor:

The Auditor –

- (i) must be formally qualified.
- (ii) must be a member of a recognised professional accounting body.
- (iii) must not be a past or present employee of the entity Club.
- (iv) must not be related to the Club Treasurer or President.
- (v) must not be related to any person employed as the Manager or employed staff of the Club.
- (vi) must declare if they are a past or present member of the Club, and such declaration must be included in the minutes of the meeting at which the auditor is appointed.

ROLE DESCRIPTIONS

3.4. Officers' Duties and Role Descriptions

3.4.1. Duties and Responsibilities of Officers

3.4.1.1. Officers of the Club are required to understand the needs of the Club and their legal responsibilities as Officers. Club Officers owe a fiduciary duty to the Club and shall exercise their rights and powers in good faith and for the benefit of the Club. They will uphold the Code of Conduct.

3.4.1.2. Statutory and common law duties

Officers shall comply with the following principles:

- (i) to act honestly and in good faith in the interests of the Club.
- (ii) to exercise a degree of care, skill and diligence that a reasonable person in a like position would exercise in the Club's circumstances.
- (iii) to exercise powers honestly and for the purposes for which they were conferred and not for collateral purposes.
- (iv) to avoid any actual or potential conflict between their obligations owed to the Club and their personal interests and other duties.
- (v) to keep confidential information obtained, and not to disclose advantage or business opportunities acquired, in the course of that office.
- (vi) to prevent insolvent trading by the Club.

3.4.1.3. Interests

An Officer shall not hold any place of profit or position of employment within the Club, or in any company or incorporated association in which the Club is a shareholder or otherwise interested, or from contracting with the Club either as a vendor, purchaser or otherwise except with the express resolution or approval of the Board. Any such contract or arrangement entered into by or on behalf of the Club in which an Officer is in any way interested will be voided for such reason.

3.4.1.4. Disclosure of Interests

The nature and interest of an Officer must be declared by such person at the meeting at which the contract or arrangement is first taken into consideration if the interest exists or in any other case at the first meeting of the Board or Committee after the acquisition of the interest. If any Officer becomes interested in a contract or arrangement, selection, disciplinary or other matter after it is made or entered into, the declaration of the interest must be made at the first meeting of the Board or Committee held after the Officer becomes so interested.

3.4.1.5. General Disclosure

A general notice that an Officer is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration. After such general notice it is not necessary for such Officers to give a special notice relating to any particular transaction with that firm or company.

3.4.1.6. Recording Disclosures

The Secretary will record any declarations made in the Minutes.

3.4.1.7. Conflicts

An Officer notwithstanding an interest, may be counted in the quorum present at any meeting, but cannot vote in respect of any contract or arrangement in which the Officer is interested. An Officer shall not sign a document where the Officer is interested in the contract or arrangement to which the document relates.

3.4.2. **President**

The President

- a) is the nominal head of the Club
- b) is Chairperson of the Board, and Executive meetings.
- c) is an ex-officio member of all Committees.
- d) is the Club's primary public spokesperson.
- e) may preside at all meetings of the Club and shall exercise his authority by generally supervising the affairs of the Club in conjunction with the Executive, Operations Group; and Junior Activities Committee.
- f) when presiding at a meeting:
 - i) has both a deliberative and a casting vote
 - ii) has unlimited authority on every question of order, only to what is equitable and just in the circumstances.
- g) is the Club representative at the Branch, and as such:
 - i) attends all Branch Council Meetings as the elected Club representative.
 - ii) acts as liaison between the Branch and the Club and fully and regularly reports to the Club in writing or in person on the Branch activities.
- h) will report to each Board meeting on the conduct of the responsibilities of this position.

3.4.3. **Deputy-President**

The Deputy-President

- a) will assist the President and shall deputise for him in his absence.
- b) is a member of the Board and Executive.
- c) will carry out special assignments as directed by the President or the Board.
- d) will chair and attend meetings of nominated committees as requested by the President or the Board.
- e) will report to each Board meeting on the conduct of the responsibilities of this position.

3.4.4. **Secretary**

The Secretary

- a) is a member of the Board and Executive.
- b) will chair and attend meetings of nominated committees as requested by the President or the Board.
- c) Is responsible for:
 - i) keeping a register of all Members and an up-to-date record of their addresses and other required information and shall file all Membership Application Forms whether or not the nominees have been accepted.
 - ii) manage the issue of Blue Cards to all relevant members.
 - iii) forwarding notices of all meetings and the business to be transacted thereat to Members in accordance with the By-Laws.
 - iv) recording and keeping Minutes of all Annual, General, Special, Board and Executive Group Meetings.
 - v) conduct the correspondence of the Club.
 - vi) the custody of all documents and instruments of Incorporation belonging to the Club and for the disposition thereof.
 - vii) the drafting of the Annual Report to be submitted to the Board for approval before printing and circulation to all Members at least seven (7) days prior to the Annual General Meeting.
 - viii) keeping records of all patrol activities, patrol hours, rescues effected, patient treatments and other required statistics.
 - ix) Club social media co-ordination.

- x) submission of honours and awards
- xi) conducting an annual review of the By-Laws
- xii) IT, electronic and physical security.
- d) will report to each Board meeting on the conduct of the responsibilities of this position.

3.4.5. **Treasurer**

The Treasurer

- a) is a member of the Board and Executive and the Foundation Committee.
- b) will chair and attend meetings of nominated committees as requested by the President or the Board.
- c) is responsible for:
 - i) preparing (in consultation with the Operations Group and the Board) the Club's Annual Budget covering all financial matters associated with the Club and its presentation to the Board for approval at its final meeting of the financial year.
 - ii) receiving all monies on behalf of the Club and shall issue receipts for same and shall be responsible to the Board for such monies. [All monies received on behalf of the Club shall be banked within four (4) days of receipt thereof and all payments over \$100 shall be made by cheque, Club Credit Card or Electronic Funds Transfer].
 - iii) keeping the necessary financial records as required by the relevant Government Acts, [viz., a receipt book to acknowledge collections, a cheque book issued by the Club's bankers for the purposes of payments, and a Ledger to record income and expenditure].
 - iv) monthly reconciliation of bank statements and preparation of management accounts.
 - v) monthly reporting of the Club's financial performance and its financial position with respect to the approved budget.
 - vi) ensuring the Club accounts are audited in accordance with legislation.
 - vii) ensuring that the annual audited financial statements, and associated statements and returns are submitted to SLSQ and/or the relevant Government Department, as and when required.
 - viii) The Club insurance program.
- d) will report to each Board meeting on the conduct of the responsibilities of this position.

3.4.6. **Director**

For the purposes of these By-Laws, “Director” means a director elected under Section 29 of the Club Constitution.

- 3.4.6.1. Each Director will attend and participate in meetings of the Board and act in the best interests of the Club while avoiding any conflicts of interest, and in accordance with By-Law 3.1.
- 3.4.6.2. Directors may also hold other elected or appointed positions in the Club.
- 3.4.6.3. Directors may be appointed to Chairperson or membership of Club Committees
- 3.4.6.4. Directors will have unfettered access to the records of the Club for the purposes of fulfilling their duties.

3.4.7. **Club Captain**

The Club Captain:

- a) Is a member of the Operations Group.
- b) will chair and attend meetings of nominated committees.
- c) is responsible for:
 - i) chairing of the Operations Group Committee.
 - ii) the leadership, conduct and discipline of all Active Members in all Club matters.
 - iii) preparing (in consultation with the Treasurer) the annual Lifesaving Operations Budget covering all financial matters associated with the Club's lifesaving operations and presenting this budget to the Operations Group Committee for endorsement prior to presenting it for approval by the Board.
 - iv) the general education of Members in Surf Life Saving.
 - v) arranging patrols – including appointment of Patrol Captains, patrol teams, and patrol rosters, and compliance with the Patrol Rules (Appendix 8.2)
 - vi) liaison with Patrol Captains to promote the general efficiency of the Club in Surf Life Saving.
 - vii) exercising the authority to approve or refuse the use of Club gear or property to any person or member.
 - viii) exercising the authority to approve or refuse the use of the Club House and its associated facilities to any person or member requesting use of same.
 - ix) calling upon any members to perform such duties as deemed necessary in the interests of the Club.

- x) Ensuring sufficient and fit-for-purpose Lifesaving gear and equipment is available.
- d) will report to each Operations Group Meeting on the conduct of the responsibilities of this position.
- e) may be assisted by a Vice-Captain(s) who may exercise any of the Club Captain's responsibilities as delegated by the Club Captain.

3.4.8. **Surf Sports Officer**

The Surf Sports Officer

- a. is a member of the Operations Group.
- b. will attend meetings of nominated committees and chair if required.
- c. is responsible for:
 - i) preparing (in consultation with the Treasurer) the annual Surf Sports Budget covering all financial matters associated with Club Teams and Competition and presenting this budget to the Operations Group Committee for endorsement prior to presenting it for approval by the Board.
 - ii) chairing of the Surf Sports Committee.
 - iii) oversight and management of all surf sports competitions including any Club Championships that may be conducted from time to time.
 - iv) ensuring that all competition equipment is in good order and safe to use by competitors.
 - v) encouraging all members of the Club to become involved in surf sports competition.
 - vi) engagement and management of all surf sports coaching within the club. This includes but is not limited to the engagement of coaches for specific surf sports activities.
- d. will report to each Operations Group Meeting on the conduct of the responsibilities of this position.

3.4.9. **Chief Training Officer**

The Chief Training Officer

- a) Is a member of the Operations Group
- b) will attend meetings of nominated committees
- c) will hold a current Training Officer and/or Assessor qualification
- d) is responsible for:
 - i) preparing (in consultation with the Treasurer) the annual Training Budget covering all financial matters associated with the Club's training requirements and presenting this budget to the

Operations Group Committee for endorsement prior to presenting it for approval by the Board

- ii) preparing all Probationary Members for award assessments
 - iii) prepare and implement a comprehensive plan for the maximum attainment of lifesaving awards by club members.
 - iv) ensuring that all training equipment is in good order and safe to use by members.
 - v) coordinate skills maintenance assessments.
 - vi) creating and maintaining the required Club training and assessment records.
 - vii) maintain an up-to-date knowledge of the latest methods of Surf Life Saving and the Training Manuals and impart such knowledge to all qualified Club Training Officers.
- e) will report to each Operations Group Meeting on the conduct of the responsibilities of this position.

3.4.10. JAC Chairperson

The JAC Chair

- a) is a member of the Operations Group.
- b) will chair and attend meetings of nominated committees
- c) is responsible for:
 - i) preparing (in consultation with the Treasurer) the annual Junior Activities Budget covering all financial matters associated with the Club's Junior Activities Operation and presenting this budget to the Operations Group Committee for endorsement prior to presenting it for approval by the Board.
 - ii) the conduct and co-ordination of all matters relating to Junior Activities, refer to Appendix 8.4
 - iii) provide for junior members (nippers), an education experience in a wide range of subjects and skills within the aquatic/marine environment.
 - iv) prepare junior members (Nippers) for their transition to the patrol environment of Surf Life Saving.
- d) will report to each Operations Group Meeting on the conduct of the responsibilities of this position.

3.4.11. Member Development Officer

The Member Development Officer

- a) is a member of the Operations Group
- b) will chair and attend meetings of nominated committees
- c) is responsible for:

- i) preparing (in consultation with the Treasurer) the annual Member Development Budget covering all financial matters associated with the Club's proposed member development activities and presenting this budget to the Operations Group Committee for endorsement prior to presenting it for approval by the Board.
 - ii) developing and delivering strategies and activities to enhance membership recruitment and retention for all membership categories across the club.
 - iii) develop programs and encourage members into developmental activities including leadership training and associated programs.
 - iv) report and make recommendations to the Board on membership policies and procedures related to member protection and welfare.
 - v) ensure membership policies and procedures are communicated appropriately within the Club.
 - vi) develop programs and strategies to help transition young members into active membership i.e., under 14's into patrolling members.
 - vii) pursue issues and activities that benefit youth (U14 to 30 years) within the club in conjunction with the relevant officers.
 - viii) ensure adequate and appropriate member recognition programs are delivered for members of the Club.
- d) will report to each Operations Group Meeting on the conduct of the responsibilities of this position.

3.4.12. **Appointed Assistants**

Assistants may be appointed by the Board and the Operations Group to take responsibility for Club operational and administrative tasks under the direction of the Board and/or the Operations Group. These assistants may be called upon to deputise in the absence of their principal officers. They may be invited to attend Board and/or Operations Group Committee Meetings but may do so without voting rights unless deputising for their principal officer and have received endorsement for same from the Board and/or Operations Group Committee.

There are several Operations Group Assistants that are critical to the continued operation of the Club and the provision of lifesaving service and the Club's Nipper program. These Operations Group Assistants will be appointed by the Operations Group Committee at their first meeting following the appointment of Operations Group by the Board. These positions are:

Operations Group Assistants	
Lifesaving	Junior Activities
Club Vice-Captain(s)	Deputy JAC Chairperson
Patrol Captains	JAC Secretary
First Aid Officer	JAC Treasurer
Gear and Equipment Steward	JAC Registrar
Power Craft Officer	Chief Water Safety Officer
Club House Manager	Clothing Officer
Youth Development Officer	Age Managers
Social Media Coordinator	Team Managers

Examples of other assistants include –

Examples of other Assistants	
Assistant Secretary	Member Protection and Liaison Officer
Assistant Treasurer	OH&S Officer
Assistant CTO	Risk / Safety Officer
Assistant Surf Sports Officer	Cadet Officer
Sports Equipment Officers	Radio Officer
Sports Coaches	Marketing Officer
Sponsorship Officer	Vehicle Officer
Grants Officer	Asset Management Co-ordinator

- 3.4.12.1. While the Club Captain has overall responsibility for the activities below, in view of their importance to Lifesaving, the following roles of Assistants to the Club Captain are specified:

3.4.12.2. Patrol Captain

A Patrol Captain

- a) must hold a Bronze Medallion and the requisite Silver Medallion Awards
- b) is responsible for:
 - i) Public safety in the water and on the beach of the Patrol Area in accordance with SLSA / SLSQ / SSC Branch / Club directives, and Patrol Rules (Appendix 8.2).
 - ii) Performing duties as authorised under State and Local Government ordinances; including liaison with Police and Local Government officials as required.
 - iii) Supervision / approval of all lifesaving activities in the Patrol Area; and in conjunction with SSC Branch officers and lifesaving operational assets.
 - iv) The direction and leadership of their allotted patrol team, including maintenance of operational and training standards; attendance; and dress and conduct of patrol members.
 - v) Personal development and skills qualification of patrol members; and encouragement to participate in Surf Sports.

- vi) Safe operation of all gear and equipment, and reporting deficiencies and damage.
- vii) Liaison between patrol members and the Club Captain, and the Club generally.
- viii) Liaison with adjoining Surf Life Saving Club patrols and Council Lifeguards.
- ix) Other activities and responsibilities as directed by the Club Captain

3.4.12.3. Power Craft Officer

The Power Craft Officer

- a) must be a qualified Driver for all Club operated power craft.
- b) is at all times be subject to the direction of the Club Captain.
- c) will report to the Club Captain and each Operations Group Committee Meeting (when invited) on the conduct of the responsibilities of this position.
- d) is responsible for,
 - i) the operational readiness, care, maintenance and housing of Club power craft.
 - ii) the training and supervision of all power craft Drivers and Crew in consultation with the Chief Training Officer and Club Captain.
 - iii) co-ordination of power craft drivers, crew and equipment for carnivals, water safety and displays when required.

3.4.12.4. Gear and Equipment Steward

The Gear and Equipment Steward

- a) is at all times be subject to the direction of the Club Captain
- b) will report to the Club Captain and each Operations Group Committee Meeting (when invited) on the conduct of the responsibilities of this position.
- c) is responsible for:

Club Lifesaving Equipment

- i) the provision, care and maintenance, and storage of serviceable lifesaving gear and equipment for the Club's operations
- ii) the care, maintenance and availability of serviceable radio equipment.

Club Surf Sports Equipment

- i) maintaining Club boards, skis and surf boats in a safe and serviceable condition.

- ii) provision and management of storage of the Club's boards, skis and surf boats.
- iii) Allocation of storage facilities for members boards and skis. Responsibility for the care and upkeep of members equipment stored with the Club premises will remain the responsibility of the member

3.4.12.5. First Aid Officer

The First Aid Officer

- a) must possess a current SLSA First Aid Award,
- b) is at all times subject to the direction of the Club Captain.
- c) will report to the Club Captain and each Operations Group Committee Meeting (when invited) on the conduct of the responsibilities of this position.
- d) is responsible for;
 - i) fostering high standards for first aid treatment
 - ii) liaison with other accredited First Aid organisations e.g., Queensland Ambulance Service, St. Johns and Red Cross.
 - iii) maintaining adequate stocks of approved first aid material and equipment.
 - iv) maintaining the first aid room in a clean and orderly condition and for that purpose, and may, with the approval of the Club Captain or the Patrol Captain (on duty), call on the services of any member.
 - v) organising and arranging instruction for First Aid Awards in conjunction with the Chief Training Officer.

3.4.12.6. Club House Manager

The Club House Manager

- a) is at all times subject to the direction of the Club Captain.
- b) works with Club Captain and the Club's Administration Assistant to coordinate and manage the use of all Clubhouse equipment and facilities by members, members of other Surf Life Saving Clubs and any other approved parties.
- c) Is responsible for
 - i) administering the Club House Rules as set out in **Appendix 8.2** and reporting any breaking of these rules to the Club Captain and Administration Assistant.
 - ii) report any damage or maintenance issues to the Club's Administration Assistant for attention by the Asset Maintenance Co-ordinator.

The following role is specified due to its importance in the structural facilities of the Club and the maintenance requirements of the Club's buildings

3.4.13. Asset Management Co-ordinator

This role is critical to the ongoing maintenance and upkeep of the building assets which are either owned or leased by the Club.

This person will report directly to the President. The position is a permanent member of the Building Committee. The role should be filled by a suitably qualified / experienced Club Member (Active or Community) with qualifications and experience in building and construction, and the management of related projects.

The principle functions of the role are:

- a) Co-ordinating regular expert inspections of Club owned and occupied buildings.
- b) Developing a building maintenance plan for the Club's owned and occupied buildings.
- c) Advising on building maintenance schedules.
- d) Advising on building and maintenance works.
- e) Preparing scope of works and managing tenders for building and maintenance works.
- f) Supervision of building and maintenance works.
- g) Liaison with Sunshine Coast Regional Council building and works departments.
- h) Advising on asset status and planned works as appropriate.

MEETINGS OF MEMBERS

3.5. General Meetings

3.5.1. Requisition

A General Meeting may be requisitioned by members under Section 22 of the Club's Constitution. Such a meeting may be called to determine business requiring a vote of all members at a time other than at the Annual General Meeting (for example - Constitutional amendment; approval of major project expenditure).

- 3.5.1.1. The requisition must be in writing and have the following elements:
 - a. Addressed to the Secretary
 - b. Clearly state the resolutions to be submitted to the meeting

- c. be signed by no less than 50% of financial and voting members of the Club
- d. it may also contain brief commentary on the proposed resolutions for circulation to Members with the Notice of Meeting.

3.5.2. Notice

- 3.5.2.1. The Board will determine a time, date (within one month of the receipt of the requisition) and place for the Special General Meeting.
- 3.5.2.2. The Secretary will issue a Notice of Meeting to all eligible voting members, giving at least 21 days' notice to Members.
- 3.5.2.3. Notice may be given by mail and / or e-mail, and prominently posted on the Club webpage.
- 3.5.2.4. The Notice must include the Agenda for the meeting and may include statements or commentary by the requisitioning members (as reviewed and approved by the Board) and the Board.
- 3.5.2.5. Copy of the Notice of Meeting will be sent to SSC Branch and SLSQ.

3.5.3. Agenda

The Agenda for a Special General Meeting will be:

- 1. Open Meeting
- 2. Confirmation of Chairperson (President or other)
- 3. Attendance and apologies
- 4. Confirmation of Quorum
- 5. Confirmation of Minutes of previous General Meeting
- 6. Resolution(s)
- 7. Close Meeting

3.5.4. Conduct

- 3.5.4.1. The President will chair the meeting, unless absent or in a position of conflict. The Deputy-President would normally chair in the absence of the President, or another suitable person subject to the will of the meeting.
- 3.5.4.2. The provisions of the Club Constitution and the general rules and procedures of meetings will apply.
- 3.5.4.3. An Ordinary Resolution requires a simple majority of members present and voting to be passed
- 3.5.4.4. A Special Resolution requires a majority of 75% of members present and voting to be passed
- 3.5.4.5. Amendments may not be made to Resolutions on the agenda, other than of a minor nature or to remedy a manifest error in drafting.

- 3.5.4.6. Only resolutions on the Notice of Meeting may be considered by the meeting.
- 3.5.4.7. There is no capacity for General Business to be voted upon.
- 3.5.4.8. At their sole discretion, the Chairperson may allow discussion of matters of General Business.

3.5.5. Minutes

- 3.5.5.1. The Secretary is responsible for the preparation of Minutes of the Meeting.
- 3.5.5.2. Minutes will be reviewed by the Board for accuracy prior to publication
- 3.5.5.3. Minutes will be published on the Club Website within 14 days of the meeting.
- 3.5.5.4. Copies of the Minutes will be sent to SSC Branch and SLSQ.

3.6. Annual General Meeting

3.6.1. Notice

- 3.6.1.1. The Board will determine a time, date (at least one week before the SSC Branch Annual General Meeting) and place for the Annual General Meeting.
- 3.6.1.2. The Secretary will issue a Notice of Meeting to all eligible voting members giving at least 21 days' notice.
- 3.6.1.3. Notice may be given by mail and/or e-mail, and prominently posted on the Club webpage.
- 3.6.1.4. The Notice must include the Agenda for the meeting and may include statements or commentary by the Board.
- 3.6.1.5. The Notice will state when copies of the audited Annual Financial Statements will be available to Members, and by what means.
- 3.6.1.6. Copy of the Notice of Meeting will be sent to SSC Branch and SLSQ.

3.6.2. Agenda

The Agenda for the Annual General Meeting (Constitution Section 20) will be:

- a) Open meeting
- b) Confirmation of Chairperson (President or other)
- c) Attendance and Apologies
- d) Confirmation of Quorum
- e) Confirmation of Minutes of previous AGM
- f) Confirmation of Minutes of any previous General Meetings (if applicable)

- g) Presentation of Reports
 - President
 - Treasurer
 - Other
- h) Receive Financial Statements and Auditor's Report
- i) Appointment of Auditors for next Financial Year
- j) Election of Directors
- k) Nominations for Operations Group and other Officers
- l) Election of Patron and Vice-Patrons
- m) Election of Life Members
- n) Affiliations
 - Branch
 - SLSQ
 - SLSA
 - Supporters Club
- o) Special Resolutions of which notice has been given (if applicable)
- p) Ordinary Resolutions of which notice has been given (if applicable)
- q) Ordinary Resolutions from the floor (at the discretion of the Chairperson)
- r) General Business
- s) Close Meeting

3.6.3. Nomination and Election of Directors

- 3.6.3.1. Directors will be nominated and elected in accordance with Section 29 of the Club Constitution
- 3.6.3.2. Directors will be elected for a term of two (2) years.
- 3.6.3.3. Four Directors will be elected in one year, three directors in the next year.⁴

3.6.4. Conduct

- 3.6.4.1. The President will chair the meeting, unless absent or in a position of conflict. The Deputy-President would normally chair in the absence of the President, or another suitable person subject to the will of the meeting.

⁴ For the avoidance of doubt – the 2-year terms of the President, Secretary and two Directors will commence in even-numbered years; and the Deputy-President, Treasurer and one Director will commence in odd-numbered years.

- 3.6.4.2. The provisions of the Club Constitution and the general rules and procedures of meetings will apply.
- 3.6.4.3. A Special Resolution requires a majority of 75% of members present and voting to be passed
- 3.6.4.4. Amendments may not be made to Special Resolutions on the agenda, other than of a minor nature or to remedy a manifest error in drafting.
- 3.6.4.5. An Ordinary Resolution requires a simple majority of members present and voting to be passed
- 3.6.4.6. Ordinary Resolutions from the floor may be admitted by the Chairperson if properly proposed and seconded.

3.6.5. Minutes

- 3.6.5.1. The Secretary is responsible for the preparation of Minutes of the Annual General Meeting.
- 3.6.5.2. Minutes will be reviewed by the Board for accuracy prior to publication.
- 3.6.5.3. Minutes will be published on the Club Website within 14 days of the meeting.
- 3.6.5.4. Copies of the Minutes will be sent to SSC Branch and SLSQ.

OPERATIONS

4. OPERATIONS AND ACTIVITIES

4.1. Lifesaving

4.1.1. Patrol Rules

Patrol Rules are at Appendix 8.2

4.2. Competition

4.2.1. Competition within the Club and at outside events will be administered by the Surf Sports Officer and the Surf Sports Committee.

4.2.2. Team Manager

An appointed Team Manager will:

- 4.2.2.1. assist the Surf Sports Committee by taking on the management and oversight of Club Teams at competitions.
- 4.2.2.2. be responsible for ensuring that team expenses being paid by the Club are within the approved Surf Sports Budget.
- 4.2.2.3. ensure that the Surf Sports Officer and Surf Sports Committee are kept up to date on team results and progress as appropriate.
- 4.2.2.4. be responsible for the assembly (after selection), transport, accommodation and general behaviour of the team.
- 4.2.2.5. in the case of significant financial expenditure, submit a statement with receipts and invoices within thirty (30) days after the completion of the competition events.
- 4.2.2.6. assist with any displays or demonstrations required, where the Club is involved.
- 4.2.2.7. themselves or their appointed proxy attend all official briefings at events where the Club is represented.

4.3. Other

4.3.1. Club House Rules

Club House Rules are at Appendix 8.3

4.4. Information Technology

4.4.1. Use of Club IT systems

- 4.4.1.1. The Club has established a closed off-site hosted IT system for the secure access and retention of its records and files and for communication within and external to the Club.
- 4.4.1.2. Access and passwords are controlled and issued to relevant users within the Club. Passwords are not to be shared or divulged by a user.

- 4.4.1.3. The Club email system is to be used in preference to external systems to provide data security and to enable record capture.
- 4.4.1.4. A basic file structure has been established and is to be followed. Users may create additional sub-files and should ensure a consistency of naming and arrangement of files.
- 4.4.1.5. Club electronic files and correspondence may only be maintained on the Club IT system. Documents and correspondence are NOT to be maintained or stored on external systems. Users may be required to certify that Club records and correspondence are not held externally.
- 4.4.1.6. Documents are to be stored in the file structure and not left solely as email attachments.
- 4.4.1.7. There are several “dumb” terminals in the Club for the use of members. Their use is to be strictly limited to Surf Life Saving purposes (such accessing Life Saving documents or related web sites) and not for external, entertainment or other prohibited purpose.
- 4.4.1.8. Under no circumstances are Club IT systems or Wi-Fi access to be used to access or download any illegal, obscene or pornographic material.

4.4.2. Use of Club Wi-Fi

- 4.4.2.1. The Club House has several Wi-Fi access ports. These are available to members; however, they should only be used for Life Saving related matters and not for entertainment or other prohibited purposes.

4.5. Social Media Policy

4.5.1. The purpose of this Policy is to:

- Clearly define which members have authority to access and use the Club's Social Media Accounts on behalf of the Club.
- Clearly establish standards of conduct and communication that authorised members must meet when accessing and using the Club's Social Media.
- Ensure that all social media content published in the Club's name is consistent in its messaging and aligned with Club values as well as SLSQ and SLSA values.
- Social media messaging should also be consistent with other forms of communications (e.g., Interviews with TV, Radio or Print and internal and external publications).

- Ensure that all social media content is published in accordance with SLSQ / SLSA guidelines and any relevant laws.
- Ensure that the Club's Code of Conduct is not compromised by any social media content that is published using the Club's Social Media.
- Provide guidelines for social media conduct/content when representing the Club
- To prevent unauthorised and unfavourable social media content publication/profiles

4.5.2. **Who does this policy apply to?**

This Policy applies to:

- All members of the Club who have or in the future gain access to any social media profiles/accounts that operate under the Club's name. This Policy also extends to content of the Club website and applies to any persons with editorial access.
- It is important to note that only those with current authority to access Club social media accounts should be accessing and/or posting on these accounts on behalf of the Club. Should this authority be revoked for any reason the Club social media accounts should no longer be accessed and any relevant passwords destroyed / deleted.
- A current list of members with access to various social media accounts run under the Club's name is available from the Secretary.

4.5.3. **Take other Club Policies into account**

- There is a relationship with this policy and other Club (and SLSQ / SLSA) policies, including but not limited to:
 - Metropolitan-Caloundra SLSC Code of Conduct
 - Metropolitan-Caloundra SLSC Bylaws
 - Child Youth Risk Management Strategies (CYRMS)
 - Use of SLSA Intellectual Property
 - Anti-discrimination, sexual assault, confidentiality and privacy laws and policies.
 - Social Media Policy violations may be subject to disciplinary action, up to and including revocation of Club membership, or legal action.

4.5.4. Club Social Media Accounts

- Metropolitan Caloundra SLSC has several digital media platforms including:

Facebook	Under the name: <i>Metropolitan Caloundra Surf Life Saving Club</i>
Instagram	Unique username: <i>metcaloundraslsc</i> Full Account Name: <i>Metropolitan Caloundra SLSC (NFP)</i>
Twitter	Unique Twitter Handle: <i>@MetCalSLSC</i> Full Account Name: <i>Met Caloundra SLSC</i>
Website	https://caloundrasurfclub.com.au/

- All accounts use the Club logo as their profile picture and link to the Club website (or links to social media accounts in the case of the website).

4.5.5. Confidential Information

- It is important to ensure any content on social media (and the website) does not include any confidential information. Such information could include but is not limited to:
 - Financial or accounting information of either of the Club, its members or other organisations/individuals.
 - Personal or business details of Club members, that the Club does not have express consent to publish. This extends to parents of nippers, sponsors, and other associates of the Club.
 - Any information pertaining to the Club that is not already publicly available (including information in the Members Only area of the website). Such information includes strategic or marketing plans, intellectual property, membership lists, creative content.
- In some instances, it may be necessary or desired by the Club to publish some or this information. In these instances, the author must seek authorisation from Club Secretary.

4.5.6. Bullying, Harassment & Discrimination

- Metropolitan-Caloundra SLSC and Surf Lifesaving as a broader organisation has zero tolerance for bullying, harassment and discrimination. This extends to how the Club represents itself on Social Media and our website.
- Any content published on any of the Club's social media account that could be considered bullying, harassment or discriminatory will lead to revocation of authority to post to Club social media accounts or the website. It may also lead to disciplinary action.

- It is important to avoid secondary content on Club social media accounts and the website. To mitigate this issue those with authorisation to the social media accounts should monitor the comments sections to ensure any undesirable secondary content is deleted from the account. This can also be mitigated through select settings on the various platforms.

4.5.7. **Responsibilities of Authorised Members**

- Authorised members must keep records of any and all interactions on social media that the Club account has with other organisations and/or individuals. It is important that these records are comprehensive in case they are needed for future reference.
- Authorised members are personally responsible for their words or actions and must ensure that posts are completely accurate, not misleading and do not disclose Confidential Information or are otherwise unlawful. If in doubt do NOT post - until the information is discussed with Club Secretary or Digital Manager
- Unauthorised members must not imply they are authorised to speak as a representative of the Club / SLSQ / SLSA, nor give the impression that any views expressed are those of the Club / SLSQ / SLSA.

4.5.8. **Authorised Members**

- The following members are authorised to publish/post content to social media accounts run under the name of the Club
Facebook Club Captain; CTO; Surf Sports Officer; JAC Chairperson; Assistant Secretary
Instagram Club Captain; CTO; Surf Sports Officer; JAC Chairperson; Assistant Secretary
Twitter Club Captain; CTO; Surf Sports Officer; JAC Chairperson; Assistant Secretary

4.5.9. **Surf Life Saving Logos**

- There are strict considerations when posting content on social media
- and club websites that contain Club / SLSQ / SLSA logos.
- Before posting an image containing the SLSQ/SLSA logo consent needs to be obtained from the SLSQ Media Team.
- The exception is when it appears in the form of a patrol uniform logo – in which case as long as the image depicts best practice Life Saving.
- If in doubt a quick call to SLSQ media team can clarify [0419 201 246 - available seven (7) days]

4.5.10. Basic Considerations Before Posting

- There are some basic questions to answer before posting to the social media:
 - Does the Club own the image or have the rights to post it publicly?
 - Does the post align with the Club's values?
 - Does the post include any inappropriate or offensive content? [Consider things such as, rude gestures, nudity or bad language].
 - Does the post contain actions non-compliant with SLSQ / SLSC requirements?
 - Does the image / video show a patrol member not wearing the correct uniform or safety equipment in an IRB etc.
 - Does the post contain images or names of people that have NOT given permission for it to be made public?
 - Does the post breach any privacy laws?

4.5.11. Tips for Better Social Media Posts

- Here are some easy steps to getting better reach and engagement on social media posts.
 - Ask questions.
 - The more comments you get answering the question the more Newsfeeds the post will be seen in and thus wider the reach.
 - Use hashtags - these allow audiences to follow certain content and increase the likelihood of posts being seen.
 - Good hashtags for Mets include: [#MetCaloundra](#), [#beach](#), [#thisislifesaving](#) [#savinglivesserioussun](#), [#KingsBeach](#) [#Sunsout](#), [#training](#) [#lifesaving](#) [#rescue](#), [#SunshineCoast](#), etc. Think of words and phrases people want to see - and hashtag it!
 - These can be done in the next comment down if it looks cluttered.
 - Tag other pages - by tagging other pages people who follow those pages will likely see ours as well! Good pages to tag include: [@lifesavingsunshinecoast](#) [@lifesavingqld](#) [@slsaustralia](#)

ADMINISTRATION AND FINANCE

5. ADMINISTRATION AND FINANCE

5.1. Member Record Keeping

- 5.1.1. Where possible records should be kept in the relevant SLSA / SLSQ sponsored electronic systems (e.g., SurfGuard)
- 5.1.2. Effective off-site data backup of electronic Club records will be established
- 5.1.3. Where possible, member records and correspondence should be converted to electronic format and stored electronically
- 5.1.4. Standardised record indexing should be employed
- 5.1.5. Records and correspondence should be archived annually, maintaining seven (7) years records in current files.
- 5.1.6. Archiving of records, correspondence and photographs after seven (7) years should give primary consideration to historical and social relevance of the documents.

5.2. Correspondence

- 5.2.1. The Secretary is responsible for all outward and inward correspondence
- 5.2.2. Routine correspondence may be dealt with by the relevant Director / Operations Group Officer provided it is correctly filed.

5.3. Insurance

5.3.1. General

It is mandatory that the Club and auxiliary organisations hold insurances approved by the SLSQ. In cases where SLSQ has appointed one or more Insurance Brokers and the Club does not insure through such Brokers, the Club shall submit such policies to SLSQ for approval.

5.3.2. Personal Accident Insurance

- 5.3.2.1. Paid Staff and Employees – a Workcover policy shall be effected by the Club with WorkCover Queensland to cover all paid and volunteer staff of the Club.

5.3.3. Members

- 5.3.3.1. Personal Accident Insurance is granted under the SLSQ's WorkCover policy for all registered members of Surf Life Saving Queensland (except Junior Activity (Nipper) members aged 7 to 14 years – non-BM holders) whilst engaged in Surf Life Saving activities.
- 5.3.3.2. The benefits and conditions applying under the policy are as described in the relevant Government Act and/or contracts of insurance. An application for compensation is valid and enforceable only if the application is lodged in accordance with policy requirements.

5.3.3.3. Junior Activity Members (7-14 years).

A Personal Accident Policy shall be effected by SLSQ to cover all financial Junior Activity members (non-BM holders). The benefits cover exceptional items (refer Insurance Manual), e.g., Death, Liability, Medical (restricted), Dental, Ambulance.

5.3.4. **Volunteer Workers**

A Personal Accident Policy shall be arranged by SLSQ to cover all persons engaged in voluntary work for the Club and/or who are not eligible for workers' compensation. The benefits cover exceptional items (refer Insurance Manual), e.g., death, liability, medical (restricted), dental, ambulance. A register of workers should be established for each relevant activity which should be signed by all volunteer workers prior to commencement of work.

5.3.5. **Public Liability Insurance**

5.3.5.1. A Public Liability policy shall be negotiated by SLSQ to cover the Club and Auxiliary Organisations against legal action instigated by a member of the public during activities approved by SLSQ.

5.3.5.2. Whilst the cover will apply to normal Surf Life Saving Association activities, a separate cover may need to be taken out by the Club or Auxiliary Organisations entering into some activity away from their club facilities or beach, such as a display or fund-raising activity where the public are involved. The Insurance Brokers should be consulted in these situations.

5.3.5.3. Insurance policies should be endorsed with the interest of the Property Lessor (Sunshine Coast Regional Council) and Mortgagees (if any)

5.3.6. **Insurance on Property**

5.3.6.1. SLSQ shall negotiate on behalf of the Club insurance policies to cover loss or damage to its own property, or upon goods in transit destined for one of its affiliated bodies.

5.3.6.2. It is mandatory for the Club to hold property insurances with a reputable Insurance Company approved by the SLSQ, and it is a requirement that such policies, if not managed by SLSQ's brokers, be submitted to SLSQ for its endorsement to ensure that the protection provided is adequate and serves the interest of the Association.

5.3.6.3. Branches, Clubs and Auxiliary Organisations shall make their own arrangements with regard to this type of insurance and shall reassess values at least every second year.

5.3.6.4. Insurance policies should be endorsed with the interest of the Property Lessor (Sunshine Coast Regional Council) and Mortgagees (if any)

5.3.7. **Directors and Officers Insurance**

5.3.7.1. A Directors & Officers policy shall be negotiated by SLSQ to cover officers of the SLSQ and its affiliated Branches and Clubs and auxiliary

organisations against claims made against an officer during the policy period for a wrongful act.

- 5.3.7.2. It is noted that this is a “claims made” policy, e.g. no claim can be made against the policy once it has expired or has been cancelled. Also, if a case exists where a claim may be possible, notification must be given to SLSQ’s Insurance Broker.

5.3.8. Professional Indemnity Insurance

- 5.3.8.1. A Professional Indemnity policy shall be negotiated by the SLSQ to cover members whilst engaged in authorised Association activities.
- 5.3.8.2. The indemnity covers claims the insured is legally liable to pay for, e.g., breach of professional duty or by reason of any negligent act, error or omission.

5.4. Banking

- 5.4.1. The Board will establish a bank account with an Authorised Deposit-taking Institution for the receipt and payment of all Club monies, and will authorise the manner of operating the account (including method of operating, signatories, electronic banking functionality etc.)
- 5.4.2. The Board may also authorise the opening and operation of subsidiary bank accounts and interest-bearing deposit facilities (for the Foundation etc.)

5.5. Delegations of Authority

- 5.5.1. The Board may delegate its powers to individual positions or committees. These delegations are to provide efficiency in the Club’s operations without compromising the control environment. These delegations may be financial and operational.
- 5.5.1.1. Delegations should be reviewed annually.
- 5.5.1.2. Delegations will normally be to a position in the Club and may be exercised by the person holding that position at that time.
- 5.5.1.3. Delegations should be used for the proper purposes of the Club and amounts may not be split for the purposes of improperly exercising a delegation.
- 5.5.1.4. Delegated responsibility may not be further delegated by the delegate
- 5.5.1.5. For convenience, the Secretary should maintain a current list of delegations – an example is at Appendix 8.5.
- 5.5.2. Large Capital Expenditure will be treated in the following manner

THE CLUB	5
BOARD AND COMMITTEES	7
ROLE DESCRIPTIONS	15
MEETINGS OF MEMBERS	27
OPERATIONS	32
ADMINISTRATION AND FINANCE	38
MEMBERS.....	43
STAFF	46

APPENDICES	48
AMENDMENT RECORD	48

- (a) The Club shall notify the SLSQ of any proposed capital expenditure over \$100 000.00 for approval.
- (b) Capital expenditure includes alterations, additions or improvements to existing facilities, acquisition of any land, buildings or other property, the building of any new facilities, the building or refurbishment of any other facilities either singularly or in partnership.
- (c) Capital expenditure also includes capital expenditure to purchase or invest in any business venture, community project, or other project using Club funds or borrowings.
- (d) Such notification is to include –
 - (i) a brief outline of the proposed expenditure clearly stating the intended purpose.
 - (ii) details of architectural plans (where necessary)
 - (iii) cost estimates with recommendation and justification (3 quotes).
 - (iv) details of recommendation of the above proposal in General Meeting Minutes.
 - (v) latest financial information (Profit & Loss & Balance Sheet) prepared in accordance with accrual accounting requirements.
 - (vi) confirmation that appropriate insurance cover is in place; and
 - (vii) any other information considered relevant.
- (e) Where financing is required to support the capital expenditure, the Club must provide details of the proposed financing arrangements, and appropriate financial data supporting the capacity to service the proposed debt. In the situation where future anticipated income is being relied upon to service the debt, an independent professionally prepared financial analysis will also be required, including the following –
 - (i) a detailed business plan.
 - (ii) cash flow projections for at least five (5) years.
 - (iii) market survey/sensitivity analysis confirming the feasibility of the proposal.
 - (iv) funding arrangements
- (f) Such proposals shall be dealt with in the following manner –
 - (i) proposals shall be assessed by SLSQ upon receipt of all relevant information. The Board may seek external advice. Any such approval (which may be granted or withheld conditionally or unconditionally at the SLSQ discretion) forms part of the SLSQ Policy of encouraging responsible financial and asset management but should not be construed as express or implied advice, or any

guarantee, that the proposal is technically, financially or otherwise feasible or responsible.

- (ii) If SLSQ declines to issue an Approval to Proceed it may give reasons for doing so. However, in determining whether to take further action which might result in a subsequent approval by SLSQ (for example following SLSQ's recommendation or conditions of approval), if the applicant must undertake any professional advice. Should the applicant proceed with the expenditure based on any recommendations or conditions made by the SLSQ, the risk that this might not be appropriate for your circumstances is accepted by the applicant.
- (g) Failure to comply with this policy shall result in a "policy breach notice" being issued and the non-complying entity shall be required to show cause to the SLSQ Executive to explain why disciplinary action should not be taken.

5.6. Intellectual Property

- 5.6.1. The Policy and Procedures for the use of "red and yellow" Surf Life Saving imagery and property shall be as determined by SLSCA.
- 5.6.2. No one shall be permitted to inappropriately exploit Surf Life Saving imagery such as the red and yellow cap, flags, patrol uniforms, logos/trademarks etc.
- 5.6.3. The following procedures shall apply where a Club wishes to use red and yellow imagery/property
 - (a) The Club shall obtain the SLSQ approval to use, or allow someone else to use images or pictures of lifesavers wearing red and yellow patrol caps, or patrol uniforms, or patrol flags:
 - (b) SLSQ has the authority to approve the use of such red and yellow imagery if the promotion is restricted to the Clubs/Branch's local area.
 - (c) SLSQ has the authority to approve the use of the red and yellow imagery in advertisements/promotions that go beyond a club/Branch area if the use of the imagery is in good taste, not conflicting with a State or National sponsor. There may be a license fee attached.
 - (d) The Club has every right to use its own Club caps, uniforms and imagery in Queensland.
- 5.6.4. The Club has its own Intellectual Property (including such things as its patrol cap, badges, trading names, websites and images) which are not to be used by any Member without the consent of the Club.

MEMBERS

6. MEMBER RELATIONS AND DISCIPLINE

6.1. Member Protection and Code of Conduct

6.1.1. Member Protection

- 6.1.1.1. The Club is committed to the health, safety and well-being of all members, and shall use its best endeavours to ensure that a safe environment exists for all members participating in surf lifesaving activities.
- 6.1.1.2. The Club shall not condone any form of discrimination, harassment or abuse of, or by, members.
- 6.1.1.3. All members shall abide by the relevant SLSA policies with respect to Member Protection, Equity and Harassment, and the Code of Conduct as determined from time to time.
- 6.1.1.4. All members involved, either directly or indirectly in leading, chaperoning, coaching, instructing, assessing, or supervising (or the like) youth members shall be screened in accordance with legislative and Association requirements as determined from time to time.
- 6.1.1.5. All members shall immediately report any suspected breaches of the SLSA Member Protection or Equity Policies or Code of Conduct to the appropriate authority with their Club or Branch, or to the SLSQ Chief Executive Officer. The Chief Executive Officer, shall, in accordance with Association policies and procedures, determine the most appropriate method of dealing with such reports.
 - i) SLSA provides a confidential National Grievance Portal <https://forms.sls.com.au/reportComplaintForm/reportComplaintOptions> for members not wishing to use the Club's internal processes. This is supported by the independent complaints and/or grievance officer via email at slsqldethicshotline@accesseap.com.au, or by phoning 1800 957 400.
- 6.1.1.6. All members, Officers and staff shall comply with the following Code of Conduct

6.1.2. Code of Conduct for Members ⁵

Members and all people involved in any way with SLS will:

- (a) Respect the rights, dignity and worth of others—treat others as you would like to be treated yourself

⁵ This Code of Conduct conforms to SLSA General Code of Conduct [Member Protection Policy 6.05 3.5.1 Issued October 2016]

- (b) Be ethical, considerate, fair, courteous and honest in all dealings with other people and organisations
- (c) Be professional in, and accept responsibility for your actions
- (d) Be aware of and follow—at all times—SLS' standards, rules, policies and procedures and promote those standards, rules, policies and procedures to others
- (e) Operate within the rules and spirit of the sport, including the national and international guidelines that govern SLS
- (f) Understand the possible consequences of breaching the codes and/or this policy
- (g) Report any breaches of the codes or this policy to the appropriate PPA
- (h) Refrain from any form of abuse, harassment, discrimination and victimisation towards others
- (i) Raise concerns regarding decisions of PPA through the appropriate channels and in a timely manner
- (j) Provide a safe environment for the conduct of activities in accordance with any relevant SLSA policy
- (k) Show concern, empathy and caution towards others that may be sick or injured
- (l) Be a positive role model to all
- (m) Respect and protect confidential information obtained through SLS activities or services; whether individuals and/or organisational information
- (n) Maintain the required standard of accreditation and/or licensing of professional competencies, as applicable to the role(s)
- (o) Ensure that any physical contact with others is appropriate to the situation and necessary for the person's skill development
- (p) Refrain from intimate relations with persons over whom you have a position of authority
- (q) Agree to abide by the codes
- (r) Maintain a duty of care towards others
- (s) Be impartial and accept the responsibility for all actions taken

Person in Position of Authority (PPA):

PPA include everyone who holds a position of authority in SLS, whether paid or unpaid, and includes, but is not limited to, all SLS Entity Individual Members. For the avoidance of doubt, PPA also includes Child or Young Person (CYP) who may hold a position of authority in SLS over other CYP.

6.2. Disciplinary Action, Penalties and Appeals

6.2.1. SLSA Grievances, Judicial and Discipline Regulations

Club Constitution Section 17 requires that “The Association adopts the Grievances, Judicial and Discipline Regulations of SLSA as amended from time to time. These shall be replicated in the By-Laws but cannot be amended from the SLSA Regulations without the prior written approval of SLSQ and SLSA.”

For ease of reference these provisions of April 2021 and the Club’s Grievance Procedure and Guidelines are provided at Appendix 8.1.

6.2.2. Interpretation.

The following practices will apply in the Club in interpreting the SLSA Regulations:

- a) The Judiciary Committee will be formed in accordance with By-law 3.3.2
- b) The Club Board is the Referring Authority for the Judiciary Committee.
- c) The following Club Officers have the authority to refer a member for a Breach to the Club Board for determination:
 - i. President,
 - ii. Deputy President
 - iii. Treasurer
 - iv. Secretary
 - v. Any Director
 - vi. Club Captain
 - vii. Club Vice Captain(s)
 - viii. JAC Chairperson
 - ix. Surf Sports Officer
 - x. Member Development Officer
 - xi. Chief Training Officer
- d) In an extreme situation where the safety of a member or of a member of the public is at risk, any of the officers mentioned in 6.2.2 c) has the authority to immediately suspend a member from patrol duty, competition, or use of Club equipment and facilities pending referral to the Club Executive within 24 hours. The Club Executive will then determine the appropriate course of action.

STAFF

7. STAFF AND EMPLOYEES

7.1. Manager

The Club may employ a Manager to oversee club operations and administration, on the following broad terms:

- Employment may be full-time / part-time.
 - Terms of employment will comply with all relevant legislation.
 - Reports to the Board, through the President.
 - Carries out and implement decisions of the Board, and the Operations Group and within the scope of such decisions use his best endeavours to further the policies of the Club and the advancement of Surf Life Saving.
 - Co-ordinates the activities of the Club Officers and assist wherever possible or as directed.
 - Supervision of staff (employed and volunteer).
 - Attends meetings and act as Minute Secretary for all General or Special Meetings as well as the Operations and Management Committee Meetings.
 - Be responsible to the President on matters of day-to-day routine business.
 - Be available at all reasonable times for consultation with and assistance in matters which are within the jurisdiction of the Club to the Officers and members.
 - Maintain close contact with Branch and the State levels of the Association including regular visits provided that he shall inform the Committee of proposed visits.
 - Approach and develop Club donors and sponsors with the assistance of the Club Officers and oversee fund raising activities as directed by the Board.
- In all aspects of these activities observe and comply with existing procedures of the Club as regards correspondence and communications.
- Prepare and issue notices and agendas for General Meetings of the Board and the Operations Committee.
 - Attend to the preparation and presentation of the Annual Report, or any other prepared matter for Club distribution.

7.2. Employed Staff

Staff may be employed to conduct club operational, administrative and training roles on the following broad terms:

- Employment may be full-time, part-time or casual.
- Terms of employment will comply with all relevant legislation.
- Remuneration will be determined in accordance with current rates and may include the ability to salary sacrifice and to take advantage of FBT and other exemptions offered to Charities.
- Key duties may include but are not limited to:
 - Member records maintenance
 - Training and competition documentation
 - Financial transactions and bookkeeping
 - Gear and equipment maintenance
 - Fundraising
 - Coaching and development

APPENDICES

8. APPENDICES

- 8.1 SLSA Discipline and Judicial Regulation
- 8.2 Patrol Rules
- 8.3 Club House Rules
- 8.4 JAC Committee Rules
- 8.5 Delegations of Authority Matrix
- 8.6 Organisation Diagram
- 8.7 Foundation - Operating Principles
- 8.8 Building Committee Terms of Reference
- 8.9 Fundraising and Grants Committee Terms of Reference

AMENDMENT RECORD

Version Number	Date	Approved at Board Meeting of	Comments
3.0	Aug 2017	12 Aug 2017	
3.1	Sep 2017	16 Sep 2017	
3.2	Jun 2018	30 Jun 2018	
3.3	Mar 2019	16 Mar 2019	
3.4	Jun 2019	30 Jun 2019	
3.5	Nov 2020	14 Nov 2020	
3.6	May 2022		

8.1. SLSA Discipline and Judicial Regulation

The Club adopts in toto the provisions of:

- SLSA Constitution Clause 39
- The SLSA Regulations Part 4
- Member Protection Policy 6.05
- Complaints Resolution Policy 6.06

All documents can be found at: https://members.sls.com.au/members/document_library

The Club's Grievance Procedure and Guidelines

This procedure explains what to do if you have a grievance about anything to do with Surf Life Saving both internal and external to the Club (Metropolitan-Caloundra SLSC Inc).

A grievance means any type of problem, concern or complaint about your involvement or the environment you are involved in.

For example, you could have a grievance about:

- Development and training availability.
- How an issues may have been handled.
- The Club environment and operation.
- Safety issues within surf lifesaving, carnivals or the Club and its operation.
- The treatment by an official or officer
- Discrimination; or
- Harassment.

SLSA recognises you can't do a good job or be fully productive, if you feel other members or officers or anyone else within the organisation is treating you unfairly, discriminating against you or harassing you.

Key Principals

Confidentiality - Only the people directly involved in the grievance or sorting it out, can have access to information associated with the grievance.

Impartiality (fair) - All sides involved will get a chance to tell their side of the story. No-one will make any assumption or take any action until all relevant information has been collected and considered. All sides have access to support or representation if they want or need it.

Free of unfair repercussions or victimisation - SLSA, SLSQ, Club Board and Club Officers will take all necessary steps to make sure people involved in a grievance are not victimised for coming forward with a grievance or helping in sorting it out. If anyone victimises anyone else for making a grievance, they may be disciplined. However, if you use this grievance procedure to make up a grievance against someone that is not true, you too can be disciplined.

Sorted out at the local level, if possible - The aim to sort out all grievances at the local level, where possible, with the minimum of fuss. In many cases, grievances can be sorted out by agreement between the people involved with no need for further action to be taken.

Timely - The aim is to deal with all grievances as quickly as possible with all grievances referred to the Club's Complaints Officer by SLSA being resolved within six (6) weeks if possible.

Complaint Submission

All complaint submissions must be lodged online to SLSA (<http://forms.sls.com.au>) using the Complaint Form contained in Schedule 1 of the Complaints Resolution Policy 6.06.

Once the complaint is received by SLSA it will be logged into Surfguard and provided to the SLSA Complaints Officer for evaluation. The SLSA Complaints Office will determine whether the complaint needs resolution at SLSA, SLSQ, Branch or Club levels. The Complaint will then be forwarded to the Complaints Officer of the respective jurisdiction for resolution.

The Club's Actions for Local Complaint

The Club Secretary in the nominated Complaints Officer for the Club. On receipt of the Complaint from SLSA, the Club's Executive (President, Secretary and Treasurer) will determine the most appropriate person to investigate and action the complaint. The Secretary will advise both the Complainant and Respondent of the person chosen to action the complaint. The Club will endeavour to have the issue resolved (if possible) within six weeks of receiving the complaint from SLSA.

Attachment – Complaints Form Extract from Complaints Resolution Policy 6.06

SCHEDULE 1 - COMPLAINT FORM

This complaint form should be lodged online at <http://forms.sls.com.au>.

Internal Use Only	
Name of person receiving Complaint:	Date Complaint Form Received: / /
How was the Complaint received:	
Complainant to Complete	
Name of Complainant:	
	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18
Complainant's contact details:	Mobile: Email:
Complainant's role/position within SLS Entity:	<input type="checkbox"/> SLS Member <input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other:.....
Name of person(s) complained about (Respondent(s)):	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18
Respondent(s)'s role/position:	<input type="checkbox"/> SLS Member <input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other:.....
Location(s) of alleged breach(es) by Respondent(s):	
Description of alleged breaches by Respondent(s): <i>Please provide as much information as possible (attach additional information if necessary)</i>	
Level of the SLS at which alleged breach(es) occurred:	<input type="checkbox"/> Club level where they relate to behaviour, an incident or circumstances that occurred at or involve persons operating at the Club level. <input type="checkbox"/> Branch level where they relate to behaviour, an incident or circumstances that occurred at or involve persons operating at the Branch level; <input type="checkbox"/> State Centre level where they relate to behaviour, an incident or circumstances that occurred at or involve persons operating at the State Centre level; or;

	<input type="checkbox"/> National level where they relate to behaviour, an incident or circumstances that occurred at or involve persons operating at National level.
Eligible policy or policies of SLS that Respondent has allegedly breached, including sections allegedly breached:	
Does Complainant consent to Mediation is a potential resolution?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signed by Complainant or appointed person if under 18:	Signature: Date:
If the Complainant is under 18, provide the name and relationship of appointed person who signed on Complainant's behalf:	Name: Relationship (parent/guardian): Contact number: Contact email:

8.2. Patrol Rules

1. The patrol season will be advised annually by SLSQ as part of the Patrol Operations Manual,
2. The method of manning and operating Patrols will be determined by the Operations Group Committee prior to the commencement of each Season.
3. These Patrol Rules should be read in conjunction with the current SLSQ Patrol Operations Manual.
4. Active Members will attend Patrols as rostered or appointed provided that: -
5. Active Surf Rescue Certificate and Award members shall be eligible for duties only commensurate with their qualifications, training and experience.
6. Members may only transfer from one Patrol to another with the consent of the Club Captain.
7. If unable to attend a Patrol for any reason, the member must arrange a substitute.
8. Exemption from patrol duty may be granted by the Club Captain in special circumstances; but for extended periods of exemption written application will be made to the Operations Group Committee who will decide the issue;
9. At each Meeting of the Operations Group Committee, the Club Captain will report on Patrol Attendance and any related breaches.
10. The first Patrol on duty each day will ensure that all lifesaving gear and equipment including operational IRB, is placed in position on the beach; and the last Patrol on duty of each day will clean and secure all gear and equipment.
11. The Patrol will assemble fifteen (15) minutes before the appointed hour to commence duty.
12. A member who is late for Patrol duty or who misses a Patrol without notifying his Patrol Captain or the Club Captain may be allotted a Penalty Patrol or other duties at the discretion of the Club Captain and in accordance with Club Policy. Failure to attend a penalty patrol may subject the member to disciplinary action.
13. Patrol members will wear Association Caps and other dress as directed by the Association.
14. Before the Patrol commences duty, the Patrol Captain will detail the position each member is to take in the event of rescues, and allocate other duties and responsibilities as required.
15. In the absence of the Patrol Captain, the Patrol Vice-Captain will assume all responsibilities of that role.
16. Members of Patrol and activities of the patrol are under the control and direction of the Patrol Captain, and members are not allowed to leave the patrolled area unless first obtaining permission from the Patrol Captain.

17. In the event of the Patrol having finished its term of duty, and the succeeding Patrol failing to relieve it, the Patrol Captain shall ensure that an adequate Patrol is maintained, report the situation to the Club Captain.
18. Patrol Captains are held responsible for the efficiency of their Patrols and are required to record in the Patrol Register the attendance or otherwise, and conduct of members of the Patrol.
19. Patrol captains are responsible to ensuring their patrol meets the minimum standard in terms of award requirements and notifies the Club Captain immediately of any inadequacies.
20. Patrol Captains will regularly test their Patrol on their ability and knowledge of the resuscitation methods and rescue procedures utilising the gear on patrol.
21. A member shall obey his Patrol Captain, either in the actual work of lifesaving, or any other duty associated with the activities of the Patrol within the Club.
22. Patrol Captains are to ensure that the Patrol, First Aid and IRB reporting requirements are completed.
23. Patrol Captains are to ensure that only members with the appropriate licences and awards drive motorised equipment.
24. Official and other visitors to the Patrol Area will firstly establish contact with the Patrol Captain
- 25.

8.3. Club House Rules

26. The benefits of Club privileges shall be permitted only to members of the Club and such Association visitors as are approved by the Club Captain, Club House Manager, Administration Assistant and/or written approval of the Secretary.
27. All Club House accommodation must be booked in advance through the Administration Assistant. Preference in allocation of accommodation shall be determined on the following basis: - Active Members, Active Reserve Members, Junior Active Members, Under-15 Members, Qualified Associates and visiting Association Members or as determined by the Club House Manager, the Administration Assistant and Club Captain.
28. Junior Active members (age 15 to 18) shall be permitted to stay in the clubhouse providing:
 - a. there are two or more Junior Active Members of the same sex staying in the Club House, and
 - b. there will be one (1) Senior Active Member and one (1) additional Senior Active Member or adult present, and
 - c. both these adults must be of the same sex as the Junior Active members staying in the Club House and
 - d. permission has been received in writing approving the stay.
 - e. Requirements 3(a), 3(b), and 3(c) are waived should the adults of the Junior Active Members staying in the Club House be their parents and at least one of them is a Senior active Member.
29. Under 15 Members can only stay in the Club House for Club related activities provided all the relevant child safety procedures have been put in place and approved in writing by the JAC Chairperson and the Administration Assistant.
30. Non-club related sleep-over parties/activities involving members, families, friends of members or non-members are not permitted within any part of the Club House.
31. Any member wishing to stay at the Club House other than on weekends and Public Holidays shall make written application to the Secretary providing at least ten (10) days' notice is given and providing that any such privilege shall not be extended beyond three (3) consecutive weeks or at the discretion of the Operations Group.
32. Unseemly conduct likely to interfere with the comfort or quiet enjoyment of other members of the Club shall not be tolerated and members are requested to assist in preventing such conduct.
33. Damage to Club House facilities shall be subject to investigation and decision of liability by the Club House Manager and the Operations Group.
34. Members using the club facilities are responsible for cleaning the facilities.
35. The Club House Manager or Administration Officer may place a roster of weekend duties on the Notice Board for the observance of Members using the Club House.

36. The Operations Group shall deal with any refusal of Club House duties.
37. Bad language shall not be tolerated in the Club House.
38. Pets shall not be allowed in the Club House.
39. Wet costumes shall not be permitted into the sleeping quarters, kitchen or recreation room.
40. Food will only be prepared and eaten in the kitchen and designated dining areas.
41. All kitchen and cleaning duties shall be completed as soon as possible after completion of meals.
42. Alcohol may only be consumed in the Club House Veranda or Training Room.
43. Smoking is not permitted in the Club House or adjacent areas.
44. Any members using the accommodation facilities of the Club will be required to register their name and details upon arriving at the Club and record the date and time of their departure. A sign-in book or notice board shall be used to record these details.

BUNK ROOMS

1. The use of clean sheets or sleeping bag and clean pillowcase is obligatory.
2. Noise, likely to interfere with the sleeping members will not be tolerated.
3. Main lights in sleeping quarters must be extinguished by 11pm.
4. All members shall vacate their bunks at least half an hour before the start of the first patrol.
5. Quarters shall be swept, beds made, private clothing and belongings left in an orderly manner and fatigues completed by 8.30 am.
6. The Club House shall be cleared of clothing at the end of each weekend. All clothing left in the Club House after the end of each weekend will be placed in a bin and disposed of at the end of each month.

8.4. JAC Committee Rules

The Board has resolved to adopt the Document “Nipper Handbook (Current Season)” (as amended annually and then approved by the Board) as the JAC Committee Rules under this By-Law.

8.5. Delegations of Authority Matrix

Intended as a working summary, actual delegations contained in relevant provisions of Constitution and By-laws and Board resolutions.

Approved by the Board at Meeting 30 June 2018

Description	Delegate	Limit	Authority / Reference
1. FINANCIAL			
a. Expenditure within budget	President; Deputy-President; Treasurer; Secretary	Unlimited Cheque signatories / EFT authorisation – any two (2) to sign	[Constitution s27]
	Operations Group members	Annual Budget for relevant Operational Group	Approve and report to next Board meeting
b. Un-budgeted expenditure [emergency]	Executive members	\$1,000 Any two (2) to approve	By-laws
c. Un-budgeted expenditure	Operations Group members	\$100 Any member / Admin Assistant	Report to Treasurer
2. LEGAL			
a. Initiate legal action	Board		[Constitution s27]
b. Receive summonses / notices	Executive members		Immediately advise Secretary
c. Execute agreements	Directors	As approved by Board	
d. Use Common Seal	Two (2) Directors / Secretary	As approved by Board	

Description	Delegate	Limit	Authority / Reference
3. OPERATIONS			
a. Execute recurring applications (vehicle registrations etc)	Administration Assistant	Within budget. Maximum term of 1 year	
b. Surf Sports nominations and expenditure acquittal	Surf Sports Officer JAC Chair Team Manager	Within budget	
4. TRAINING			
a. Submit completed training in Surfguard	CTO		
b. Nominate member for external training course	CTO / Member Development Officer	Within financial delegation.	Report to Board
5. PEOPLE			
a. Employ staff	Board		
b. Terminate employment	Board		
c. Suspend club member for safety breach	President, Deputy President Treasurer Secretary Club Captain Club Vice-Captain JAC Chair Team Manager		By-Law 6.2.2 Immediately report to President / Secretary
d. Refer a matter to Board for referral to Judiciary for breach	President, The Board, and Operations Group		By-Law 6.2.2 As soon as possible after breach

Description	Delegate	Limit	Authority / Reference
e. Effect new membership, transfers in and transfers out	Administration Assistant	Only where <ul style="list-style-type: none"> • Application is complete in all respects • Transfer documents are complete • fees (if any) are received. • Member is not under suspension 	[Constitution 13.3] Ratified at next Board meeting
f. Submit Nomination for Patrol and other service awards	Member Development Officer / Secretary	Conditions verified by third party	Submit Annually Report to Board
g. Submit nomination for National Medal	Secretary		Submit Annually Report to Board
6 COMMUNICATIONS			
a. Website content	Secretary Webmaster	Design All content	
b. Newsletter	Secretary Newsletter editor	Design All content	
a. Facebook	Secretary Social Media Officer Ops Group Members	Monitoring postings Content relevant to Group	
b. TeamApp	JAC Chair Team Manager	All content	

8.6. Organisation Diagram

Intended as a guide and for illustrative purposes only to the actual relationships and roles described in Constitution and By-Laws

STRUCTURE CHART							By-laws Annex 8.6 November 2020
METROPOLITAN-CALOUNDRA SLSC							
BOARD OF DIRECTORS							
SSC Branch	←	President Treasurer Director Director	Deputy President Secretary Director	→	Supporters Club		
OPERATIONS GROUP							
	LIFESAVING	SURF SPORTS	JAC	MEMBER DEVELOPMENT	LIFESAVER TRAINING	STANDING COMMITTEES	
Chair	Club Captain	Surf Sports Officer	JAC Chair	Member Dev. Officer	Chief Training Officer	Foundation	
Committee	Vice-Capt Patrol Cpts CTO Powercraft First Aid Gear & Equip	Club Capt JAC Chair Coaches Team managers Member Dev Gear & Equip	Registrar Team Manager Age Managers Water Safety	Club Captain CTO Surf Sports Officer Cadet Officer JAC Chair Youth Development	Training Officer First Aid Chief Assessor Power Craft Gear & Equip	Judiciary Building Fundraising/Grants	
Functions	Safety Lifesaving Patrols Proficiency Qualifications First Aid Room Discipline	Safety Competition Carnivals Training	Safety Qualification Awards Competition Education	Personal Development Youth Development Leadership	Safety Training/Awards Qualifications Proficiency First Aid	SECRETARIAT Membership Communications Member Protection IT Security OH&S Risk / Safety	
	PATROLLING MEMBERS		NIPPERS			Grievances	

8.7. Foundation - Operating Principles

The Purpose of the funds currently held in a Club Bank Account named “*Metropolitan-Caloundra Surf Life Saving Club Incorp. Community Solutions One Account No. 499293*” was hereby agreed at the Annual General Meeting on 26 June 2021 to be:

The funds held in “*Metropolitan-Caloundra Surf Life Saving Club Incorp. Community Solutions One Account No. 499293*” be deemed to form the Metropolitan-Caloundra Surf Life Saving Club Foundation and should be increased in value each year, enduring into the future, and be used for:

1. Providing annual distributions for the development of members of Metropolitan-Caloundra Surf Life Saving Club Incorporated and, in particular, the young members of the Club.
2. Providing funds to support the objects of Metropolitan-Caloundra Surf Life Saving Club as defined in its Constitution.

The following are the operating principles by which the Foundation will be managed by the Foundation Committee (By-Law 3.3.3)

- a) The Foundation is established to provide an element of financial security for the Club, and as a potential source of on-going revenue streams for Club purposes.
- b) Foundation funds should not be directed to the ongoing operational requirements of the Club nor for payment to individuals, but for special projects or programs for the benefit of Club members generally.
- c) The assets of the Foundation will comprise cash and deposits, and other forms of liquid investment recommended by the Foundation Committee.
- d) The risk appetite of the Foundation will be low, with security of the assets preferred to higher rates of return.
- e) The bank accounts and assets of the Foundation will be separately identified and held within the balance sheet of the Club.
- f) Donations, interest, and other earnings of Foundation assets will be accounted for as income of the Club and attributed to the Foundation.
- g) The Foundation may use its assets to secure borrowings by the Club
- h) Any security or loan from the Foundation to the Club will be documented, and be liable for payment of interest and a principal repayment schedule.
- i) As a general principle, the assets of the Foundation will not be distributed, but a proportion of the income of the Foundation may be distributed.
- j) The Foundation Committee and the Club should establish budgetary principles for the operation of the Foundation – including proportion of income available for distribution; eligible purposes for distribution; proportions of Club revenue streams to be allocated to the Foundation (including Fund raising and Club surpluses)
- k) The Foundation should become the repository of any bequests left to the Club, and of specific fundraising programs.

8.8. Building Committee – Terms of Reference

BUILDING COMMITTEE

TERMS OF REFERENCE

1. The Building Committee is established as an ad hoc Committee under Club By-law 3.3.1
2. The Committee's acts on requests from the Board and reports to the Board.
3. The Committee's role is to:
 - a. Advise the Board on Club property matters generally to achieve the Club's strategic objectives
 - b. Consult with relevant club officers (and in particular the Facilities & Equipment Officer) in identifying building construction, improvements and related property activities to achieve club objectives
 - c. Consult with relevant club officers in developing a maintenance plan for club properties
 - d. Liaise with the Supporters' Club as a tenant in considering construction, improvements and maintenance activities
 - e. Provide the basis for project management of approved building related activities
4. Members of the Committee are appointed by the Board.
5. The Board will appoint a voting member of the Surf Lifesaving Club as Chair of the Committee.
6. In appointing Members of the Committee, the Board shall recognise the relevant skills required for the efficient and effective contribution of the Committee.
7. Members of the Committee (other than the Chair) do not have to be Members of the Surf Life Saving Club.
8. Club properties include the Spender Lane Club House; the Pavilion, the Ormonde Terrace Life Saving Facility, the shed in Caloundra State School Grounds and any other properties owned, leased or tenanted by the Surf Life Saving Club and the Surf Life Saving Supporters Club.
9. The Committee has no financial delegation.
10. The Committee has no authority to commit the Club to any expenditure, contract, contingent liability or relationship.
11. The Committee will adopt the general Club Committee procedures for meeting, agenda, minutes and periodic reporting to the Club Board.

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8.9 Fundraising & Grants Committee – Terms of Reference

FUNDRAISING & GRANTS COMMITTEE

TERMS OF REFERENCE

1. The Fundraising and Grants Committee [FGC] is established as an *ad hoc* Committee under Club By-law 3.3.1
2. The Committee's functions are to:
 - a. Advise the Board on Club fundraising and grant seeking matters generally to achieve the Club's strategic objectives
 - b. Participate with relevant club officers in identifying the application of grant monies
 - c. Participate with relevant club officers and members in active fundraising and grant applications
 - d. Liaise with the Surf Life Saving Foundation Grants Seeking Unit and other professional advisors for assistance and support in its activities
 - e. Maintain comprehensive records of fundraising activities, and applications and acquittal of grants
3. Members of the Committee are appointed by the Board.
4. The Board will appoint a Director of the Surf Lifesaving Club as Chair of the Committee.
5. In appointing Members of the Committee, the Board shall recognise the relevant skills required for the efficient and effective contribution of the Committee.
6. Members of the Committee (other than the Chair) do not have to be Members of the Surf Life Saving Club.
7. Fundraising incorporates all forms of collection of donations for the Surf Club; utilising the Club's tax-exempt status as a Public Benevolent Institution.
8. Grant seeking involves the research, preparation, submission and acquittal of all forms of government and other grants applicable to the Surf Club's circumstances.
9. The Committee has no financial delegation.
10. The Committee has no authority to commit the Club to any expenditure, contract, contingent liability or relationship.
11. The Committee will adopt the general Club Committee procedures for meeting, agenda, minutes and periodic reporting to the Club Board.

8.10 After-Hours Call-Out Team – Operational Principles

AFTER-HOURS CALL-OUT TEAM

Operational Principles

1. The After-Hours Call-Out Team [“AHCOT”] is a group of suitably qualified Club lifesavers who volunteer for rescue duty on the Sunshine Coast outside regular patrol hours and areas.
2. Members volunteer for AHCOT through the Club Captain as part of Surf Life Saving Queensland [“SLSQ”] Operations Support.
3. SLSQ is responsible for:
 - a. Advising the Club of personnel needs and requirements
 - b. Reviewing and accepting nominations from the Club
 - c. Tasking of AHCOT activities, including LIMSOC access
 - d. Providing administration, and other requirements for AHCOT members
 - e. Providing Operations Support equipment – vehicles, jet skis etc.
4. The Club is responsible for:
 - a. Endeavouring to recruit AHCOT members
 - b. Endorsing nomination to AHCOT by Club members
 - c. Facilitating Award training and maintenance required by AHCOT members
 - d. Housing lifesaving and first aid equipment
 - e. Providing 24-hour access for AHCOT for all Club lifesaving resources (IRB, radios, First Aid etc)

[By-law consultation with SLSQ June 2019]