



## ***Chiton Rocks Surf Life Saving Club Inc.***

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# CHITON ROCKS SURF LIFE SAVING CLUB

## CONSTITUTION

&

## BY-LAWS

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# CONSTITUTION

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## 1. NAME & INTERPRETATION

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### 1.1 Name

The organisation is known as 'Chiton Rocks Surf Life Saving Club Incorporated' ("CRSLSC").

### 1.2 Definitions

In this Constitution, unless the context or subject otherwise requires:

"Act" means the Associations Incorporation Act 1985 (SA) as amended from time to time.

"Area of Control" means the area defined by CRSLSC and approved by SLSSA, and in accordance with the Alexandrina Council lease agreement, as being under CRSLSC's control.

"Board" means the Board of Management of CRSLSC.

"Board Member" means a member of the Board of Management.

"Club" means a South Australian Surf Life Saving Club affiliated with SLSSA.

"Club Officer" means a person who holds a position within CRSLSC, other than a position on the Board of Management or an Honorary Member.

"Intellectual Property" means any intellectual or industrial property owned by CRSLSC including, but not limited to logos, trademarks, copyright and names in any surf life saving equipment, product, publication or event developed by CRSLSC.

"Member" means a member of CRSLSC.

"SLSA" means Surf Life Saving Australia Ltd. For the avoidance of doubt SLSA is the supreme controlling authority for the whole organisation of surf life saving in Australia within the limitations of its powers as set out in the constitution of SLSA.

"SLSSA" means Surf Life Saving South Australia Incorporated.

### 1.3 Interpretation

In this Constitution, unless the contrary intention appears:

- (a) headings and the table of contents (if any) are for convenience only and do not affect interpretation;
- (b) where a word or phrase is defined, its other grammatical forms have a corresponding meaning;
- (c) a reference to any document is a reference to that document (and, where applicable, any of its provisions) as amended, novated, supplemented or replaced from time to time;

- (d) a reference to any legislation or legislative provision includes any regulations or other delegated legislation or instruments made or issued under it and any consolidations, amendments, re-enactments or replacements of it and them and any of them.

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## **2. OBJECTS OF CRSLSC**

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2.1 CRSLSC is a charitable service provider of emergency services. The objects for which CRSLSC is established are to:

- (a) participate as a member of a single uniform entity through, and by which, surf life saving and the preservation of life in the aquatic environment within South Australia can be conducted, promoted and administered;
- (b) conduct, promote, advance and control the work of surf life saving in the Area of Control, its many aspects devoted to aquatic safety and management and the preservation of life in the aquatic environment;
- (c) produce, develop, create, licence and otherwise exploit, use and protect the Intellectual Property;
- (d) cooperate with any organisations in improving methods of life saving (whether in aquatic environment or elsewhere) and the securing of public recognition and financial support for Life Saving Institutions;
- (e) strive for governmental, commercial and public recognition of SLSSA as the authority on aquatic safety and management within South Australia;
- (f) draft and disseminate such rules as may be necessary for the management and control of surf life saving and related activities and the preservation of life in the aquatic environment and so far as local conditions permit secure uniformity in such rules;
- (g) extend the operations and teachings of SLSSA within the Area of Control, or other areas as the need may arise;
- (h) further develop surf life saving as an organised institution and with these objects in view, to foster, regulate, organise and manage examinations, competitions, displays and other activities and to issue badges, medallions and certificates and award trophies to successful members;
- (i) ensure that environmental considerations are taken into account in all surf life saving and related activities conducted by CRSLSC;
- (j) promote the health and safety of Members and all other users of the aquatic environment and seek and obtain improved facilities for their enjoyment;
- (k) encourage Members to realise their potential and athletic abilities by extending to them the opportunity of education and participation in surf life saving activities, regardless of gender or age, within the limits of membership categories;
- (l) encourage and promote competition in a non-performance enhancing drug free environment;
- (m) recommend and support awards to Members and others, in honourable public recognition of hard and meritorious rescues from the sea, deeds of exceptional bravery from time to time performed in the course of life saving and other distinguished services and acts;

- (n) recommend and support where appropriate, recognition for Members to obtain awards, civil honours or public recognition for services to surf life saving or other fields of endeavour;
- (o) promote uniformity of laws for the control and regulation of the aquatic environment and to assist the authorities in enforcing these laws;
- (p) effect such purposes as may be necessary in the interests of surf life saving and the aquatic environment;
- (q) enforce the observance of the policies, rules and regulations and written directions from time to time of SLSSA and SLSC, deal with any infringement thereof, and adjudicate upon all disputes and difficulties between Members;
- (r) act as arbiter on matters pertaining to the conduct of surf life saving in the Area of Control, including disciplinary matters, and refer matters to SLSSA, as appropriate;
- (s) represent the interests of its Members and of surf life saving generally in any appropriate forum;
- (t) have regard to the public interest in its operations; and
- (u) undertake or do all such things or activities as may appear to CRSLSC to be incidental or conducive to the advancement of these objects and to conduct the affairs of CRSLSC in a way that strives to attain a surplus cash position.

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### **3. POWERS OF CRSLSC**

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- 3.1 Solely for furthering the objects set out above CRSLSC has the powers set out in section 25 of the Act, including the power to:
- (a) acquire by purchase, exchange or otherwise, whether for an estate in fee simple or for any less estate, lands, tenements or hereditaments of any tenure whether subject or not to any charges or encumbrances and to erect, replace, maintain, reconstruct, adapt and furnish any offices or other buildings thereon and to sell, let, alienate, mortgage, charge or deal with all or any such lands, tenements or hereditaments or any part of them;
  - (b) purchase, take on lease or in exchange or otherwise acquire any real or personal estate which may be deemed necessary or convenient for any of the objects of CRSLSC and to sell, manage, lease, mortgage, give in exchange, dispose of or otherwise deal with the same or any part thereof;
  - (c) construct, maintain and alter any houses, buildings or works necessary or convenient for the objects of CRSLSC;
  - (d) borrow and raise money in such manner as CRSLSC may think fit;
  - (e) raise or borrow money on bonds or mortgage or other security of any property held for or on behalf of CRSLSC or without any such security and upon such terms as CRSLSC shall think fit;
  - (f) receive money on deposit with or without allowance of interest thereon;
  - (g) invest any monies of CRSLSC not immediately required in such manner as may from time to time be determined by CRSLSC provided such funds shall be invested in securities as defined in the Trustee Act of South Australia;

- (h) pursue through itself or others, such commercial arrangements, including sponsorship and marketing opportunities as are appropriate to further the objects CRSLSC;
- (i) do all or any of the matters authorised either alone or in conjunction with any person, company or unincorporated body or by through any factors, trustees or agents;
- (j) take any donation, bequest, gift of property etc, whether subject to any special trust or not for any one or more of the objects of CRSLSC;
- (k) take such steps by personal or written appeals, public meetings or otherwise as may from time to time be deemed expedient for the purposes of procuring contributions to the funds of CRSLSC in the shape of donations, annual subscriptions or otherwise;
- (l) print and publish newspapers, periodicals, books, newsletters or leaflets that CRSLSC may think desirable for the promotion of its objects;
- (m) appoint, hire, employ, remove, replace or reinstate secretaries, managers, servants, employees, agents and other persons in and for the carrying out of the objects of CRSLSC and to define duties and to pay them in return for services rendered to CRSLSC, salaries, wages, and gratuities;
- (n) establish and maintain corporate entities to carry on and conduct the business affairs and undertakings, or any aspect thereof of CRSLSC and for that purpose, utilise any of the assets of or held on behalf of CRSLSC;
- (o) promote any other person or company for any purpose calculated to benefit CRSLSC;
- (p) purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the companies, institutions, societies or associations whose activities or purposes are similar to those of SLSSA or generally for any purpose calculated to benefit CRSLSC;
- (q) advance the interests of SLSSA and other Clubs; and
- (r) carry on any other activity whatsoever which is considered to directly or indirectly enhance or further the interests of CRSLSC.

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#### **4. AFFILIATION WITH SLSSA**

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- 4.1 SLSSA is a member of SLSA, and subject to the powers of SLSA, is the controlling authority of surf life saving within South Australia.
- 4.2 CRSLSC is a Member of SLSSA and recognises SLSSA as the controlling authority of surf life saving within South Australia.
- 4.3 CRSLSC is recognised by SLSSA as the controlling authority of surf life saving in the Area of Control.
- 4.4 CRSLSC shall apply annually for renewal of affiliation with SLSSA. Such application for renewal of affiliation must be made prior to the date of the Annual General Meeting of SLSSA and payment of any fees that may from time to time be determined by SLSSA shall be paid prior to the start of the Annual General Meeting.
- 4.5 When applying for renewal of affiliation CRSLSC must indicate whether it has adopted any changes to its Constitution in the preceding twelve (12) months. If any amendments have been adopted then a complete new copy of the document must be submitted to SLSSA.

- 4.6 CRSLSC will not be granted affiliation with SLSSA unless it is, and remains, a registered incorporated association, or is in the process of registering under the Act, nor will it remain affiliated with SLSSA unless it subscribes to the constitution and by-laws of SLSSA and to the constitution and regulations of SLSA.

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## **5. MEMBERSHIP OF CRSLSC**

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### **5.1 CRSLSC has Membership categories in accordance with SLSA regulation 6.3 (see Attachment 2), as well as:**

#### **(a) Life Members**

- The Board may nominate an individual as a Life Member, who, in the discretion of the Board and subject to the By-laws, has rendered distinguished or special service to CRSLSC.
- Nominations for Life Membership will be in writing signed by the person nominating the proposed life member and two (2) Members and must be handed to the Secretary forty two (42) days prior to the Annual General Meeting.
- The Secretary shall present the nomination to the Board.
- The Board must include nominations for election of Life Members in the notice provided for the Annual General Meeting.
- A Life Member will be elected at the Annual General Meeting by secret ballot which must be carried by four fifths majority of those present and entitled to vote.
- A Life Member shall be entitled to attend all Annual General Meetings and Special General Meetings with full membership rights.
- A Life Member is not required to pay membership fees.

### **5.2 Rights and obligations**

Subject to this Constitution, the rights and obligations of membership and each membership group of CRSLSC shall be as prescribed in the By-Laws.

### **5.3 Membership Applications and Renewals**

- (a) An application for membership for a new Member can be received and considered by the Board at any time.
- (b) An application for membership for a renewing Member, must be completed each season. Paperwork must be completed and received by the Board by 30 November each year or inline with any date determined by SLSSA, which ever is the sooner date, or membership will cease as at this date.

### **5.4 Membership Fees and Payments**

- (a) The membership fees shall be set at the Annual General Meeting on recommendation from the Board.
- (b) Membership fees are due from the date of application for membership or such other time as is determined by the Board.

- (c) Any Member in default of any payment or membership fees owed to CRSLSC or to any other Club may have their membership application held up, or if already a Member, the Member may be suspended by the Board and excluded from participating at any examination, competition or display held under the control of CRSLSC, SLSSA or SLSSA until such time as the liability has been paid.
- (d) A late payment fee may be required to be paid by the Member, the amount of which shall be at the discretion of the Board.
- (e) A Member will be deemed to be in default of payment of any liabilities when such liabilities have been owing for a period of ninety (90) days or more after due notice has been given to the Member. Any Member in default of payment of any liabilities due or on behalf of CRSLSC or SLSSA may be suspended or expelled.

## 5.5 **Transfer of Membership**

A Member may apply for transfer to another club by completing the necessary paperwork and submitting the application to the new club's Board who's responsibility it will be to enter the details on Surfguard, or any other database, as required by SLSSA. CRSLSC has 23 days to effect a transfer and may allow the transfer to proceed provided there is no outstanding moneys owed to CRSLSC, there are no patrol obligations still to be met, the member is not suspended or expelled, or any other reason determined by the Board of Management.

## 5.6 **Cessation of Membership**

- (a) A Member ceases to be a Member of CRSLSC if their membership with CRSLSC is withdrawn, suspended, terminated or not renewed as per 5.3.
- (b) An Honorary Member or Life Member ceases to be a Member of CRSLSC if they are suspended or expelled, or resign as a Member by giving fourteen (14) days notice in writing to the Board.
- (c) Upon a Member ceasing to be a Member of CRSLSC their membership rights cease.

## 5.7 **Suspension and Termination of Membership by the Board**

- (a) If a Member:
  - (i) breaches any provision of any constitution, by-laws, regulations or resolutions that are binding on that Member; or
  - (ii) engages in any conduct which, in the reasonable opinion of the Board, is unbecoming of a Member or which is prejudicial or adverse to the interest of CRSLSC, SLSSA or SLSSA;

the Board may expel that Member or suspend their membership rights for a period of time as the Board thinks fit.
- (b) The Board cannot expel an Honorary Member or Life Member or suspend their membership rights unless the Board:
  - (i) gives that Honorary Member or Life Member not less than fourteen (14) days written notice of its intention to propose a resolution; and
  - (ii) allows the Honorary Member or Life Member a reasonable opportunity to present reasons why they should not be expelled or have their membership rights suspended.



- (c) A suspended or expelled Member shall have the right to appeal within twenty-eight (28) days of the suspension or termination. The appeal is to be in writing to the Secretary, and considered by no less than three (3) members of the Board appointed, on each occasion, by the President.
- (d) The Board is not required to approve an application for membership by a Member whose membership has been suspended or terminated.

#### 5.8 **Withdrawal and Termination of Membership by Member**

- (a) Any Member seeking to withdraw or resign their membership will give notice in writing to that effect to the Board and any outstanding fees will be a debt owed and CRSLSC may seek to recover any debts owed to CRSLSC.
- (b) A Member whose membership has been withdrawn or resigned may re-apply for membership the following season.

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### **6. THE BOARD OF MANAGEMENT**

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- 6.1 The control and management of the CRSLSC shall be vested in the Board which is comprised of the following Board Members:

|                     |                          |
|---------------------|--------------------------|
| President           | Vice President           |
| Treasurer           | Secretary                |
| Chief Instructor    | Club Captain             |
| Membership Manager  | Competition Co-ordinator |
| Nipper Co-ordinator |                          |

- 6.2 The Board will be responsible for acting on all issues in accordance with this Constitution and By-Laws, the Constitution and By-Laws of SLSA and SLSSA and subject to the Act.

- 6.3 Board Members have voting rights at Board meetings they attend.

- 6.4 The Board may appoint, by resolution, Honorary Officers who have the necessary skills but will not have voting rights to the following positions:

|                   |                     |
|-------------------|---------------------|
| Hon Legal Adviser | Hon Medical Officer |
| Hon Book Keeper   |                     |

- 6.5 The Board may appoint, by resolution, members who have the necessary skills or are otherwise determined to be appropriate, but will not have voting rights at Board of Management meetings, to the following club officer positions:

|                       |                   |
|-----------------------|-------------------|
| Bar Manager           | Club Historian    |
| Patron                | Vice Patron       |
| Bookings Co-ordinator | Club Cleaner      |
| Webmaster             | Publicity Officer |
| Clothing Manager      |                   |

#### 6.6 **Vacation, Disqualification and Removal of Board Members**

- (a) In addition to the circumstances in which the office of a Board Member becomes vacant by virtue of the Act and this Constitution, the position of a Board Member may become vacant if the Board Member:

- (i) is absent from two (2) out of three (3) consecutive or four (4) Board meetings, in any one year, without providing a written report or an apology, both of which are subject to acceptance by the Board;
  - (ii) acts in a manner unbecoming or prejudicial to the objects of CRSLSC, SLSC or SLSSA or through their actions brings the Board or CRSLSC, SLSC or SLSSA into disrepute;
  - (iii) resigns their position by giving twenty eight (28) days written notice to the Board;
  - (iv) becomes prohibited from being a Board Member by reason of any order made under any law or instruction from any Government Department.
- (b) If any Board Member resigns or is removed that person will immediately cease to be a Board Member and the Board may appoint another Board Member in their absence.
  - (c) The Board may appoint an appropriately qualified person to fill a vacancy on the Board and that person will hold office for the remainder of the term of the Board Member whose resignation or removal caused the vacancy.
  - (d) The Board may function validly notwithstanding any vacancies so long as its number is not reduced below the quorum.

#### 6.7 **Board Meetings**

- (a) The Board will meet monthly, or as otherwise determined by the Board from time to time, for the dispatch of business and adjourn and otherwise regulate meetings and proceedings of the Board as it thinks fit.
- (b) Notice of Board meetings must be given at the previous Board meeting or at least seven (7) days prior in written notice to all Board Members.
- (c) The President may convene a meeting of the Board.
- (d) The President must, on the requisition in writing of at least two (2) Board Members, convene a meeting of the Board within seven (7) days of the requisition.
- (e) At a meeting of the Board the number whose presence is necessary to constitute a quorum will be three (3) and must include two (2) members of the Executive Committee.
- (f) If a quorum is not present within thirty (30) minutes from the time appointed for the meeting, the meeting shall be adjourned until the next meeting. Any urgent business will be directed to the Executive Committee to determine at the earliest time possible and report back any outcome at the next Board Meeting.
- (g) Subject to this Constitution, questions arising at a meeting of the Board will be decided by a majority of votes of Board members present and voting.
- (h) The chairperson may exercise a casting vote where all votes are equal.

#### 6.8 **The First Board of Management Meeting after the AGM will:**

- (a) Confirm the public officer and advise Consumer and Business Services (or appropriate government body) of any changes via the necessary paperwork,

- (b) Confirm the Executive Committee and advise Consumer and Business Services (or appropriate government body) of changes to the Liquor Licence via the necessary paperwork,
- (c) Review CRSLSC policies and undertake any necessary steps to update.
- (d) Confirm any changes to SLSA Regulation 6.3.
- (e) Update Surfguard (or any SLSSA database) of any changes.
- (f) Review previous Business and Strategic Plans and set targets for the next year.

#### 6.9 **Executive Committee**

CRSLSC will have an Executive Committee formed from the members of the Board as prescribed in the By-Laws.

#### 6.10 **Sub Committees**

- (a) The Board may establish any sub committees as it sees fit for the purpose of assisting the Board perform its functions.
- (b) A sub committee will exercise the powers delegated to it by the Board and in accordance with any directions of the Board.
- (c) Any sub committee established by the Board will report to the Board, via the nominated representative, at a subsequent Board meeting on all matters material to the performance of the sub committee.

#### 6.11 **Disclosure of Interests of Board Members**

- (a) A Board Member must not hold an office of profit in CRSLSC without the prior approval of the Board.
- (b) A Board Member who has a direct or indirect pecuniary interest in any contract or proposed contract with CRSLSC must as soon as that Board Member becomes aware of the interest disclose the nature and extent of the interest to the Board.
- (c) Subject to the Act, a Board Member who has a direct or indirect pecuniary interest in any matter that is being considered at a meeting of the Board must not:
  - (i) vote on the matter; and
  - (ii) be present while the matter (or proposed resolution of that kind) is being considered at the meeting.

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## **7. BOARD MEMBERS**

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### **7.1 The members at the Annual General Meeting may elect the following Board Members:**

|                          |                    |
|--------------------------|--------------------|
| President                | Vice President     |
| Treasurer                | Secretary          |
| Chief Instructor         | Club Captain       |
| Competition Co-ordinator | Membership Manager |
| Nipper Co-ordinator      |                    |

### **7.2 Nomination and Voting of the elected Board Members**

- (a) Nominations for elected Board Members will be called for from the Members, by the Board twenty-one (21) days prior to the date set for the Annual General Meeting.
- (b) Nominations can be:
  - (i) received by the Secretary prior to the date set for the Annual General Meeting, in writing and signed by the nominee expressing their willingness to accept the position for which they are nominated; or
  - (ii) made during the meeting and the nominee will be asked if they accept the position for which they are nominated;
- (c) The Members will be asked to vote in acceptance of the nominated person filling the elected position.
- (d) In the event of only one nomination for a position being made the nominee will be elected to that position by a single majority.
- (e) In the event of two (2) or more nominations for a position the President will appoint a returning officer and all Members will vote in an approved manner as requested by the President. The returning officer will hand the result to the President who will declare the winner.

### **7.3 Positions not filled at the Annual General Meeting**

Any position not filled by election at the Annual General Meeting will be declared vacant and will be referred to the Board to appoint a Member to the vacant position, by resolution, at a subsequent meeting of the Board.

### **7.4 Term of Office of Board Members**

- (a) The following Board Members will be elected for a term of two (2) years which will commence from the conclusion of the Annual General Meeting of CRSLSC at which their election occurred until the conclusion of the second Annual General Meeting:

|                          |                    |
|--------------------------|--------------------|
| President                | Vice President     |
| Treasurer                | Secretary          |
| Chief Instructor         | Club Captain       |
| Competition Co-ordinator | Membership Manager |

- (b) Four (4) Board Members will be elected in each year of even number and four (4) Board Members will be elected in each year of odd number with the positions of President, Treasurer, Chief Instructor and Competition Co-ordinator, being elected on even years and the other positions being elected on odd years.

- (c) The remaining position of Nipper co-ordinator will be elected each year.
- (d) Board Members will be eligible to stand for nomination and re-election at the conclusion of each term.

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## **8. MEETINGS**

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### **8.1 Annual General Meeting**

- (a) Written notice of the Annual General Meeting must be given at least twenty one (21) days prior to the meeting and specify the place, date, and time of the meeting, nomination of any Life Members, Board of Management vacancies and the business to be conducted at the meeting.
- (b) The Annual General Meeting of the Members will be held not later than 31 August each year.
- (c) The business of the Annual General Meeting will be to:
  - (i) confirm the minutes of the previous Annual General Meeting;
  - (ii) receive any reports;
  - (iii) adopt and approve the annual report and financial statements;
  - (iv) deal with any business arising out of the minutes;
  - (v) deal with the election of Board Members;
  - (vi) any other business as required by the Act or this Constitution or By-Laws.

### **8.2 Special General Meetings**

- (a) The Board may call, or upon receipt of a written requisition signed by ten (10) Members, convene a Special General Meeting of the Members within twenty-eight (28) days of the requisition.
- (b) A notice of Special General Meeting must give a minimum of twenty one (21) days notice of the meeting and specify the place, date, time of meeting and state the business to be transacted at the meeting.

### **8.3 Quorum**

- (a) The quorum for an Annual General Meeting or a Special General Meeting is 50% of eligible voting members or twenty (20) eligible voting members, whichever is the fewer.
- (b) If a quorum is not present within forty-five (45) minutes from the time appointed for the meeting, the meeting:
  - (i) will be adjourned for seven (7) days to the same place and at the same time. All Members will be notified of the adjournment in writing with at least forty eight (48) hours notice. In the event of a quorum not being present at the further meeting, provided there is a quorum of the Board, the business will proceed in accordance with the original agenda;
  - (i) a Special General Meeting may be dissolved rather than adjourned.

#### 8.4 **Chairperson**

The President will preside as chairperson at any meeting at which they are present and entitled to preside within the rules provided by this Constitution and the By Laws. In the absence or incapacity of the President, the Members or Board Members (as the case may be) present and entitled to vote at the meeting in session will elect a chairperson to preside for the duration of the meeting.

#### 8.5 **Voting**

- (a) At any meeting of the Members each Member entitled to vote must vote in person.
- (b) Members eligible to vote at meetings are Life Members and Contributing Members, who are financial at the time of the meeting and have completed any patrol obligations to the satisfaction of the Board.
- (c) At any meeting of the Members a resolution put to the vote of the meeting will be decided on a show of hands unless a poll is demanded by the chairperson or by at least four (4) Members present and entitled to vote.
- (d) Unless a poll is demanded a declaration by the chairperson that a resolution has on a show of hands been carried or lost and an entry to that effect in the minutes of CRSLSC is conclusive evidence of that fact without proof of the number or proportion of votes recorded in favour of or against the resolution.
- (e) Subject to any rights or restrictions attached to any membership rights, each Member entitled to vote has one vote on a show of hands or poll.
- (f) Motions arising at an Annual General Meeting or a Special General Meeting will be decided by a majority of votes. The chairperson may exercise a casting vote where all votes are equal.

#### 8.6 **Minutes**

The chairperson of any meeting will cause full and accurate minutes of all proceedings and resolutions of meetings of the Members to be recorded.

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### **9. FINANCE, BANKING & PAYMENTS**

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#### 9.1 **Receipt of Money by CRSLSC**

All monies received on behalf of CRSLSC will be banked in the name of CRSLSC as soon as reasonably possible and in accordance with any direction from the Board.

#### 9.2 **Payments by CRSLSC**

- (a) Payments on behalf of CRSLSC may be made by:
  - (i) cheque signed by any two (2) members of the Executive Committee; or
  - (ii) electronic transfer as per authority held by the bank and approved by the Board and within limits set by the Board, or
  - (iii) such other person(s) as the Board may from time to time appoint; or
  - (iv) in accordance with any resolution of the Board.

- (b) Payments to be made by cheque are to be authorised by resolution by the Board and signed in accordance with above. If accounts require payment prior to the next Board meeting those authorised Board Members will make the necessary payments via electronic transfer and present the paid accounts at the next meeting of the Board for ratification by the Board and they will be noted in the minutes or in an attached report.
- (c) A monthly statement will be requested from the bank and be received in correspondence by the Secretary and presented for inspection on each occasion at the subsequent board meeting.
- (d) The Board may recommend honoraria for persons contributing certain specialised services to CRSLSC. The honorary payment will be ratified at the Annual General Meeting. All honoraria are set without precedent.

### 9.3 **Financial Year**

The financial year of CRSLSC runs from 1 May to 30 April in each year after which financial accounts of that financial year will be prepared.

### 9.4 **Records**

- (a) CRSLSC will keep and retain such accounting records as are necessary to correctly record and explain the financial transactions and financial position of CRSLSC in accordance with the Act.
- (b) The Board will cause the accounts of CRSLSC, together with the auditor's report on the accounts and any required statements and reports of the Board to be laid before the Members at the Annual General Meeting.

### 9.5 **Accounts and Audit**

- (a) The accounts of CRSLSC will, if required by the Act, be audited once at least in every year and the correctness of the profit and loss account and balance sheet ascertained by an auditor or auditors approved by the Board.
- (b) Auditors of CRSLSC will be appointed and may resign or be removed and their remuneration, rights and duties will be regulated in accordance with the Act.

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## **10. THE COMMON SEAL**

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- 10.1 The Secretary will be responsible for the Common Seal of CRSLSC.
- 10.2 The Seal may only be used by the authority of the Board and every document to which the Seal is affixed will be signed by the President and countersigned by another member of the Executive Committee or any other person appointed by the Board to countersign that document or a class of documents in which that document is included.
- 10.3 Any use of the Common Seal will be documented in the minutes at the next Board Meeting.

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## **11. CLUB COLOURS**

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- 11.1 The club colours of CRSLSC are sky blue, black and white.

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## **12. CONSTITUTION AND BY-LAWS**

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### **12.1 Alterations to the Constitution**

- (a) This Constitution may be amended, altered, repealed or replaced by resolution at the Annual General Meeting or by a special resolution passed at a Special General Meeting of the Members entitled to vote.
- (b) Notice of the proposed alterations will be given in writing to all Members of CRSLSC entitled to vote not less than twenty one (21) days prior to the date on which the meeting to approve the amendments is to be held and will specifically state that it is a notice of a motion to amend the Constitution of CRSLSC.
- (c) Any alteration to the Constitution will become effective when passed and must be promulgated to all Members.

### **12.2 Alterations to the By-Laws**

- (a) The By-Laws of CRSLSC may be amended, altered, repealed or replaced by the Board.
- (b) Any alteration to the By-Laws will become effective when passed and must be promulgated to all Members as soon as practicable and no later than the subsequent Annual General Meeting.

### **12.3 Code of Conduct**

The By-laws may include a Code of Conduct that is binding on all Members for ensuring the conduct and control of Members in regard to CRSLSC duties, responsibilities and obligations.

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## **13. DISSOLUTION**

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- 13.1 No resolution for the dissolution of CRSLSC will be deemed to have been passed unless passed by a special resolution of the Members at a Special General Meeting or Annual General Meeting where notice of the proposed dissolution was included in the notice of the meeting and on dissolution the property and assets of CRSLSC will revert to SLSSA.

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## **14. DISPOSAL OF ASSETS**

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- 14.1 If CRSLSC becomes inactive, goes into recess, or has its affiliation as a Club terminated, or is dissolved under this Constitution, the Board is empowered by this Constitution to take any necessary action in winding up the affairs of CRSLSC.
- 14.2 Upon dissolution of CRSLSC the books, accounts, assets, property - both real and personal - of CRSLSC shall be handed over to SLSSA, including the seizure of CRSLSC's property, wherever it may be situated.
- 14.3 The property may be sold or disbursed by SLSSA and all funds seized or raised through sale of property would be held in trust by SLSSA for a period of three (3) years at which time SLSSA shall, in its absolute discretion, decide upon its future use for Surf Life Saving activities.



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**15. INDEMNITY**

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- 15.1 To the extent permitted by the Act, every Board Member of CRSLSC will be indemnified out of the property of CRSLSC against any liability to any person (other than CRSLSC) incurred by them in their capacity as a Board Member.
- 15.2 To the extent permitted by the Act, every Board Member of CRSLSC will be indemnified out of the property of CRSLSC against any liability to CRSLSC incurred by them other than any liability arising as a result of any negligence, default, breach of duty or breach of trust on the part of the Board Member of which they may be guilty.
- 15.3 CRSLSC may indemnify out of the property of CRSLSC each Board Member against any liability for costs and expenses incurred by the person acting in their capacity as a Board Member in defending proceedings, whether civil or criminal, in which judgement is given in favour of the person or in which the person is acquitted.

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**16. NOTICES**

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**16.1 Notices**

- (a) A notice may be given by CRSLSC to any Member or Board Member by:
- (i) personal service;
  - (ii) sending it by post to the address supplied by that person for the delivery of notices;
  - (iii) email; or
  - (iv) other approved electronic methods.

- 16.2 Where a notice is sent by post, service of that notice will be deemed to be effected by properly addressing, prepaying and posting a letter containing the notice and to have been effected on the day after the date of its posting.
- 16.3 Notice of every Annual General Meeting and every Special General Meeting must be given to every Member entitled to vote at the meeting.

# **By Laws**

## **By Law 1 – Board Members**

The structure of the Board is as per Attachment 1.

### **1.1 President**

The President will:

- represent the interests of CRSLSC and its members at various external forums eg State Council,
- motivate and lead the Club,
- preside at meetings of CRSLSC and maintain order,
- see that the duties of the other Board Members are properly performed
- enforce disciplinary action as determined necessary until the matter comes before the Board
- be the Chairperson of the Building Committee,
- be a member of the Executive Committee,
- be the Responsible Officer (as per OHSW legislation) and have attended an accredited training course within 3 months of being appointed or provide evidence of accreditation,
- liaise with the Patron, Vice Patron, Club Historian and the Honorary Legal Officer and raise relevant matters with the Board, as necessary.

### **1.2 Vice President**

The Vice President will:

- act on behalf of the President in the event of the President's absence, incapacity or request,
- be the Chairperson of the Social &/or Fundraising Committee and
- liaise with the Grants Officer, Sponsorship Officer, Publicity Officer and the Social/Fundraising Officers and raise relevant matters with the Board.

### **1.3 Secretary (must be over 18 yrs)**

The Secretary will:

- record the proceedings of all meetings, including Annual General Meetings, Special General Meetings and Board Meetings which will be confirmed at the next meeting according to the type of meeting held (eg Annual General Meetings minutes are confirmed at the next AGM),
- attend to all correspondence and post notices in the Clubhouse of all matters in connection with CRSLSC as directed by the Board,
- be an ex-officio member of all sub-committees,
- compile an Annual Report to be submitted to the members at the AGM,
- be the Public Officer of CRSLSC,
- be responsible for the CRSLSC Common Seal,
- be a member of the Executive Committee, and
- liaise with the Assistant Secretary and the Webmaster and raise relevant matters with the Board.

#### **1.4 Membership Manager**

The Membership Manager will:

- be responsible for promoting membership of CRSLSC,
- forward membership applications to new and re-newing members,
- up-date Surfguard or any such systems as required by the controlling authority and thus keep a record of the names, addresses, awards, financial status, etc of all club members,
- be responsible for submitting incoming transfer requests and endorsing outgoing transfer requests as approved by the Board,
- liaise with the Clothing Manager and the Assistant Registrar and raise relevant matters with the Board.,
- ensure members are aware of their obligations as Club Reporting Officers and organize training as required, and
- report to the Board who will have the final say in all matters relating to membership.

#### **1.5 Treasurer**

The Treasurer will:

- be responsible for the receiving and banking of all moneys on behalf of CRSLSC,
- issue receipts on official receipt forms when required,
- make payments authorised by the Board,
- keep proper books of account, and will submit each month an up to date financial statement to the Board,
- provide information annually to cause a duly reconciled Revenue Account and Balance Sheet for the year to be presented to the Members with the Annual Report,
- be a member of the Executive Committee,
- liaise with the Bar Manager, Bookings Co-ordinator, Honorary Book Keeper, Maintenance Manager and the Club Cleaner and raise relevant matters with the Board.

#### **1.6 Club Captain**

The Club Captain will:

- arrange and be responsible for the efficiency and records of all patrols including:
  - creating a patrol roster,
  - co-ordinating annual proficiencies for all awards,
  - entering patrol data into the Surfguard system,
  - ensure the Club's patrol contract obligations are fulfilled,
- co-ordinate a pre-season working bee in consultation with the Maintenance Manager to ensure all areas are ready for the commencement of the season,
- seek nominations for the positions of Vice Captain, First Aid Officer, IRB Officer, ATV Officer, Radio Officer, Patrol Captains and Youth Co- Ordinator,
- put recommendations for persons to fulfill the above positions to the Board for approval by the Board,
- liaise with the Vice Captain, First Aid Officer, IRB Officer, ATV Officer, Radio Officer, Patrol Captains, Youth Co-ordinator and the Honorary Medical Officer and raise relevant matters with the Board,
- will act or nominate a delegate to act as a Water Safety Supervisor who will be responsible for completing and recording a risk assessment prior to any lifesaving training and/or competition,
- call upon Members to perform such duties as deemed necessary in the interests of the

CRSLSC,

- be responsible for all CRSLSC patrol equipment and has the power to refuse the use of CRSLSC equipment to any Member or Non-Member as the Club Captain determines,
- be a member of the Executive Committee, and
- if a Lifesaving Committee is created, the Club Captain will be the chairperson of this committee.

### **1.7 Nipper Coordinator**

The Nipper Coordinator will:

- represent the interests of the Junior Members and their parents,
- seek age group leaders to assist with the various age groups in Nippers. Persons nominated to these positions will need to be approved by the Board at the earliest opportunity,
- ensure age group leaders receive appropriate training and meet pre-requisites as trainers,
- organize Nipper training and events in conjunction with the Age Group Leaders,
- will act or nominate a delegate to act as a Water Safety Supervisor who will be responsible for completing and recording a risk assessment prior to any lifesaving training and/or competition,
- organize and chair the Nipper Sub Committee.

### **1.8 Chief Instructor**

The Chief Instructor will:

- identify CRSLSC's training needs and develop training plans,
- encourage Members to undertake training and education that will advance their surf life saving skills and general personal development,
- arrange classes of instruction for new and existing members,
- liaise with Assessors and Advisers,
- make regular reports of the progress of training and education to the Board,
- nominate Bronze/SRC Instructors, IRB Instructors, and ARTC/Resus Instructors, as the need may arise, to assisting with training candidates. Persons nominated to these positions will need to be approved by the Board at the earliest opportunity,
- will act or nominate a delegate to act as a Water Safety Supervisor who will be responsible for completing and recording a risk assessment prior to any lifesaving training and/or competition,
- assist the Lifesaving Adviser and the Club Captain to organize proficiencies at the beginning of the season to ensure all patrol members are up to date, and
- be qualified by holding the Training Officer's Certificate Award of SLSA,

### **1.9 Competition Co-ordinator**

The Competition Co-ordinator will:

- ensure nominations for all competitions are submitted to the appropriate bodies,
- ensure competition equipment and areas are maintained in good working order and in accordance with legal requirements,
- develop a training and competition strategy in consultation with the various captains,
- ensure all pre-requisite educational awards are achieved as per SLSA and SLSSA competition policies,
- can nominate a Swim Captain, Surf Boat Captain, Board Captain, Beach Captain, Ski Captain and Carnival Officers, as needed. Persons nominated to these positions will

need to be approved by the Board at the earliest opportunity,

- will act or nominate a delegate to act as a Water Safety Supervisor who will be responsible for completing and recording a risk assessment prior to any lifesaving training and/or competition,
- and, if a Competition Committee is created, the Competition Co-ordinator will be the chairperson of this committee.

## **By Law 2 – Honorary Officers**

### **2.1 Honorary Legal Adviser**

The Board may appoint a qualified person as the Honorary Legal Adviser to consult and seek assistance whenever legal matters arise. The Honorary Legal Adviser will liaise with the President.

### **2.2 Honorary Book Keeper**

The Board may appoint a qualified person as the Honorary Book Keeper to audit the books of CRSLSC when requested and the Honorary Book Keeper's report will form part of the Annual Report. The Honorary Book Keeper reports to the Treasurer.

### **2.3 Honorary Medical Officer**

The Board may appoint a registered medical practitioner as the Honorary Medical Officer to consult and seek advice on medical matters when required. The Honorary Medical Officer reports to the Club Captain.

## **By Law 3 – Club Officers**

### **3.1 Patron**

CRSLSC may use the Patron's name whenever it is deemed necessary and the members of the Board may consult the Patron.

### **3.2 Vice Patron(s)**

CRSLSC may use the Vice Patron(s)' names whenever it is deemed necessary and the members of the Board may consult the Vice Patron(s).

### **3.3 Club Historian**

The Historical Officer will

- be responsible for all matters pertaining to the club's history including:
  - collecting,
  - maintaining,
  - storing and,
  - researching into historical matters.

### **3.4 Grants Officer**

The Grants Officer will:

- seek and apply for relevant grants in a timely manner as approved or requested by the

Board,

- maintain appropriate records of ordering, purchasing, use of items and implementation of programs and/or events pertaining to grants that are obtained and submit reports as required by authorities before the due date, and
- report to the Vice-President, as required.

### **3.5 Sponsorship Officer**

The Sponsorship Officer will:

- develop and implement sponsorship and donation opportunities as approved or requested by the Board,
- co-ordinate the annual 100 Club draw, and
- report to the Vice President, as required.

### **3.6 Publicity Officer**

The Publicity Officer will:

- submit promotional articles and generate publicity as approved by the Board to the local newspaper, schools and other mediums, as requested, by the Board,
- maintain, in conjunction with the Webmaster, and promote the CRSLSC's Facebook page and other social network applications as requested by the Board, and
- report to the Vice President, as required.

### **3.7 Social Events Co-ordinator**

The Social Events Co-ordinator will:

- be responsible for organizing social events as approved by the Board,
- assist with the convening of the Social/Fundraising Committee, and
- report to the Vice President, as required.

### **3.8 Fundraising Officer**

The Fundraising Officer will:

- be responsible for organizing fund-raising as approved by the Board,
- assist with the convening of the Social/Fundraising Committee, and
- report to the Vice President, as required.

### **3.9 Bar Manager**

The Bar Manager will

- be responsible for the management of the bar facilities at CRSLSC within the terms of the liquor licence, including:
  - ordering and maintaining supplies of alcohol and other beverages,
  - ordering and maintaining food sold within the bar,
  - managing the cash register and cash flow in the bar area,
- report profits, losses and overall financial status to the Board on a monthly basis or as the Board requests,
- ensure an incident book is available and utilized,
- maintain a list of members who have completed the Responsible Service of Alcohol (RSA) and Liquor Licensing Laws (LLL) training, and they can be called upon to assist with bar service, as required, and

- report to the Treasurer, as required.

### **3.10 RSA Officers**

An RSA Officer will:

- have completed the Responsible Service of Alcohol (RSA) and Liquor Licensing Laws (LLL) training,
- be available to assist the Bar Manager with bar service and other duties, as required, and in line with our liquor licence,
- ensure a written report is completed for any incidents that occur whilst assisting the Bar Manager or at other times that they may witness or be in any way involved in, and
- report to the Bar Manager or Treasurer, as required.

### **3.11 Bookings Co-ordinator**

The Bookings Co-ordinator will:

- be responsible for booking CRSLS Clubrooms in accordance with the booking policy, and
- report to the Treasurer, as required.

### **3.12 Club Cleaner**

The Club Cleaner will:

- be responsible for cleaning CRSLS on an independently contracted basis by the Board,
- report to the Board via the Treasurer, as required.

### **3.13 Maintenance Manager**

The Maintenance Manager will:

- be responsible for prioritizing and arranging any maintenance and repairs pertaining to CRSLS clubrooms and surrounds, as approved by the Board and in accordance with relevant legislation,
- assist the Club Captain to co-ordinate a pre-season working bee to ensure all areas are ready for the commencement of the season, and
- report to the Treasurer, as required.

### **3.14 Assistant Secretary**

The Assistance Secretary will:

- assist the Secretary with their duties, as required,
- act on behalf of the Secretary in the event of the Secretary's absence, incapacity or request,
- compile and distribute regular newsletters and information via email and/or post as requested by the Board, and
- report to the Secretary, as required.

### **3.15 Webmaster**

The Webmaster will:

- maintain CRSLS's website by obtaining up to date information as provided or requested by the Board, and
- report to the Secretary, as required.

### **3.16 Vice Captain**

The Vice Captain will:

- assist the Club Captain in discharge of the duties of the Club Captain,
- act on behalf of the Club Captain in the event of the Club Captain's absence, incapacity or request,
- act as the Competition Manager in the event this position is not filled, and
- report to the Club Captain, as required.

### **3.17 First Aid Officer**

The First Aid Officer will:

- maintain equipment and stock in the first aid room including:
  - portable kits,
  - oxygen equipment,
  - defibrillator, and
  - suction equipmentas per minimum requirements set out by the governing body,
- hold a current senior first aid certificate or make the necessary arrangements to gain a senior first aid qualification within 3 month of accepting this position, and
- report to the Club Captain, as required.

### **3.18 IRB Officer**

The IRB Officer will:

- be responsible for the use, care and upkeep of the IRBs, motors and trailers,
- be responsible for any necessary transport of IRBs, motors and trailers,
- ensure sufficient fuel is available,
- ensure compliance with manufacturer's recommendations, council by-laws, SLSSA and SLSA regulations by advising members of appropriate use and maintenance,
- assist with training of new IRB Drivers and Crews,
- assist with organizing training and proficiencies as required to ensure our IRB Drivers and Crew are competent,
- hold a current IRB Driver and/or Crew qualification or make the necessary arrangements to gain the appropriate award within 3 months of accepting this position, and
- report to the Club Captain, as required.

### **3.19 ATV Officer**

The ATV Officer will:

- be responsible for the maintenance and storage of CRSLSC's ATV,
- ensure sufficient fuel is available,
- ensure compliance with manufacturer's recommendations, council by-laws, SLSSA and SLSA regulations by advising members of appropriate use and maintenance, and
- report to the Club Captain, as required.

### **3.20 Radio Officer**

The Radio Officer will:

- maintain CRSLSC's radios,
- maintain a reporting system for faulty and damaged radios, and



- report to the Club Captain, as required.

### **3.21 Patrol Captains**

Patrol Captains will:

- be responsible, when rostered, for maintaining efficient patrols,
- be responsible for the cleanliness and locking up of clubrooms and the boat shed,
- fill in the Patrol Log, Incident Report Log and IRB Log at the end of patrol,
- co-ordinate and delegate duties in the case of an incident during their patrol,
- notify the Club Captain of rescues, incidents, first aid cases or damages within 24 hours of the end of patrol, and
- report to the Club Captain, as required.

### **3.22 Youth Co-ordinator**

The Youth Co-ordinator will:

- develop and implement strategies, programs and events to help encourage involvement and participation of the members in the 14 – 17 year age group with the aim of retaining membership,
- report to the Club Captain, as required.

### **3.23 Swim Captain**

The Swim Captain will:

- organize training and competition for the water area, and
- report to the Competition Co-ordinator, as required.

### **3.24 Surf Boat Captain**

The Surf Boat Captain will:

- be responsible for the use, care, storage and maintenance of the surf boats and trailers,
- will be in charge of same and responsible for any necessary transport thereof,
- organize training and competition for the surf boat area,
- be responsible at all times for the under cover storage of surf boats and trailers, and
- report to the Competition Co-ordinator, as required.

### **3.25 Board Captain**

The Board Captain will:

- be responsible for the use, care, storage and maintenance of the competition boards,
- organize training and competition for the board area, and
- report to the Competition Co-ordinator, as required.

### **3.26 Beach Captain**

The Beach Captain will:

- organize training and competition for the beach area, and
- report to the Competition Co-ordinator, as required.

### **3.27 Ski Captain**

The Ski Captain will:

- be responsible for the use, care, storage and maintenance of the skis,
- organize training and competition for the ski area, and
- report to the Competition Co-ordinator, as required.

### **3.28 Carnival Officials**

The Carnival Officials will:

- be a qualified SLSA official or in training to obtain the qualification,
- officiate at inter-club carnivals as requested by the Club Captain to ensure our obligations are met, and
- report to the Competition co-ordinator, as required.
- \*\* There is no limit as to how many carnival officials the Club can have.\*\*

### **3.29 Bronze/SRC Instructor**

The Bronze/SRC Instructor will:

- assist the Chief Instructor with the training of candidates for the Bronze Medallion and Surf Rescue Certificate,
- must be a qualified bronze training officer or taking steps to gain the qualification, and
- report to the Chief Instructor, as required.

### **3.30 IRB Instructor**

The IRB Instructor will:

- assist the Chief Instructor with the training of candidates for the IRB Driver and/or Crew qualifications,
- must be a qualified IRB training officer or take steps to gain the qualification, and
- report to the Chief Instructor, as required.

### **3.31 ARTC/Resus Instructors**

The ARTC/Resus Instructor will:

- assist the Chief Instructor with the training of candidates for the Advanced Resuscitation Techniques Certificate and Resuscitation Certificate,
- must be a qualified ARTC training officer or take steps to gain the qualification,
- report to the Chief Instructor, as required.

### **3.32 Lifesaving Adviser**

The Lifesaving Adviser will:

- be a qualified assessor,
- submit paperwork for assessment and proficiency requests via Surfguard,
- oversee general proficiencies of all areas,
- conduct preliminary in-house assessments prior to the submission of paperwork for an examination, and
- report to the Chief Instructor, as required.
- \*\* There can be more than one lifesaving adviser.\*\*

### **3.33 Age Group Leaders**

Age Groups Leaders will:

- assist the Nipper Co-ordinator in the supervision and training of Nippers, and
- report to the Nipper Co-ordinator, as required.

### **3.34 Assistant Registrar**

The Assistant Registrar will:

- assist the Membership Manager with the distribution, collection and recording of

- membership application and renewal forms, and  
report to the Membership Manager, as required.

### 3.35 **Clothing Manager**

The Clothing Manager will:

- co-ordinate the design, ordering and distribution of club uniforms and clothing as approved by the Board, and
- report to the Membership Manager, as required.

### 3.36 **Club Reporting Officers**

Club Reporting Officers are:

- trained members in the Nipper Safe program, in order to educate members to recognize and reduce risks of certain harm to children
- and will complete annual updates.

## **By Law 4 – Membership Groups and Fees**

The membership groups and fees are determined as per the membership categories in Attachment 2 and as follows:

### 4.1 **Contributing Members**

#### (a) Contributing Individual

- **Active Members, Reserve Active Members, Long Service Members and Award Members**, or
- person(s) who stand and are elected to a position on the Board of Management, or is appointed to a position on the Board of Management (**General Member**), or
- person(s) who are deemed to be contributing as determined by the Board of Management (**General Member**),
- current fee is \$50

#### (b) Contributing Family

- available to a person, their partner and their children under 18 years of age.
- one member of the family must be a contributing member.
- current fee is \$85

#### (c) Student Member

- **Active or Cadet Members** who are fourteen years and over and can provide evidence (eg student card) to the satisfaction of the Board of Management.
- current fee is \$25

### 4.2 **Non-Contributing Members**

#### (a) Non Contributing Individual (Associate Members, Past Active Members and Probationary Members)

- person(s) who do not satisfy the criteria for contributing membership
- non-contributing members may enjoy CRSLSC facilities but not to the detriment of a contributing member and may use CRSLSC facilities and equipment only on the authority of a Board Member.
- current fee is \$75

- (b) **Non Contributing Family (Associate Members and Past Active Members and Probationary Members)**
  - consisting of a member, their partner and their children up to the age of 18 years.
  - non-contributing members may enjoy CRSLSC facilities but not the detriment of a contributing member and may use CRSLSC facilities and equipment only on the authority of a Board Member.
  - current fee is \$100
- (c) **Supporter Members (General Members)**
  - does not include accommodation at CRSLSC.
  - must seek approval from a Board Member to use facilities and equipment
  - current fee is \$25

#### **4.3 Junior Activities Members (“Nipper”)**

- (a)
  - aged 5 years to 13 years
  - must have a parent as a member
  - current fee is \$20

#### **4.4 Honorary Members**

- the Board of Management may appoint an individual as an Honorary Member of CRSLSC, if in the absolute discretion of the Board, that person has some specific qualifications and/or can afford CRSLSC some necessary skills or service
- have no voting rights, and
- not required to pay membership fees

#### **4.5 Life Members**

- the Board of Management may nominate an individual as a Life Member, who, in the discretion of the board has rendered distinguished or special service to CRSLSC and meets the criteria for Life Membership:

##### **Criteria for Life Membership**

- given twelve (12) years of service to the CRSLSC not necessarily continuous, including five (5) years service in an official capacity; or
- given at least fifteen (15) years, not necessarily continuous, contributing membership to CRSLSC; or
- regardless of years of service, become incapacitated during the course of duty, or has gained a Surf Life Saving Association Meritorious Award; or
- contributed to CRSLSC in an exceptional manner.
- Life Members are not required to pay membership fees and have voting rights.
- Life Member’s current partner is not required to pay membership fees.
- Life Members and their partners are required to complete membership paperwork each season.

## **By Law 5 - State Council Member**

**5.1** The State Council Member will be the President of CRSLSC or his nominated proxy.

## **By Law 6 - Sub Committees**

CRSLSC may form some or all of the following sub committees:

### **6.1 Executive Committee**

The Executive Committee will:

- consist of the President, Club Captain, Treasurer and Secretary,
- have the power to deal with any urgent matters in the control and conduct of CRSLSC members and management of CRSLSC,
- responsibility for the Liquor Licence is vested in the Executive Committee,
- report its actions either verbally or in writing to the next meeting of the Board, and
- Three (3) Members shall form a quorum.

### **6.2 Building Committee**

A Building Committee will:

- be formed from the membership of CRSLSC,
- be under the chairmanship of the President with membership being subject to ratification by the Board,
- aim to organize and undertake the building, design and improvement of CRSLSC clubrooms,
- have approval by the Board before commencing or undertaking any projects.

### **6.3 Social/Fundraising Committee**

A Social/Fundraising Committee will:

- be formed from the membership of the CRSLSC,
- will be under the chairmanship of the Vice President with membership being subject to ratification by the Board,
- aim to deal all matters relating to viability of fundraising projects and the organization and implementation of social functions both of a profit and non-profit nature,
- have approval by the Board before undertaking any functions or projects.

### **6.4 Nipper Committee**

A Nipper Committee will:

- be formed from the membership of CRSLSC and parents of our junior members,
- be under the chairmanship of the Nipper Co-ordinator with membership being subject to

- ratification by the Board,
- act in accordance with the Nipper Policy (see Guidelines for Keeping our Nippers Safe, attachment 3),
- aim to ensure the appropriate management and training of the junior members and age group leaders and involvement of parents.

## **6.5 Lifesaving Committee**

The Lifesaving Committee will:

- consists of the Vice President, First Aid Officer, IRB Officer, ATV Officer, Radio Officer and Youth Co-ordinator,
- be under the chairmanship of the Club Captain,
- aim to plan and conduct business in relation to lifesaving services,
- have regular meetings, and
- report to the Board via the Club Captain.

## **6.6 Competition Committee**

The Competition Committee will:

- consist of the Swim Captain, Surf Boat Captain, Board Captain and Beach Captain,
- be under the chairmanship of the Competition Co-ordinator,
- aim to plan and conduct business in relation to surf and beach competitions,
- will have regular meetings, and
- report to the Board via the Competition Committee.

## **By Law 7 – Visitors**

A Member of the club may, on any one day introduce up to five (5) visitors to the Club. Alcohol must not be supplied to a visitor unless the visitor is in the company of a Member, over the age of 18 years, who is deemed to be responsible for the visitor. The Member may bear the cost of any damage or losses to the club caused by the visitor.

## **By Law 8 – Clubrooms and Bunkhouse**

- 8.1** The Clubhouse and facilities are for the use of the Members or their guests (as per By Law 6), but not to the exclusion of the Members, unless the Club has taken an external booking when exclusive use may be granted. (Refer to Booking Policy).
- 8.2** Sections of the Clubhouse and the Area of Control may be opened to the public for certain functions as directed by the Board.
- 8.3** The Bunkhouse is in the licenced area and therefore members or visitors need to be compliant with CRSLSC's Liquor License.
- 8.4** A person under the age of 18 years must be supervised by a parent or responsible adult while on

CRSLSC premises. The parent or responsible adult may bear the cost of any damage or losses to the club caused by the persons under 18 years in their care and in the event of any misbehaviour the parent or responsible adult can be asked to remove the persons under 18 years from CRSLSC premises.

### **By Law 9 – No smoking**

There is to be no smoking inside CRSLSC premises and an area outside the clubhouse maybe specifically designated for smoking.

### **By Law 10 – Sale and Consumption of Liquor**

The sale and consumption of liquor is governed by the *Liquor Licensing Act & Regulations 1997* and any other conditions set by Consumer and Business Services (or appropriate government body) and CRSLSC (see CRSLSC Alcohol Rules).

### **By Law 11 – Judiciary Procedures**

- 11.1** The Judiciary Panel will operate in the following manner and within these rules of procedure and the following definitions shall apply:
- (a) The “Panel” means the Judiciary Panel.
  - (b) “Member” means member of the club subject to the jurisdiction of the Board by which the Panel shall have been appointed.
- 11.2** The jurisdiction of the Judiciary Panel will be that of where a Member of the Club charged with having committed an offence, or appealing a decision of the Board to expel or suspend their membership, the Member shall be dealt with by the Judiciary Panel.
- 11.3** Every reference to the Panel shall be in clear and unambiguous form and shall clearly set out the matters required to be determined by the Panel.
- 11.4** Upon reference of an enquiry to the Panel the Secretary will forthwith appoint a time and place suitable to the Members of the Panel.
- 11.5** The Panel will conduct the enquiry referred to it within such time as the Board directs, provided always that a Member may apply for an adjournment by application in writing to be in the hands of the Secretary at least two (2) days before the time fixed for such enquiry.
- 11.6** The Panel will have the power to request the attendance of any Member at a meeting of the Panel. The Secretary will give at least two (2) days notice in writing to a Member informing him or her of the time and place of the meeting and the requirement to attend. The Secretary

will give such notice in writing at least three (3) days before the day appointed for the meeting to any Member whom the subject of the enquiry requests to be called as a witness.

**11.7** Any notice required by the rules to be given by the Secretary will be given in writing delivered personally or sent by prepaid post addressed to the Member concerned. A notice given by post will be deemed to have been given on the day following that on which it was posted.

**11.8** The Secretary will give to the subject of the enquiry at least seven (7) days notice in writing of the time and place appointed for the investigation. Such notice will state clearly the charge made and will be in or to the effect of the Form 1 (see attached).

### **By Law 12 – Patrol Accreditation**

#### **12.1 General Patrols**

- (a) Members between the ages of thirteen (13) and fifteen (15) years will have gained the Surf Life Saving Certificate accreditation in that season or have passed the annual proficient requirement for that award.
- (b) Members over the age of fifteen (15) years will have gained the Surf Life Saving Bronze Medallion accreditation in that season or have passed the annual proficiency requirements for that award.

#### **12.2 Ancillary Patrols**

- (a) Be of the age as defined by SLSSA's manuals who has gained the appropriate award relating to radio, resuscitation or first aid and be current as required in that discipline.
- (b) Members performing ancillary patrols may only participate in activity pertaining to the scope of their accreditation.

### **By Law 13 – Competition Accreditation**

**13.1** In order to participate in competition activity a Member will:

- (a) If between the ages of seven (7) and thirteen (13) years be accredited for their age group as defined by SLSSA.
- (b) If between the ages of thirteen (13) and fifteen (15) years be accredited with the Surf Life Saving Certificate in that season or be proficient for that award.
- (c) If over fifteen (15) years of age be accredited with the Bronze Medallion in that season or be proficient for that award.
- (d) Not be in default or arrears of patrol duties in excess of 10 hours.
- (e) Not be in default or arrears of financial obligations.



## **By Law 14 – Rules of Debate**

### **14.1 General**

- (a) The following rules will apply to the conduct of all meetings.

### **14.2 Chairman's Authority**

- (a) Whenever the Chairman rises during debate the Member then speaking will be silent and resume his or her seat.
- (b) In the case of any remark considered by the Chairman to be offensive or imputing improper motives the Chairman may call upon a speaker to withdraw and apologise.
- (c) The Chairman may call a Member to order. If such Member persists in being disorderly the Chairman may call upon such Member to withdraw from the meeting.
- (d) It will not be permissible to dispute the Chairman's rulings or move a motion of dissent from his or her rulings on matters of procedures and points of order.

### **14.3 Debate**

- (a) Any Member desiring to speak will stand up and address the Chairman.
- (b) If two (2) or more Members rise to speak at the one (1) time, the Chairman will decide who is entitled to priority.
- (c) The meeting may decide that a particular person will or will not be heard provided that a motion of this nature will not be debated.
- (d) No Member will interrupt another while speaking except to raise a point of order.
- (e) No speaker will digress from the subject under discussion.
- (f) No Member will use offensive or unbecoming words.
- (g) During the debate a Member may raise a point of order whereupon the Member then speaking will resume his seat until the point of order has been decided.
- (h) It will be competent for any Member to move a motion of dissent from the Chairman's ruling other than on matters of procedure and points of order. The mover of a motion of dissent will concisely state his point. The seconder and Chairman only may then speak to the motion.
- (i) At any time during the debate a Member may move "that the question be now put" provided the Chairman is satisfied that reasonable time for debate of the original motion has been allowed. The motion will be put without debate – it need not be seconded. This motion may be applied to an amendment in which case it is the amendment which is immediately put to the vote. It will not be competent for the mover, seconder or any

person who has spoken to the original motion or amendment to move “that the question be now put.”

#### **14.4 Motions and Amendments**

- (a) Any Member proposing a motion or an adjournment will state its nature before addressing the meeting thereon.
- (b) The mover of a motion will not occupy more than ten (10) minutes nor any other speaker more than five (5) minutes, provided that the meeting may by resolution, without debate, grant an extension of time to any speaker.
- (c) No Member may speak more than once to a motion except with the Chairman’s permission, in explanation or reply, or to ask a question provided that they may speak again on any amendment to the motion.
- (d) The mover of a motion’s right of reply will be exercisable at the end of the debate.
- (e) The mover of an original motion must get the consent of a seconder, and the approval of the meeting, before making any alteration to the wording of their motion.
- (f) Any Member (other than as provided in (g)) may move an amendment to a motion provided it is not a direct negative of the motion proposed to be amended.
- (g) The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment and vote in favour of it.
- (h) A particular Member may move or second one (1) amendment only to each motion, but may speak on any such amendment and vote in favour of it.
- (i) An amendment having been moved, it will not be competent to move any further amendment provided that notice may be given to intention to move a further amendment when the previous amendment has been determined. Only one (1) amendment can be considered at the one (1) time.
- (j) If there is an indication of more than one (1) amendment to be brought forward the mover of the original motion may elect to reply at the end of the debate on the first amendment.
- (k) The mover of an amendment has no right of reply.
- (l) A Member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of the debate.
- (m) Amendments will be put to the meeting before the motion is put, and will be committed to the meeting in the order in which they are received.
- (n) When an amendment is carried the motion as amended becomes the motion before the meeting.

- (o) Motions and amendments can be withdrawn only when a majority of those present at the meeting consent. A motion for withdrawal is open to debate which, however, must be confirmed to the matter of withdrawal.
- (p) If, after a motion has been determined, it is considered in the general interest that the matter should be re-opened for discussion before the termination of the same meeting, the meeting may, by unanimous vote – order its recommittal.

## Form 1

### SURF LIFE SAVING SOUTH AUSTRALIA INCORPORATED

#### JUDICIARY NOTICE

1. TO

---

(Member/Club/State Centre)

2. FROM: Chiton Rocks Surf Life Saving Club

3. You are hereby notified that the matter detailed below 5 has been referred to the Judiciary Panel at the direction and authority of:

---

(Meeting/Resolution/Date)

4. A meeting of the Judiciary Panel will be held as follows:

Date: Time: am/pm Venue:

5. The matter referred to the Judiciary Panel, in specific items of reference is:

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6. The person(s) named in 1 above are required to be present personally – or in the case of a club, to be represented by appropriate senior officer.

7. You should also arrange for the attendance of such witnesses as you may care to call upon your behalf, or

8. You may notify the Secretary of the Judiciary Panel, in writing, of the names and addresses of people whom it is wished to have called as witnesses.

This notification must be in the hands of the Secretary at least five (5) clear days BEFORE the date of the meeting. If the notification is made with sufficient information and within the time frames as set out above the Secretary of the Judiciary Panel will forward a notice and request the attendance of such witnesses.

The Judiciary Panel will not imply acceptance of responsibility of attendance of such witnesses or their expenses.

9. If the time and place appointed for the meeting at 4 above is not suitable then you may apply for an adjournment, in writing, to be in the hands of the Secretary at least two (2) days (48 hours) prior to commencement of the meeting.

10. The Constitution of the Club does not provide for representation by legal, or other representatives, as a right.

# ATTACHMENT 1

## Structure of the Chiton Rocks Surf Life Saving Club

| Board of Management |                                   |             |                |                       |                    |                         |                  |                    |
|---------------------|-----------------------------------|-------------|----------------|-----------------------|--------------------|-------------------------|------------------|--------------------|
| President *         | Vice President                    | Treasurer * | Secretary *    | Club Captain *        | Membership Manager | Competition Coordinator | Chief Instructor | Nipper Coordinator |
| Responsible Officer | Social &/or Fundraising Committee |             | Public Officer | Life Saving Committee |                    | Competition Committee   |                  | Nipper Committee   |
| Building Committee  |                                   |             |                |                       |                    |                         |                  |                    |

| Club Officers     |                                     |                            |                     |                     |                         |                   |                       |                   |
|-------------------|-------------------------------------|----------------------------|---------------------|---------------------|-------------------------|-------------------|-----------------------|-------------------|
| Patron            | Grants Officer                      | Bar Manager (RSA Officers) | Assistant Secretary | Vice Captain        | Assistant Registrar     | Swim Captain      | Bronze/SRC Instructor | Age Group Leaders |
| Vice Patron(s)    | Sponsorship Officer                 | Bookings Co-ordinator      | Webmaster           | First Aid Officer   | Clothing Manager        | Surf Boat Captain | IRB Instructor        |                   |
| Club Historian    | Social &/or Fundraising Officer (s) | Hon Book Keeper            |                     | IRB Officer         | Club Reporting Officers | Board Captain     | ARTC/Resus Instructor |                   |
| Hon Legal Officer | Publicity Officer                   | Maintenance Manager        |                     | ATV Officer         |                         | Beach Captain     | Lifesaving Adviser    |                   |
|                   |                                     | Club Cleaner               |                     | Radio Officer       |                         | Ski Captain       |                       |                   |
|                   |                                     |                            |                     | Patrol Captains     |                         | Carnival Officers |                       |                   |
|                   |                                     |                            |                     | Youth Co-ordinator  |                         |                   |                       |                   |
|                   |                                     |                            |                     | Hon Medical Officer |                         |                   |                       |                   |

\* Executive Committee

|  |   |
|--|---|
|  | These positions are elected or appointed on years that are an odd number  |
|  | These positions are elected or appointed on years that are an even number |

# Membership Categories

## Regulation 6.3

### SLSA Regulations – August 2011

The philosophy of SLSA is to establish and recruit persons to become Members for participation in surf lifesaving activities. Each Affiliated Club should provide for the following types of membership and the following minimum qualifications shall be adhered to:

#### 6.3.1 Probationary Membership

Probationary membership shall be the designation of any person for the time period between applying for membership and the gaining of an award and/or the granting of a formal category membership by the appropriate Affiliated Club committee.

**Note:** Probationary members are not Individual Members for the purposes of clauses 10 and 13 of the SLSA Constitution.

#### 6.3.2 Junior Activities Membership ("Nipper")

- a) A Junior Activity Member shall be a person who shall be a minimum age of five (5) years up to a maximum age of thirteen (13) years and such person shall be required to gain the relevant Surf Education Certificate for that person's age group.
- b) The key focus for five and six year old Junior Activity Members will be play participation and fun. Guidelines which support this focus will include:
  - i) beach activities that emphasise games and group activities,
  - ii) water activities to be limited to shallow water near the water's edge and
  - ii) no competition for these age groups other than that involved in fun games.

#### 6.3.3 Cadet Membership

A Cadet Member shall be a Member of the age qualification as defined in SLSA's Manuals (ie under 15) and, who has obtained the Surf Rescue Certificate or has passed an annual proficiency test.

#### 6.3.4 Active Membership

An Active Member shall:

- a) Be a Bronze Medallion holder.
- b) Fulfil patrol and Club obligations, as provided by SLSA and the Member's Club constitution.
- c) Qualify in an annual proficiency test unless the Member has obtained their Bronze Medallion in that season.

### **6.3.5 Reserve Active Membership**

- a) Reserve Active Membership may be granted by a Club to Active Members who have satisfactorily completed (from the gaining of the Bronze Medallion) at least eight (8) years of patrol and Club obligations as provided by SLSA and Club constitution. Reserve Active Membership shall not be automatic, but shall be granted by resolution of the appropriate club body.
- b) Reserve Active Members shall perform a minimum of patrols in each Affiliated Club where they hold Reserve Active Membership, as required by SLSA and further patrol duties at the discretion of the Affiliated Club/s management.
- c) Reserve Active Members shall complete the annual proficiency test.

**Note:** Reserve Active membership may be granted, under exceptional circumstances to Active Members irrespective of years of service.

### **6.3.6 General Membership**

- a) General Membership may be granted by a Club to persons who may or may not hold an SLSA award.
- b) General Members shall not have Affiliated Club voting rights unless elected to office or position which is provided with voting rights by the relevant Club constitution.
- c) General Members shall have privileges as determined by the respective State Centre.

### **6.3.7 Long Service Membership**

- a) Long Service Membership may be granted by a Club to Members who have completed ten (10) years active service or to Members who have completed eight (8) years active service plus four (4) years reserve active service.
- b) Such Members may be exempted from all patrol obligations and may be granted other special privileges of Membership as provided in their Club constitutions.
- c) Should such Members join another Affiliated Club the receiving Affiliated Club shall determine if such Member's Long Service shall be recognised by that Affiliated Club.

### **6.3.8 Award Membership**

- a) Award Membership may be granted by a Club to persons who hold an SLSA award of one, or more, of the following qualifications:- Surf Rescue Certificate, Radio award/s, Resuscitation Certificate, Advanced Resuscitation Certificate or First Aid Certificate (or equivalent).
- b) Such Members may be called upon to perform patrol and/or other club obligations within the ability of their qualifications.
- c) An Affiliated Club may grant an Award Member voting rights to that Affiliated Club if they are undertaking lifesaving patrol duties.

### **6.3.9 Associate Membership**

- a) Associate Membership may be granted by a Club to persons who may or may not hold an SLSA award.
- b) Associate Members shall not have Affiliated Club voting rights unless elected to office or position, which is provided with voting rights by the relevant Affiliated Club constitution.
- c) Associate Members shall have a joining and/or annual membership fee substantially greater than fees for other categories of membership.

### **6.3.10 Honorary Membership**

Honorary Membership may be granted by a Club to persons who may or may not hold on SLSA award.

### **6.3.11 Life Membership**

Life Membership of a Club may be granted by that Club to Members who have rendered distinguished, or special service as provided for in that Affiliated Club's constitution and is relevant to that Club only.

**Note:** SLSA Life Membership is governed by Regulation 4.5.

### **6.3.12 Past Active Membership**

- a) Past Active Membership may be granted by an Affiliated Club to persons who have held an SLSA Bronze Medallion and been an active patrol member for a minimum of three (3) years.
- b) Past Active Members may have Club voting rights at the discretion of the Affiliated Club.



## Guidelines for Keeping our Nippers Safe

### Sign In

- Each nipper group should have a nominated age group leader that keeps track of the number of nippers in the session for their group.
- Parents must sign nippers in at the sign in desk and deliver them to their age group leader/s.
- Once the session is ready to start the age group leader should conduct a role call and head count. All leaders for the group must be aware of the number of nippers in the group.
- If a family arrives after the group has already left the grass area, the parent must sign the child/children in and then take each child to their nipper age group leaders. Parents must ensure the age group leader is aware of the child joining the group.
- The age group leader should make a note of the new number of nippers in the group for that session and advise the other age group leaders.

### During the session

- If a child needs to leave the group either temporarily or to finish the session early, the child must speak to their age group leader and identify their parent or guardian.
- The child or leader can alert the parent who must collect the nipper from the group and confirm with the age group leader if the child is leaving the session or returning.
- The responsible age group leader should note the amended number of nippers in the group and advise the group's other age group leaders.
- If the parent is not visible on the beach, the child must remain with the group on the beach until their parent is available to take them to sign out or the session finishes and the group returns to the lawn area.

### Sign Out

- At the end of the session the age group leader will take the remaining group to the lawn area and wait for parents to collect them for sign out.
- Parents are responsible for signing their child out.
- The responsible age group leader must check each nipper has been signed out.
- If a nipper is not signed off the age group leader should enlist assistance to immediately locate the child. If the child is not located in 5 minutes the parent must be called on the emergency contact number.
- If parents or nominated carer is not there to sign the nipper out, the child must wait at the sign out desk with the age group leader until the parent arrives. If the parent doesn't arrive within 10 minutes after the session ends they should be called on the emergency contact number.

# Safe Transport Policy

## [CHITON ROCKS SLSC]

This policy aims to provide a basis for the responsible use and/or non-use of alcohol by THE CHITON ROCKS SLSC and to avoid any incidents as people travel to or from the club and its events.

The Club understands and accepts its responsibility to the safety of our members and friends. The following requirements will apply when alcohol is served, either at the club or during a club function.

- Bar staff shall encourage members and visitors to make alternate safe transport arrangements if they are considered to exceed .05 blood alcohol concentration (or .00 if probationary driver)
- A number of low-alcoholic and non-alcoholic drinks will be available at a lower cost than full strength alcoholic beverages
- Telephone calls will be made free of charge to arrange a taxi or other transport
- Contact telephone numbers for taxi services will be clearly displayed
- In specific cases, where a designated driver nominated by the club has accepted the responsibility to drive others home safely, the club will provide non-alcoholic drinks free of charge to a maximum of 2 drinks per function
- Bar servers will be provided non-alcoholic drinks and bar food free of charge by the club (only for club bar staff)
- The Club has accommodation facilities available should a member or visitor to the club require if they cannot access safe transport home. *Usual fees apply to non-members and Bar/Supporter Members*
- The Club offers complimentary filtered tap water at all times

### Policy Review

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

Signed: Lindy Lewis

Position: Secretary

Date: 15 December 2014

Signed: Aaron Lewis

Position: President

Date: 15 December 2014

Next policy review date is: 15 December 2015

# Alcohol Management Policy

## [CHITON ROCKS SLSC]

This policy provides the basis for the responsible use of alcohol by the CHITON ROCKS SLSC and is seen as fundamental to the aims of the club.

The club recognises the importance of holding a liquor licence, enabling it to generate income and hold social functions. In doing so however, we accept the responsibilities and expectations of the community in adhering to liquor licensing laws and the criteria of the *Good Sports* program.

To ensure the aims of the club are upheld and that alcohol is managed responsibly by the club and its members, the following requirements will apply when alcohol is served at the club or during a club function.

### **Serving Alcohol**

Alcohol will be served according to the legal and moral requirements of the club's Liquor Licence with the safety and wellbeing of patrons as the priority.

- The club maintains a current appropriate Liquor Licence
- Only RSA trained personnel over 18 will serve alcohol
- Bar personnel do not consume alcohol when on duty
- The club does not encourage excessive or rapid consumption of alcohol
- When serving non pre-packaged alcohol, standard drink measures will be served at all times
- Information posters/cards about standard drink measures will be displayed at the bar
- The club's Liquor Licence and all legal signage will be displayed at the bar
- Names of RSA trained bar personnel will be displayed
- An incident register shall be maintained and any incident recorded

### **Intoxicated Patrons**

- Drunk patrons will not be permitted to enter the premises
- Alcohol will not be served to any person who is intoxicated or drunk
- Bar personnel will follow RSA training procedures when refusing service
- Drunk patrons will be asked to leave the premises (after appropriate safe transport options are offered)

### **Underage Drinking**

- Alcohol will not be served to persons aged under 18
- Bar personnel and committee members will ask for proof of age whenever necessary or whenever in doubt
- Only photo ID's will be accepted as 'proof of age'

## **Alcohol Alternatives**

The club recognises that alcohol is not the only revenue stream available and actively encourages the sales of alternative products to that of alcohol.

- Tap water is provided free of charge (where available)
- One low-alcoholic drink and at least four non-alcoholic drink options are always available and are at least 10% cheaper than full-strength alcoholic drinks
- Substantial food is available when the bar is open for more than 90 minutes or more than 15 people are present
- The club will avoid using alcohol for member awards and fundraising prizes

## **Safe Transport**

The club has a (separate) Safe Transport Policy that is reviewed regularly in conjunction with this Alcohol Management Policy.

## **Smoke-Free**

The club has a (separate) Smoke Free Policy that is reviewed regularly in conjunction with this Alcohol Management Policy.

## **Club Trips**

The club will monitor and ensure any club trips, strictly adhere to responsible behaviour and alcohol consumption in accordance with the principles of this policy and the aims of the club.

## **Non Compliance**

All club committee members will enforce the alcohol management policy and any non-compliance, particularly in relation to Licencing Laws and will be handled according to the following process:

- Explanation of the club policy to the person(s) concerned, including identification of the section of policy not being complied with, and
- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person(s) to leave the club facilities or function

## **Committee Policy Management**

The presence of committee members is essential to ensure the operation of the bar and compliance with this policy. At least one committee member who is RSA trained are required to be present at all club functions when the bar is open.

Key responsibilities of the duty committee members are to:

- Meet visiting police, cooperate and assist with any inquiries,
- Compliance in respect of persons under 18 years of age on premises,
- Recording any incidents in the incident register, and
- Ensuring strict compliance with all sections of this policy in accordance with legal requirements and the *Good Sports* program.

## Policy Promotion

The Club will promote the alcohol management policy regularly by:

- Putting a copy of the policy in club communications, e.g. newsletters, website and printed member information,
- Displaying a copy of the policy in the club social rooms, and
- Periodic announcements to members at functions.

The Club recognises the importance of educating club members about the benefits of an alcohol management policy and will endeavour to provide information to assist this process.

The Club will actively participate in the Australian Drug Foundation's *Good Sports* program with an ongoing priority to maintain Level 3 accreditation.

## Policy Review

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

Signed: Lindy Lewis

Position: Secretary

Date: 15 December 2014

Signed: Aaron Lewis

Position: President

Date: 15 December 2014

Next policy review date is: 15 December 2015

# **Chiton Rocks SLSC**

## **Booking Policy**

### **Statement**

The club seeks to maximise income by hiring the clubroom to groups. The club's primary market is school and recreation groups during mid-week and other surf lifesaving clubs. Weddings and special functions are less attractive (and incur greater risks and workload for the club) and therefore attract a premium.

Chiton Rocks SLSC is a volunteer SLSC and not a professional venue hire facility, hence our rates are low and the facilities are as found.

Strict laws surround Liquor Licencing and there are heavy penalties for breaches. Chiton Rocks SLSC encourages a family friendly, safe environment and encourages members and visitors to behave appropriately at all times and will not tolerate behaviour that impacts negatively on the club.

### **Availability**

The club is generally not available for bookings as follows:

- From Xmas day to the end of the second weekend in January,
- Australia Day and adjoining weekend (Club Champs),
- March long weekend (Adelaide Cup weekend),
- Last weekend in March (Members and Friends Day),
- Easter,
- October long weekend (working bee),
- First weekend in November (Fundraising Night) and,
- Weekend of the AGM and Annual Dinner (will vary each year),
- Nipper Weekends.

However, these dates are to be confirmed by the Board of Management each year and may be negotiated.

The Board of Management will advise the Booking Officer of any other dates when the club is unavailable as soon as known.

### **Facilities**

The club has (uni-sex) dormitory accommodation for 26 people.

The maximum capacity of the licensed area is 160 people.

During the patrolling season the club does not allow exclusive bookings and surf life savers and visitors will still have use of the club. The bunkhouse can be booked at any time for exclusive use by negotiation with the Board of Management.

The flat is to be available to members on weekends all year round (unless expressly negotiated for a booking).

## **Outside Bookings/Toop & Toop Bookings**

### **Accommodation Only**

1. Unisex dormitory style accommodation at \$20 per head per night unless otherwise negotiated with the Board of Management.
2. A \$200 deposit is required to secure a booking. The deposit is 50% refundable up to 21 days before the booking. The deposit is non refundable for cancellations within 21 days of a booking. A booking may be postponed for up to 6 months (subject to availability and at discretion of the Board of Management), provided re-booking is made within 28 days, otherwise deposit is forfeited.
3. Groups must identify a contact person who will complete the booking sheet, sign the terms and conditions and provide identification (eg copy of driver's licence or other photo ID showing current address). The signed Terms and Conditions and information as per Booking Sheet must be received by Toop & Toop, who will copy and provide, or scan and email, to the Booking Officer, and payment is made to Toop & Toop, to confirm the booking.
4. Full payment to be made one week prior to booking unless otherwise negotiated unless otherwise negotiated with the Board of Management who will inform the Booking Officer.
5. Any damages will be charged at cost to repair.
6. Full use of clubhouse facilities as found but excluding the following:
  - the flat,
  - the first aid room and boat shed (subject to negotiation for surf lifesaving clubs),
  - any lifesaving equipment (subject to negotiation for surf lifesaving clubs),
  - any cupboards or doors that are locked or labelled NOT AVAILABLE or similar,
  - the bar (subject to negotiation).

### **Weddings or Special Functions**

1. The club does not accept bookings for bucks nights, strip shows, football clubs, 16<sup>th</sup> or 18<sup>th</sup> birthday parties or similar at the discretion of the Board of Management.
2. Flat rate of \$500 plus \$200 bond to be paid in full at least 1 week before the event date (\$700 total). The bond will be used towards any damages and a separate invoice will be sent to the contact person who will be held responsible for any damages not covered by the bond. The bond will be refunded if there are no damages.
3. \$200 deposit to secure booking – the event is not secured until the deposit is paid. The deposit forms part of the \$500 fee. The deposit is 50% refundable up to 21 days before the booking date. The deposit is non refundable within 21 days of the date of the booking.
4. Groups will be charged \$100 for cleaning.
5. Bunkhouse accommodation is included for one night to a maximum of 26 people. Camping accommodation is by negotiation only.

The club capacity is 160 people.

6. A group may negotiate access to the club the day before to set up. Club members will still have access to the club, but a group can book exclusive use of the bunkhouse.

## **Alcohol & Liquor Licencing**

1. **All alcohol sales** will be through the Chiton Rocks SLSC bar at bar prices and in accordance with the licence. It is the responsibility of the contact person on behalf of the group booking the club to discuss with the Booking Officer any special requirements for the bar (product types, quantities, etc). The bar account must be settled either prior to the night (upfront payment to set limit) or on the night.

- a. **Liquor Licensing -**

- a) If booking requires bar service Chiton Rocks SLSC must suspend its liquor licence (we will not meet member ratio of 1 member per 5 guests). Booking Officer or Bar Manager will arrange the appropriate Liquor Licence to accommodate the booking. This cost will be added to the booking fee.

Groups may bring their own champagne for a \$100 corkage fee.

- b) If booking advises they do not require bar service Chiton Rocks SLSC must still suspend its liquor licence (they may BYO and not adhere to our licence conditions which would put the club at risk). It then becomes the responsibility of the contact person to ensure the appropriate liquor licence is put in place to accommodate their booking.

## **Overview of costs**

|  |              |
|--|--------------|
| Booking Fee (includes \$200 deposit to secure booking) | \$500        |
| Bond (refundable if no damage)                         | \$200        |
| Corkage (champagne only)                               | \$100        |
| Cleaning   | <u>\$100</u> |
|  | \$900        |
| Plus bar or Liquor Licence (if required)               |              |



## **Member Bookings**

### **Payment**

1. Flat rate of \$100 plus \$100 bond to be paid in full at least 1 week before the event date (\$200 total). The bond will be used towards any damages and a separate invoice will be sent to the member who will be held responsible for any damages not covered by the bond. The bond will be refunded if there are no damages.
2. \$50 deposit to secure booking – the event is not secured until the deposit is paid. The deposit forms part of the \$100 fee. The deposit is 50% refundable up to 21 days before the booking date. The deposit is non refundable within 21 days of the date of the booking. A booking may be postponed for up to 6 months (subject to availability and at discretion of the Board of Management), provided re-booking is made within 28 days, otherwise deposit is forfeited.
3. The Member will be charged \$100 for cleaning.

### **Overview of costs**

|   |              |
|---|--------------|
| Booking Fee (includes \$50 deposit to secure booking) | \$100        |
| Bond (refundable if no damage)                        | \$100        |
| Cleaning  | <u>\$100</u> |
|   | \$300        |
| Plus bar & liquor licence (if required)               |              |

### **Accommodation**

4. Members can stay in the Bunkhouse at no cost but any non members are required to pay \$20 per head per night. Maximum is 26 people. Camping accommodation is by negotiation only.
5. The club capacity is 160 people.
6. Club members will still have access to the club, but a member can book exclusive use of the bunkhouse by negotiation with the Board of Management.

## **Alcohol & Liquor Licencing (for Member Bookings)**

7. **All alcohol sales** will be through the Chiton Rocks SLSC bar at bar prices and in accordance with the licence. It is the responsibility of the member/contact person on behalf of the booking to discuss with the Booking Officer any special requirements for the bar (product types, quantities, etc). The bar account must be settled either prior to the night (upfront payment to set limit) or on the night.
8. **Liquor Licensing -**
  - a) If booking requires bar service:
    - *determine number of members to non-members*  
(allowed to have 1 member per 5 guests)
    - *will they have entertainment*  
(may need to get an entertainment consent on our licence)
    - *are they willing to comply with no drinking between 12 midnight and 5am*

*and any other conditions on our licence*

(may need to extend our licence, or suspend & seek alternative licence)

Booking Officer or Bar Manager to arrange the appropriate Liquor Licence to accommodate the booking. This cost will be added to the booking fee.

Groups may bring their own champagne for a \$100 corkage fee.

- b) If booking advises they do not require bar service Chiton Rocks SLSC the member must seek written permission from the Board of Management to have BYO alcohol on the premises. Our licence may need to be suspended (if they do not adhere to our licence conditions which would put the club at risk). It then becomes the responsibility of the member/contact person to ensure the appropriate liquor licence is put in place to accommodate their booking.

### **Review**

- This policy will be reviewed each year by the Board of Management at the next meeting following the AGM.
- The Board of Management reserves the right to change this policy at any time or to refuse a booking without disclosure.

Policy Number 1/06

Endorsed by the BOM (20/3/2006)

Last reviewed (May 2012)

# **Chiton Rocks SLSC Alcohol Rules**

**The Licensed Area is the entire top level of the club including balconies, toilets and the bunkhouse.**

1. Minors (anyone under 18 years of age) CANNOT sell, serve or supply alcohol and CANNOT be served, be sold or be supplied, or in any way obtain, or consume alcohol in the licenced area. Note: This offence can carry a \$20,000 fine for the licensee (Executive Committee) and the responsible person, and a \$5,000 fine for any other person selling or supplying the alcohol.
2. BYO alcohol can not be brought into the licenced area when the bar is open.
3. Alcohol cannot be sold for consumption off the licenced premises.
4. It is an offence to serve alcohol to an intoxicated person. Note: This offence carries \$20,000 fine and this can be applied to the licensee (Executive Committee), the responsible person, and person selling or supplying the alcohol.
5. Our **Limited Club Licence** allows:
  - For the sale or supply for consumption on the premises by members of the club to members or a guest of a member (the member must be present on the premises).
  - **A member may have 5 guests on the club premises at any one time and the member is responsible for their guests.**
6. At times the Board of Management may suspend the Limited Club Licence and seek an alternative licence for a particular purpose, other conditions may apply to an alternative licence.
7. Bar Servers are required to have their RSA (Responsible Service of Alcohol) Certificate and can not be affected by alcohol or consuming alcohol whilst serving alcohol.

## **Our Licence Operates as follows:-**

- **any day** between 5 am and midnight (except Sunday, Good Friday and Xmas Day)
- **Sunday** (not being Xmas Day) between 11am and 8pm or if the Sunday is New Year's Eve, between 11am and midnight
- **Xmas Day** between 9am and 11 am
- **New Year's Day** between midnight and 2am (in addition to the hours authorised above)

Alcohol can only be sold / supplied / consumed (including BYO) on the premises under our licence in accordance with above unless you have organised with the Board of Management other arrangements ie suspension or alternative licence.

## **DO NOT PUT OUR LICENCE OR THE CLUB AT RISK!**