

WAUCHOPE BONNY HILLS

SURF LIFE SAVING CLUB INC BY-LAWS

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1. BOARD MEMBERS POWERS AND DUTIES

BOARD MEMBERS:

President, Vice President, Director of Administration, Director of Finance, Director of Lifesaving, Director of Education, Director of Surf Sport & Director of Youth Development.

PRESIDENT

Responsible to:

- Board.
- Members.

Responsible for:

- Vice President.
- Director of Life Saving.
- Director of Surf Sports.
- Director of Junior Activities.
- Director of Administration.
- Director of Finance.
- Director of Education.

Position Description:

The President shall administer and be responsible for all affairs of the Club and shall chair all meetings appertaining to the administration of the Club, except as provided for in these rules, and shall report to each Executive Committee meeting those activities undertaken on behalf of the Club.

Duties:

- Liaises and represents Wauchope-Bonny Hills SLSC on appropriate committees and occasions.
- Represents Wauchope-Bonny Hills SLSC at SLS Mid Coast meetings.
- Oversees and monitors policy of Wauchope-Bonny Hills SLSC.
- Liaises with Patron, Sponsors and Life Members as appropriate.
- Represents Wauchope-Bonny Hills SLSC at official functions.
- Convenes and acts as Chairman of Management Committee and Executive meetings.
- Is an ex-officio representative on all club sub-Committees.
- Oversees Annual and long term Club Development Plan.
- Issue of Club Keys.
- Holds the Liquor Licence of the Wauchope-Bonny Hills SLSC.

Delegations:

- Issue public statements on behalf of the club.
- Cheque book signatory.

Performance Indicators:

- Members are aware of all club undertakings.
- Club operating within objectives.
- Club complying with all statutory and SLSA requirements.

VICE PRESIDENT

Responsible to:

- Board.

Responsible for:

Duties as set by President.

Position Description:

The Vice President shall assist the President in all affairs of the club and shall chair all meeting appertaining to the administration of the club when the president is not available. Committee meeting those activities undertaken on behalf of the club.

Duties:

- Liaises and represents Wauchope-Bonny Hills SLSC on appropriate committees and occasions.
- Represents Wauchope-Bonny Hills SLSC at Mid North Coast Branch meetings.
- Oversees and monitors policy of Wauchope-Bonny Hills SLSC.
- Liaises with Patron, Sponsors and Life Members as appropriate on behalf of the President.
- Represents Wauchope-Bonny Hills SLSC at official functions when the President is not available.
- Is an ex-officio representative on all club sub-Committee's as the President directs.
- Assists the President with regard to Annual and long term Club Development Plan.

Delegation:

Chequebook signatory.

Performance Indicators:

- Members are aware of all club undertakings.
- Club operating within objectives.
- Club complying with statutory and SLSA requirements.
- Club remaining strong and harmonious.
- Club officers fulfilling their office descriptions.
- Club establishes, maintains and reviews long-term development plan on annual basis.
- Club establishes, maintains and reviews annual development plan on monthly basis.
- Annual report and Financial Statement presented to members within 2 month of end of financial year.

DIRECTOR OF ADMINISTRATION

Responsible to:

President.

Responsible for:

- Registrar – surfguard membership and maintenance of surfguard.
- Legal Officer.
- Web-based maintenance.
- Merchandise Officer.
- Publicity/Marketing & Sponsorship Officer.
- Administration Assistant.

Position Description:

The Director of Administration shall conduct all the correspondence of the Club, be responsible for the clerical administration of the Club and for the exhibiting of all instructions and notices on the notice board.

The Director of Administration shall ensure that records are kept of the business of the Club, including the Rules, By Laws and Regulations, Register of Members, minutes of all general and committee meetings and a file of correspondence. These records shall be held in the custody of the Administration Director. Representative on the Club Executive. Shall act as the club's 'Public Officer' with Dept. of Fair Trading.

Duties:

- Record and publish minutes of all committee and sub-committee meetings.
- Receive and record all incoming correspondence sent to the club.
- Issue incoming correspondence to the appropriate club officers and report the receipt and action to the management committee.
- Issue and record all outgoing correspondence from the club and report such issue to the management committee.
- Representative on Club Executive.
- Represents Wauchope-Bonny Hills SLSC on appropriate committees.
- Shall submit annual returns with Dept. of Fair Trading.
- Convene and prepare agendas for meetings where appropriate.
- Maintain Club Constitution and have same available for member's reference.
- Be responsible to the President.
- Delegate duties/activities to the Administration Assistant.

Delegations:

Chequebook signatory.

Performance Indicators:

- All correspondence distributed to appropriate officers within 7 days.
- All correspondence recorded and presented to next Executive / Management Committee meeting.
- All outgoing correspondence sent within 7 days of Executive Management Committee meeting.
- Minutes of previous Executive / Management Committee meeting distributed 2 days prior to next meeting.
- Members are aware of all club undertakings.
- Club operating within objectives.
- Club complying with statutory and SLSA requirements.
- Club remaining strong and harmonious.
- Register fulfilling office description.
- Minute Secretary fulfilling office description.
- Registrar fulfilling office description.
- Surfguard records are maintained.

DIRECTOR OF FINANCE

Responsible to:

President.

Responsible for:

- Bar Manager.
- Functions Manager.
- Audit.
- Administration Assistant.

Position description:

Control financial aspects of the Club as authorised and outlined in the rules and pay such accounts, which have been presented to the Executive Committee and approved, for payment. Ensure that all money received by the Club is paid into an account in the Club's name as soon as practicable and without deduction, and a receipt is issued. Ensure that correct books and accounts are kept, showing the financial affairs of the Club. These records shall be held in the custody of the Finance Director. Control financial aspects of the Club as authorised and outlined in the rules. Prepare a list of accounts for payment, unrepresented cheques and a full reconciliation. Representative on Club Executive.

Duties:

- Liaise with Club Auditor on Incorporation and reporting matters.
- Control financial aspects of the Club as authorised and outlined in the rules and pay such accounts, which have been presented to the Executive Committee and approved, for payment.
- Ensure that all money received by the Club is paid into an account in the Club's name as soon as practicable and without deduction, and a receipt is issued.
- Ensure that correct books and accounts are kept, showing the financial affairs of the Club. These records shall be held in the custody of the Finance Director.
- Control all financial aspects of the Club as authorised and outlined in the rules.
- Prepare a list of accounts for payment, unrepresented cheques and a full reconciliation.
- Delegate any financial payments and invoicing to the Administration Assistant.

Delegation:

Chequebook signatory.

Performance indicators:

- Members are aware of all club undertakings.
- Club operating within objectives.
- Club complying with statutory and SLSA requirements.
- Club remaining strong and harmonious.
- Assistant Treasurer fulfilling office description.
- Club operating within financial objectives.
- Annual Financial Statement successfully audited.
- Financial Status report presented to each Executive / Management Committee meeting

DIRECTOR OF LIFE SAVING:

Responsible to:

President.

Responsible for:

- Assistant Lifesaving Director.
- Patrol Captains.
- Motorised Equipment Officer (with exception of Competition Matters).
- Assistant Motorised Equipment Officer.
- WH & S Officer.
- First Aid Officer.
- Radio Officer.
- Surfguard (patrol hours).

Position description:

Shall be responsible for the conduct of members in all patrol related activities, for the discipline in consultation with Judiciary of members and for the conduct of Surf Life Saving operations, including patrolling and rescue operations. The Life Saving Director may at times be referred to as the Club Captain.

Duties:

- Prepares a patrol roster for the elected season and communicates with all patrolling members regarding their responsibilities.
- Ensure that all patrolling records are entered into Surfguard within 10 days of each patrol.
- Liaison with patrolling members with regard to personal patrol hours.
- Liaises and represents Wauchope-Bonny Hills SLSC on appropriate committees and occasions.
- Ensures all new members gain awards.
- Responsible for the discipline of members whilst on patrol duties.
- Reports and gives advice to Management Committee and Executive.
- In consultation with appropriate Advisers and officers develops and is responsible for all patrolling and Life Saving activities.
- Representative on Club Executive.
- Develops and maintains long-term approach to operation and replacement of equipment.
- Responsible for education and training on IRB & All-Terrain Vehicle matters.

Delegations:

- Ensure all first aid supplies are maintained.
- Ensure all radios are in working order.
- Ensure that all motorised vehicles (All-Terrain Vehicle & IRB's) are in working order at all times.
- Club fulfils its WH & S obligations.

Performance Indicators:

- Members are aware of all club undertakings.
- Club operating within objectives.
- Club complying with statutory and SLSA requirements.
- Club remaining strong and harmonious.
- Club discipline maintained.
- Patrol Officers fulfilling office description.
- Motorised Equipment Officer fulfilling office description.
- Patrols strengths, see no weak patrols.
- No Breaches of Patrol Agreement.
- All active members proficient in use of IRB.
- Patrol teams are compliant.

- Patrol Operation Plan in place and approved by Mid North Coast Branch.

DIRECTOR OF EDUCATION

Responsible to:

President.

Responsible for:

Training Officers and Assessors.

Position Description:

Shall be responsible for all Training and Education within the Club. They shall arrange and be responsible for classes of instruction in the methods of Surf Life Saving as laid down in the Surf Life Saving Manuals to all members of the club and shall arrange for examinations for awards.

Duties:

- Representative on Club Executive.
- Conducts proficiencies in conjunction with Lifesaving Director.
- Coordinates lifesaving education programs in line with SLSA and SLS NSW policies and procedures.
- Liaises with other Clubs to maximise the use of training and assessment resources and personnel.
- Monitors quality of training and assessment within the Club.
- Provides feedback and support for Training Officers and Assessors.
- Encourages all new members gain awards.
- Confirms squad members are adequately prepared prior to assessment.
- Responsible for the discipline of members during training and assessment sessions.
- Reviews the effectiveness of new training equipment and instruction methods and provides advice to the Committee and Branch.
- Ensures that all new awards are recorded/submitted in Surfguard.
- Oversee award training at all times.

Delegation:

Recommend to Executive committee any purchases for effective education & training of club members.

Performance Indicators:

- Club complies with all SLS NSW and SLSA requirements relevant to education.
- All new members complete an award in their first full season.
- Club Captain has sufficient qualified members to create compliant patrol listings.
Training officers and assessors fulfil their role description.

DIRECTOR OF SURF SPORTS (FORMERLY COMPETITION)

Responsible to:

President.

Responsible for:

- Boat Captain.
- Beach Captain.
- Craft Captain.
- Motorised Equipment Officer (On Competition Matters).
- Club Coaches.
- Surfguard (competition).

Position description:

Shall be responsible for the conduct of all Competition activities both internal and external to the club. They shall be responsible for all coaching, competition training, competition craft, club competition, SLSA competition and the conduct of members at these activities.

Duties:

- Liaises and represents Wauchope-Bonny Hills SLSC on appropriate committees and occasions.
- Responsible for the discipline of members in competition associated instances.
- Reports and gives advice to Management Committee and Executive.
- In consultation with appropriate Advisers and officers develops and is responsible for all competition and coaching.
- Representative on Club Executive.
- Responsible for Club Competition Officials.
- Responsible for selection of teams.
- Responsible for nomination of entries for all country, state and branch carnivals.
- Liaise with Surfguard officers.

Delegations:

Recommend to Executive committee any equipment purchases for effective competition.

Performance Indicators:

- Members are aware of all club undertakings.
- Club operating within objectives.
- Club complying with statutory and SLSA requirements.
- Club remaining strong and harmonious.
- Club discipline maintained.
- Motorised Equipment Captain fulfilling office description in competition field.
- Boat Captain fulfilling office description.
- Craft Captain fulfilling office description.
- Beach Captain fulfilling office description.
- Club Coaches fulfilling office description.
- Club has Competition Officials to support Competitors.
- Competition Coaching is available in all disciplines.
- Three rounds of Club Championships held.
- Club point score of all age groups held.
- Set and review annual competition goals.

DIRECTOR OF YOUTH DEVELOPMENT

Responsible to:

President.

Responsible for:

- Junior Activities Committee.
- Water Safety Co-Ordinator.

Position Description:

Shall be responsible for the conduct of members under the age of fourteen in all Club activities, for the general awareness in Surf Life Saving, competition, training and for the discipline of those members.

Duties:

- Liaises and represents Wauchope-Bonny Hills SLSC on appropriate committees and occasions.
- Responsible for the discipline of Junior (U14) members.
- Reports and gives advice to Management Committee and Executive.
- In consultation with appropriate Advisers and Officers develops and is responsible for training, social and competition activities for Junior Activities (U14) Members.
- Representative on Club Executive.

Delegations:

Recommend to Executive committee any purchases for effective education, competition and social activities for Youth Development.

Performance Indicators:

- Members are aware of all club undertakings.
- Club operating within objectives.
- Club complying with statutory and SLSA requirements.
- Club remaining strong and harmonious.
- Club discipline maintained.
- Junior Activities Committee fulfilling office description.
- Water Safety Co-Ordinator fulfilling role.
- That the majority of Junior Activities members gain their SRC and continue on with the club past the Under 15 age group.

2. COMMITTEE SUPPORT POSITIONS

PUBLIC OFFICER

Responsible to:

President & club executive.

Responsible for:

- The designated person for the Dept. of Fair Trading.
- Ensure the Form 14 & A9 are lodged within the Dept. OF Fair Trading guidelines.

Positon Description:

The Public Officer must understand the role within Dept. Of Fair Trading licensing and process a basic knowledge of Dept. Fair Trading guidelines. Good organisational skills & computer skills for input of online reporting. Communicate efficiently.

WHS OFFICER

Responsible to:

President and Director of Life Saving.

Responsible for:

Ensuring the Club's Health and Safety and rehabilitation systems are up to date implemented and monitored in all areas within surf lifesaving.

Duties:

- Implement and oversee risk management procedures.
- Set up, implement and monitor injury reporting system.
- Carry out investigations of surf club work place incidents.
- Set up, implement and monitor WHS education and training systems.
- Implement systems to review work place stress and critical incidents.
- Liaise with Rehabilitation Provider to implement return to work plan.

REGISTRAR

Responsible to:

Director of Administration & Finance.

Responsible for:

- Surfguard – Registration of Members.
- Surfguard - Membership/Club equipment.

Position Description:

The Registrar shall assist the Administration Director to maintain a list of members. This list should include information on date joined, awards, positions held and other relevant facts. The registrar should make this information readily available to Management Committee members for the benefit of the Club.

Duties:

- Advises and assists the Administration Director.
- Accepts and records membership applications for both new and re-joining members.
- Presents new and re-joining member applications to Executive / Management Committee Meetings for approval.
- Maintains the club's member register including information on date joined, awards, proficiencies, positions held, competition entries, club equipment and other relevant facts.
- Maintains a register of all new awards gained.

Delegations:

- Patrol Hours.
- Competition entries.
- Club equipment.
- Maintaining membership.

Performance Indicators:

- Club remaining strong and harmonious.
- Membership application list tabled at each Executive / Management Club Meeting.
- Club Members Register Maintained and up to date.

MOTORISED EQUIPMENT OFFICER**Responsible to:**

Director of Life Saving.

Responsible for:

IRB's.

All-Terrain Vehicle.

IRB's maintenance and care.

All-Terrain vehicle maintenance and care.

Position Description:

- Shall assist the Life Saving Director and be responsible for the care, maintenance and housing of the inflatable rescue boat/s and gear & All-Terrain Vehicle.
- Shall be also responsible for the training, rostering and supervision of all IRB drivers and crew in consultation with the Lifesaving Director. They shall also encourage IRB competition in consultation with the Competition Director.

Duties:

- Advises and assists Life Saving Director with IRB issues.
- Reports and gives advice to Executive / Management Committees.
- Oversees operations of IRB at all times.
- Develops and maintains long term approach to operation and replacement of equipment.
- Ensures an IRB & All-Terrain Vehicle is available for rescue work at all times.
- Effects maintenance and repairs to IRB's, motors and All-Terrain Vehicle as required.
- Promotes the development of IRB's and crews by competition, education and other means available.

Delegations:

- Recommend to Executive committee any purchases for effective maintenance of Motorised Equipment.
- Purchase of fuel for IRB / All-Terrain Vehicle operation as required, as well as minor consumables and maintenance parts.

Performance Indicators:

- Club remaining strong and harmonious.
- Every Patrol has IRB driver.
- Two IRB's available for use at all times.
- All-Terrain Vehicle available for use at all times.
- Support DOL to ensure members available and accessible to Police for callout at all times.

PATROL CAPTAINS

Responsible to:

Director of Lifesaving.

Responsible for:

Patrol Members on their listed patrol.

Position Description:

Check and have placed on the beach all gear as is required by the Mid North Coast Branch, SLSA. Allot duties to each patrol member immediately on the commencement of patrol. Ensure that the last patrol on duty each day returns all gear in a cleaned and serviceable condition and see that such gear is securely stowed. Oversees appropriate information into the Surf Life Saving Operations App. Be conversant with Local Government Ordinance relating to the powers of surf clubs, duty officer, etc. The utmost discretion should be used in all dealings with the public.

Duties:

To supervise and coordinate Patrols and Patrolling members.

Delegations:

Report any default members to the Lifesaving Director.

Performance indicators:

- Club remaining strong and harmonious.
- No repeat patrol defaulters.
- Patrol Captains and members remain proficient throughout season.
- All Patrol Equipment is in good repair.

CRAFT CAPTAIN

Responsible to:

Director of Competition.

Responsible for:

Board and Ski Craft.

Position Description:

Shall assist the Director of Surf Sports and be responsible for the care, maintenance and housing of all boards and skis and shall also responsible for the training and coaching of members in board and ski skills.

Duties:

- Advises and assists Competition Director with equipment issues.
- Reports and gives advice to Executive / Management Committees.
- Oversees operations and maintenance of Club Competition equipment.
- Responsible for education and training on Board & Ski matters.
- Develops and maintains long-term approach to operation and replacement of Board & Ski Equipment.
- Ensures equipment is available for Competition and Training at all times.
- Effects maintenance and repairs to all equipment as required.
- Ensure club active Board and Ski Training Programs.

Delegations:

Recommend to Executive committee any purchases for competitive equipment.

Performance Indicators:

- Club remaining strong and harmonious.
- Equipment available for use at all times.
- Support Surf Sports Director to ensure coaches are available for Board & Ski Training throughout the year.
- Support Surf Sports Director to provide training / coaching programs

SURF BOAT CAPTAIN**Responsible to:**

Competition Director.

Responsible for:

Surf boat competitors.

Position Description:

Shall assist the Director of Competition and be responsible for the care, housing and maintenance of all surfboats and surf boat equipment and shall supervise and organise the training of members in surfboat activities.

Duties:

- Advises and assists Competition Director with boat issues.
- Reports and gives advice to Executive / Management Committees.
- Oversees operations and maintenance of Club Boats.
- Responsible for education and training on Boat matters.
- Develops and maintains long-term approach to operation and replacement of Boat Equipment.
- Ensures equipment is available for Competition and Training at all times.
- Effects maintenance and repairs to all equipment as required.
- Ensure club has an active Boat Training Program.
- Maintain a register of compliant, proficiency and patrol hours for all boat rowers.

Delegations:

Recommend to Executive committee any purchases for competitive equipment.

Performance Indicators:

- Club remaining strong and harmonious.
- Equipment available for use at all times.
- Ensure Sweeps and Coaches are available for Boat Training throughout the year.
- Provide training / coaching programs.
- Set and review annual competition goals.

BEACH CAPTAIN**Responsible to:**

Director of Surf Sports.

Responsible for:

Beach Competitors.

Position Description:

The Beach Captain shall assist the Competition Director and be responsible for equipment and shall supervise and organise the training of members in beach activities.

Duties:

- Advises and assists Competition Director with beach issues.
- Reports and gives advice to Executive / Management Committees.

- Overseers operations and maintenance of beach equipment.
- Responsible for education and training on beach matters.
- Ensures equipment is available for Competition and Training at all times.
- Effects maintenance and repairs to all equipment as required.
- Ensure club has an active Beach Program.

Delegation:

Recommend to Executive committee any purchase for competitive equipment.

Performance Indicators:

- Club remaining strong and harmonious.
- Equipment available for use at all times.
- Provide training / coaching programs.
- Set and review annual competition goals.

WATER SAFETY CO-ORDINATOR

Responsible to:

Director of Youth Development.

Responsible for:

Sets safe courses. Correct number of W/S personnel are available. Conduct and complete risk assessment.

Position Description:

Develops and maintains water safety program for training days and club competition events in conjunction with Director of Youth Development.

Duties:

- Liaise with Motorised Equipment Captain regarding equipment availability.
- Liaise with Director of Lifesaving regarding IRB crew availability.
- Liaise with Director of Lifesaving & Director of Junior Activities re water safety personnel.
- Liaise with Patrol Captain.
- Report any repairs or maintenance of equipment to Director of Youth Development.

Performance Indicators:

- Club remaining strong and harmonious.
- Adequate Water safety is provided for club activities.

FIRST AID OFFICER

Responsible to:

President.
Director of Lifesaving.
Director of Education.

Responsible for:

Stocking and maintaining all First Aid and refilling Oxygen bottles as needed.

Positions Description:

Stocking and maintaining all First Aid and refilling Oxygen bottles as needed.

Duties:

- Support Director of Education with First Aid training.
- Promote First Aid competition in conjunction with Surf Sports Director.
- Liaise with WHS officer.

ADMINISTRATION ASSISTANT

Responsible to:

President.
Director of Administration.
Director of Finance.

Responsible for:

Collection of mail from the post office and duties as described below.

Positions Description:

The Administration Assistant shall support the Directors of Administration & Finance.

Duties:

- Advises and assists the Director of Administration with their duties.
- Writing correspondence and reports as required.
- Assist the Director of Administration developing and maintaining a member communication strategy (regular newsletter/email/Facebook etc. channels).
- Assist the Director of Administration developing and maintaining sponsorship arrangements including maintaining existing relationships and establishing new sponsorship partners.
- Maintain membership records including regular surfguard requirements and administration for new award members and proficiency updates.
- Advice Motorised Equipment Officer and Surf Boat Captain of boat registrations.
- Support Functions Manager organising club social functions and presentations.
- Assisting with major events, which the club may conduct from time to time.
- Assisting with Beaches Function Centre bookings, deliveries and rostering.
- Ordering club equipment and supplies and receiving deliveries etc.
- Advises and assists the Director of Finance with their duties.
- Payment of approved accounts and Xero administration.
- Ensure that all money received by the Club is paid into an account in the Club's name as soon as practicable and without deduction, and a receipt is issued.
- Assist Finance Director with receipting all membership fees.

Performance Indicators:

- Club remaining strong and harmonious.
- Minutes are distributed after all meetings.
- Financial Status report presented to each Executive / Management Committee meeting.

MERCHANDISE OFFICER

Responsible to:

Director of Administration.

Position Description:

Shall assist the Executive members to promote, maintain stocks and sales of SLSA & club merchandise to the club's members.

Duties:

- Order SLSA merchandise as appropriate to club needs.
- Order club merchandise as appropriate to club needs.
- Ensure correct receipting is maintained for all sales and funds are deposited in club account.
- An audit of stock is taken at the end of each patrolling season.

Performance Indicators:

- All club members have access to SLSA and club uniforms.
- Adequate stocks of merchandise is available to new members.

BAR MANAGER

Responsible to:

President.
Director of Finance.

Position Description:

Shall manage the licensed bar of the Wauchope-Bonny Hills SLSC.

Duties:

- Maintain stocks within the bar area of the main hall.
- Maintain a stocktake of all supplies.
- Maintain a financial record of all inwards and outgoing finances.
- Maintain a financial record of monies paid to bar staff.
- Deposit takings in bank at the first opportunity following event.
- Notify Finance Director of any outstanding account in relation to the 'Bar' area.
- Appoint bar staff who have RSA qualifications.
- Records to be presented to the Finance Director on a monthly basis prior to Management meeting.
- Liaison with the Functions Manager re hall bookings.
- Any Licensing Commission returns to be collaborated with the Finance Director.
- Report any incidents to President or (holder of Liquor Licence) and also document in Incident Book.
- At every stage be working within the rules, policies and procedures of the Liquor Act.

Performance Indicators:

- Clients are happy with service provided.
- No negative reports received through the Licensing Commission.

FUNCTIONS MANAGER

Responsible to:

President.
Director of Finance.

Responsible for:

Efficient and profitable functions at the venue.

Position Description:

Shall manage the main hall of the Wauchope-Bonny Hills SLSC.

Duties:

- Liaison with prospective clients/hirers of the WBHSLSC.
- Maintain a calendar of events booked within the building.
- Liaison with the Bar Manager re bookings of the main hall.
- Maintain the signed Hall Hire Agreements.
- Deposit takings in bank at the first opportunity following event.
- Notify Finance Director of any outstanding account in relation to the Function area.
- Records to be presented to the Finance Director on a monthly basis prior to Management meeting.
- Arrange for cleaning of main hall prior/following events.
- Maintain miscellaneous equipment within the hall for the use of clients – refer to Administration Director for replacement.
- Liaison with Administration Director re promotion of facilities, including web content for the beaches website.
- Manage contractors entering the premises & ensuring that they are insured etc.

Performance Indicators:

- Clients are happy with service provided.
- Regular calendar of events /bookings are maintained.

SUB COMMITTEES**PUBLICITY/ MARKETING & SPONSORSHIP COMMITTEE****Responsible to:**

President.

Director of Administration.

Responsible for:

Publicity and sponsorship.

Composition

Shall consist of President or their nominee, Director of Administration, Administration Assistant, Functions Manager, Bar Manager and other members as deemed necessary.

Position Description:

The Publicity/Marketing & Sponsorship Committee shall assist the Administration & Finance Director to achieve positive publicity for the club. They will ensure media coverage of relevant matters pertaining to events conducted by the Club and shall endeavour to create a good public relations image with the media, general public and supporters of the Club. No mention shall be made of any domestic affairs of members nor shall any media controversy be entered into involving any member, Club or Surf Life Saving Australia.

Duties:

- Advise and assists the Administration Director on all Publicity/Marketing matters.
- Ensure maximum media exposure for all club events.
- Ensure all members are aware of club activities by use of Newsletters, newspapers, radio, television etc.
- Ensure positive public perception of Club.
- Issue News Releases on all rescue and training activities.
- Publish results of all inner club competitions.
- Publish results of all inter club competitions.
- Keep records of all media exposure.
- Formulate a Sponsorship package.

Performance Indicators:

- Club remaining strong and harmonious.
- Record of all media exposure kept.
- All club activities are publicised.

LIFE MEMBERSHIP SUB-COMMITTEE**Responsible to:**

President.

Responsible for:

Acceptance of nominations for Life members.

Composition:

The Life Membership Committee must consist of five (5) Members, being three (3) Life Members and two (2) Members of the Club Executive, who shall be elected annually at the Annual General Meeting. In addition, one (1) proxy member of the Executive Committee shall be appointed.

Duties:

The acceptance of nominations of Life members of Wauchope-Bonny Hills Surf Lifesaving Club Inc.

Recommendation or rejection of such nominations with the Life membership policy.

Performance Indicators:

- Recommendation of successful Life Members of Wauchope-Bonny Hills Surf Lifesaving Club Inc.

CONSTITUTION & BY-LAWS COMMITTEE

Responsible to:

President.

Responsible for:

Updating and maintaining WBHSLSC constitution & By-laws.

Composition:

President, Administration & three other elected members.

Duties:

- To review and amend the Constitution & by-Laws as directed by the Executive.

Performance Indicators:

- Ensure that the current Constitution & by-Laws is adhered to at all times.
- Ensure that the current Constitution & by-Laws complies with Dept. of Fair Trading.

BUILDING SUB-COMMITTEE

Responsible to:

President.

Responsible for:

- Maintenance of clubhouse.
- Liaison with Port Macquarie Hastings Council.

Composition:

President, Administration, Finance & 3 others elected members.

Duties:

Maintenance, cleaning and operation of the clubhouse. Any issues of major nature should be passed back to the Executive for action.

Delegations:

Nil.

Performance Indicators:

- The maintenance of the clubhouse is maintained in conjunction with the budget of Port Macquarie Hastings Council.

JUDICIARY SUB-COMMITTEE

Responsible to:

President.

Responsible for:

All matters referred to the Judiciary Sub-Committee regarding discipline or behaviour of membership.

Composition:

Club Executive with the club legal advisor if required.

Duties:

Determine Judiciary matters in line with the club policy.

Delegations:

Nil.

Performance Indicators:

- All parties are in harmony following meetings.

YOUTH DEVELOPMENT SUB-COMMITTEE**Responsible to:**

President.

Director of Youth Development.

Responsible for:

Promote and exercise the objects of the club.

Composition:

Director of Youth Development, Water Safety Captain, 9 Age Manager for each age group.

Duties:

To ensure a programme is maintained for the education and training of Junior Activities age groups.

Performance Indicators:

- Members are aware of all club undertakings.
- Club operating within objectives.
- Club complying with statutory and SLSA requirements.
- Club remaining strong and harmonious.
- Club discipline maintained.
- That the majority of Junior Activities members gain their SLSC and continue on with the club past Under 14 age group.

3. LICENSEE AND LICENSE MANAGER

- (a) The Liquor Licence, which is issued by the NSW Office of Liquor, Gaming & Racing is to be held in the name of the Wauchope-Bonny Hills Surf Life Saving Club Incorporated. The License Manager will be a member of the club who hold Responsible Service of Alcohol qualifications.
- (b) The License Manager is governed by the rules and regulations of the NSW Office of Liquor, Gaming & Racing.
- (c) The License Manager will be required to apply on behalf of the Club for relevant licence/s, which are required to be obtained for the purposes of the sale of alcohol at approved Club functions, during social occasions held by the Club and for the sale or supply of alcohol when the Function Room is hired out.
- (d) In the event of the change of License Manager, the Club will ensure that the appropriate transfer documentation as required by the NSW Office of Liquor, Gaming & Racing (or the relevant Government body at the time of the transfer) will be lodged within two (2) weeks of being endorsed by the Club's Executive Committee to the position of Licensee or within the time required by the NSW office of Liquor, Gaming & Racing or whichever is the shorter time period.
- (e) The Function Manager, in consultation with the License Manger, will manage hiring of the Function Room.

Purpose

The club's function room is used for the purposes of, but not limited to:

- (a) Approved club functions.
- (b) Friday Social functions which are open to all Club Members their family and friends and which are open to the general members of the community.
- (c) Hiring/Leasing to Club Members, members of public, businesses and organisations for social engagements for monetary value.
- (d) Hiring/Leasing to Club Members, members of the public, businesses and organisations for meetings on a regular basis or from time to time.
- (e) Club training, as required and if the Function Room is available.
- (f) Club Meetings, as required and if the Function Room is available.

The Function Room can from time to time be used for activities other than those referred to above upon obtaining approval from the Function Room Manager or the Executive Committee.

Funds

The Function Room funds may be utilised for the following:

- (a) Maintenance and repair of the Function Room.
- (b) Weekly cleaning of the Function Room and it surrounds, stairs, balcony, kitchen, bathrooms etc., or on a more regular basis as required, to ensure that the Function Room is at all times in a proper state of cleanliness for the purposes of ongoing Functions and the inspection of the Function Room by prospective hirers.
- (c) Purchase of furniture and equipment for the Function Room.
- (d) General Club business.

4. CLUB COLOURS, BADGES and BLAZERS

The club colours shall be white, royal blue and red, except where a combination of these colours must be altered in cases of expediency.

5. AUDITOR

At the AGM, a suitably qualified accountant shall be appointed as auditor, who shall at least one month before the next AGM examine the accounts and shall certify the annual statement of accounts and the balance sheet. All information required will be provided by the Treasurer, the Committee, the Sub-committee and the club.

6. CARE AND USE OF CLUB HOUSE and CLUB PROPERTY

The clubhouse shall be available to active, award and associate members; and to the Committee and sub-committees for such purposes as may be determined by the committee.

The Director of Administration, on behalf of the Committee shall issue keys of the clubhouse. Members resigning or retiring from the club shall return such keys immediately.

Hire equipment agreement must be completed and signed by a Director prior to usage or removal from club facilities.

No Club property shall be removed from the clubhouse without the approval of the Committee, or the Club Captain or the Gear & Maintenance Officer.

Club Members shall carry out any necessary actions required for the cleanliness and maintenance of Club property and surroundings.

The Club endorses responsible service of alcohol provisions at all times and will adhere to all relevant licensing laws in relation to this.

No unseemly conduct likely to interfere with the comfort of other members shall be permitted and members shall assist in preventing such conduct. This includes but is not limited to prohibition of games liable to damage club equipment.

Respect for the welfare of other members is expected at all times in and around the club.

7. PATROLS

Active members shall patrol the beach at such times as outlined in the Life Saving Service Agreement.

Patrol Captains shall be appointed by the Director of Life Saving and shall be under the direct control of the Director of Life Saving. Patrol members will report directly to their Patrol Captain.

Patrol members must ensure they are on time and appropriately dressed for patrol.

Patrol members unable to attend their allotted patrol must arrange a substitute in advance, and if not able to achieve this, then they must inform their Patrol Captain in advance of their absence.

Members of patrols shall perform any duty allotted by the Patrol Captain either in the actual work of life-saving or any other task deemed necessary to the efficient patrolling of the beach.

Members of patrols who are candidates for any award or qualification of the SLSA may be granted leave to attend training sessions by their Patrol Captain.

Leave from rostered patrol may be granted in certain circumstances by application to the Board.

Exemption from patrol for an extended period is at the discretion of the Committee with recommendation from the Club Captain. Application for this should be in writing to the Director of Life Saving. The Board may approve exemption from patrols.

It is at the Club Captain's discretion whether to refer to the Committee, a member who fails to attend patrol. It is then at the discretion of the Committee whether to refer the member to the Judiciary Sub-committee.

Patrol Captains must follow best practice in fulfilling their duties and must encourage each patrol member to do likewise.

Both Patrol Captains and all patrol members must use the upmost discretion in all dealings with the public. Abuse of any person will not be tolerated and will be immediately referred to the Committee for immediate referral to the Judiciary Sub-committee.

7. CLUB EQUIPMENT

The marked swimming area is for swimming only. No craft (including board or ski) shall enter this area.

Rostered patrols have first priority on any craft and equipment. In emergency situations, the Patrol Captain or the Club Captain will prioritise the use of craft and equipment.

Members must take every care to maintain the good condition of Club equipment. If an item of equipment is damaged while being used by a member, they must as soon as possible notify the

- Patrol Captain (if during patrol).
- Craft Captain.
- Boat Captain.
- Motorised equipment Captain, or
- Club Captain.

Members authorised to use the IRB may call upon any other member(s) to assist in the launching and housing of the craft. Any member refusing to assist shall be reported to the Club Captain, who has the discretion to refer the matter to the committee.

Members using craft (boat, board, ski or other) for competition or competition training purposes are responsible for getting the craft to and from the water, and for the condition of the craft while in their use.

Only an authorised boat crew of five (5) is allowed in the boat at any one time, unless exceptional circumstances warrant otherwise.

Only the Boat Captain and the Board can approve alterations to the boat.

All members using craft or equipment for competition or competition training will be aware of and adhere to the “rules of use of competition equipment” (see Surf Sports Handbook) that may be issued and amended by the Craft Captain from time to time. These rules will be posted on the notice board in the Clubhouse.

All members using the gym will be aware of and adhere to the “rules of use of the gym” that may be issued and amended by the Club Captain, Craft Captain and Director Surf Sports from time to time. These rules will be posted on the notice board in the Clubhouse and in the gym.

Craft and equipment may only be used for competition or competition training with the knowledge of and under the supervision of the Club Captain, Boat & Craft Captain, Head Coach or Director Surf Sports. Such supervision does not necessarily mean the supervising person must be in attendance.

8. CLUB CHAMPIONSHIPS

All Club Point Score and Club carnivals will be conducted in accordance with the SLSA and SLS NSW current competition requirements.

At the first meeting following an AGM, the Committee will determine the type and grade of events to be conducted in the club championships, and confirm the dates for each.

Championship points will be allotted for each event as follows: 1st (6 points), 2nd (5 points), 3rd (4 points), 4th (3 points), 5th (2 points), 6th (1 points), all other entrants receive 1 point.

Each championship will be conducted over three (3) rounds subject to conditions.

Only financial, proficient Bronze Medallion, Certificate II Public Safety (Aquatic Rescue), Surf Rescue Certificate holders and Nippers who have completed competition proficiency can compete in the club championship point score.

10. CARNIVALS and COMPETITIONS

The Director of Surf Sport, will submit to the Committee a list of carnivals that the club will compete in during the forthcoming season. This list of carnivals will be the first duty of the Competition manager following their appointment at the AGM.

The Director of Surf Sport will notify on the noticeboard the carnival program for the season. This will be done as soon as possible following appointment at an AGM.

The Director of Surf Sport will display all carnival information including entries, through appropriate club communications.

11. MEMBERS PROPERTY ON CLUB PREMISES

The Club does not take responsibility for the care of and loss of or damage to members' property on the club premises. Members' belongings are left at the club at the members own risk, whether the members are present or absent from the clubhouse.

12. HONOUR AND CHAMPIONSHIP BOARD

Shall include the following; Life Members SLSA/SLSNSW Excellence Awards, Distinguished Service Award, Directors/Board and Office Bearers, NSW/Australia and World Competition Recognition. All boards will be correctly inscribed as soon as practicable.

13. CHILD PROTECTION

The club endorses and adheres to NSW Surf Life-Saving Member Protection policy including Child Protection.

President											
Vice President											
Director of Administration (Public Officer)		Director of Finance		Director of Lifesaving		Director of Education		Director of Surf Sport		Director of Youth Development	
	Registrar	Assistant Finance Director		Assistant Lifesaving Officer		Assessors	Training Officers	Boat Captain	Craft Captain	Junior Activities Chairperson	Water Safety Captain
Merchandise Officer	Surf guard (membership)	Bar Manager		Patrol Captains	Motorised Equipment Captain			Beach Captain	Assist Craft Captain	Junior Captains	
Web-based maintenance				Radio Officer	Assistant Motorised Equipment Captain			Motorised Equipment captain (on competition matters)			
Publicity Officer				Surfguard (Patrol hours/roster)				Surfguard (Competition)			
				WH & S Officer				Club Coaches			
				First Aid Officer				Officials			
Legal Officer		Auditor									

SUB-COMMITTEES

Life Members Sub-Committee	Sponsorship/Marketing Sub-Committee	Building Sub-Committee	Constitution & By-Laws Sub-committee	Judiciary Sub-Committee		Youth Development Sub-Committee
Merit Sub-Committee						