

Mollymook Surf Life Saving Club Incorporated

By-laws

***PRESENTED TO MEMBERS FOR ADOPTION AT
THE ANNUAL GENERAL MEETING
29 August 1999***

Mollymook SLSC Inc.

By-laws

Table of Contents

PRELIMINARY	1
1. Club Colours	1
2. Club Costume	1
3. The Club Identification Badge	1
4. Club Blazer	1
5. Honour Blazer	1
COMMITTEES	2
6. The Finance Committee	2
6.1 Composition	2
6.2 Duties & Functions	2
6.2.1 Charter	2
6.2.2 Responsibilities	3
6.2.3 Meetings	3
6.2.4 Quorum	3
6.2.5 Voting	3
6.2.6 Minutes	3
6.3 Duties of Office Bearers	4
6.3.1 Assistant Treasurer	4
6.3.2 Assistant Treasurer (JBA)	4
6.3.3 Assistant Secretary	4
6.3.4 Function Room Booking Officer	5
6.3.5 Bus Manager	6
6.3.6 Assistant Social Secretary	6
7. Life Saving Committee	6
7.1 Composition	6
7.2 Duties and functions	7
7.2.1 Charter	7
7.2.2 Responsibilities	7
7.3 Meetings	8
7.3.1 Quorum	8
7.3.2 Voting	8

7.3.3	Minutes.....	8
7.4	Duties of the Office Bearers.....	8
7.4.1	Vice Club Captain.....	8
7.4.2	The Powercraft Captain.....	9
7.4.3	Chief First Aid Officer.....	10
7.4.4	Water Safety Coordinator.....	11
7.4.5	Chief Gear Steward.....	12
7.4.6	Patrol Captains.....	12
7.4.7	Registrar.....	13
7.4.8	Radio Officer.....	13
7.4.9	The Call-out-Officer.....	14
8.	Competition Committee.....	14
8.1	Composition.....	14
8.2	Duties and functions.....	15
8.2.2	Responsibilities.....	15
8.3	Meetings.....	15
8.3.1	Quorum.....	15
8.3.2	Voting.....	15
8.3.3	Minutes.....	16
8.4	Duties of the Office Bearers.....	16
8.4.1	Competitions Secretary.....	16
8.4.2	Swim/R & R Manager.....	17
8.4.3	Board/ski Manager.....	18
8.4.4	Boat Manager.....	19
8.4.5	Beach Manager.....	20
8.4.6	Masters Coordinator.....	22
8.4.7	IRB Competition Manager.....	22
9.	Education, Training & Development Committee.....	23
9.1	Composition.....	23
9.2	Duties and functions.....	23
9.2.1	Charter.....	23
9.2.2	Responsibilities.....	23
9.3	Meetings.....	24
9.3.1	Quorum.....	24
9.3.2	Voting.....	24
9.3.3	Minutes.....	25
9.4	Duties of Office Bearers.....	25
9.4.1	Assistant Chief Education, Training & Development Officer.....	25
9.4.2	Training Officers.....	25
9.4.3	JBA Development Liaison Officers.....	26
9.4.4	Junior Club Captain.....	26
9.4.5	Assistant First Aid Officer.....	26
10.	Social Committee.....	27
10.1	Composition.....	27
10.2	Duties and functions.....	27
10.2.1	Charter.....	27
10.2.2	Responsibilities.....	27
10.3	Meetings.....	27

10.3.1	Quorum.....	28
10.3.2	Voting	28
10.3.3	Minutes.....	28
10.4.	Duties of Office Bearers	28
10.4.1	Assistant Social Secretary (s).....	28
10.4.2	Food & Beverage Coordinator.....	28
11.	Ways & Means Committee	29
11.1	Composition.....	29
11.2	Duties and Functions	29
11.2.1	Charter.....	29
11.3	Meetings	29

CLUB OFFICE BEARERS 30

12.	Duties of Club Office Bearers	30
12.1	Regalia Officer	30
12.2	Boat Captain.....	30
12.3	The Boat Vice Captain.....	31
12.4	The Beach Coach.....	31
12.5	Board & Ski Coach	32
12.6	Assistant Board & Ski Coach	32
12.7	Assistant Gear Stewards	33
12.8	The Power Craft Vice Captain.....	33
12.9	Swim/R& R Coach.....	33
12.10	The Handicapper.....	34
12.11	The Mobile Officer.....	34
12.12	Publicity Officer.....	34
12.13	Assistant Publicity Officer.....	35
12.14	Assistant Function Room Officer	35
12.15	Delegate to the Branch	35
12.16	Assistant Radio Officer.....	36
12.17	Board of Junior Activities Secretary	36
12.18	Board of Junior Activities Registrar.....	36
12.19	Board of Junior Activities Team Manager.....	36
12.20	Board of Junior Activities Age Managers	36
12.21	Board of Junior Activities Coaches.....	37
12.22	Board of Junior Activities Delegates to JBA Branch Meetings	37
12.23	Board of Junior Activities Publicity Officer	37
12.24	Board of Junior Activities Clothing & Gear Coordinator.....	37
12.25	Team Captain.....	37
12.26	Gym Custodian.....	38
12.27	Auditor	38
12.28	Website Administrator.....	38

OTHER COMMITTEES 39

13.	Judiciary Committee	39
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14.	Building Committee.....	39
15.	Constitution Committee	39

FINANCE..... 39

16.	Finance.....	39
17.	Financial Management Guidelines	40
17.1	General	40
17.2	Payment to members	40
17.3	Books of account.....	40
17.4	Fixing fees and Charges	40
17.5	Receipting of money	41
17.6	Disbursements.....	41
17.7	Banking	41
17.8	Petty Cash	42
18.	Reporting.....	42
18.1	Treasurer's Report.....	42
18.2	Annual Statement of Accounts.....	43

MISCELLANEOUS..... 43

19.	Tender Process for Goods and Services.....	43
19.1	Terms.....	43
19.2	Rules of Tender.....	43
20.	Rules and Conditions of Hire.....	44
21.	Intoxicating Liquor	45
22.	Club Property	45
23.	Patrols	46
24.	Grievances	47
25.	Surf Boats and Power Boats.....	47
26.	Power Craft.....	48
27.	Use of Club Facilities, Clubroom, Kitchen, amenities	48
28.	Closing the Beach	49
29.	Club Championships.....	49

RULES OF DEBATE..... 49

APPENDIX	52
Appendix 'A'. Application for Hire.	52
Appendix "B" Application for Membership of the Club.....	53

Mollymook SLSC. Inc.

By-Laws

PRELIMINARY

1. Club Colours

The Club colours shall be white on black.

2. Club Costume

(a) The Club costume shall be black.

(b) A member ceasing to be a Member of the Club, may be requested to remove their Club badge from their blazer, costume, jacket, cap or hat to which it may be attached.

(c) The Club competition cap shall be black with two parallel white stripes across the top.

3. The Club Identification Badge

(a) An identification badge shall be issued to eligible financial members.

(b) Probationary Members shall not be entitled to a badge until their probation has been satisfactorily completed.

(c) The Club badge shall only be replaced in special circumstances satisfactory to the Secretary, who shall keep a permanent record of all badges issued.

4. Club Blazer

(a) The Club blazer's design to be left to the Committee.

(b) Associate Members shall be entitled to wear the Club "pocket" badge provided the word "associate" is appended thereto.

(c) No Member shall obtain a blazer or add to the badge or wording of an existing blazer without authority of the Executive.

5. Honour Blazer

(a) The Committee may award an Honour Blazer to the Member it considers deserving the same, for their efforts and contributions to the advancement of the Club. This member shall be selected by the Committee.

(b) Other conditions governing the award of an Honour Blazer by the Committee shall be:

(i) Any Member winning an Australian Championship. The badge to be encircled by

a laurel wreath in Gold.

- (ii) Any Member winning a N.S.W State, Interbranch or N.S.W Country Branches Championship. The badge to be encircled by a laurel wreath in Silver.
 - (iii) Any Member winning a Branch Championship. The badge to be encircled by a laurel wreath in Red.
 - (iv) Any Member completing 25 or 50 years service. The badge to be encircled by a laurel wreath in White.
- (c) Any member wearing a Club Honour Blazer without authority shall be dealt with in terms of Rule 14.

COMMITTEES

6. The Finance Committee.

6.1 Composition

- (a) The Finance Committee shall comprise of:

The Treasurer
 Assistant Treasurer-Chairperson of the 'Ways & Means' Committee
 Assistant Treasurer JBA
 Assistant Secretary
 Bus manager
 Function Room Booking Officer
 Assistant Social Secretary

- (b) The Finance Committee shall have the authority to co-opt the services of other persons to provide advice and/or assistance on specific matters
- (c) Visitors and/or observers may attend meetings by prior arrangement of the meeting.
- (d) In the event of the absence of the Finance Committee Chairperson, the meeting shall appoint one of its members to act during such absence.

6.2 Duties & Functions

6.2.1 Charter

- (a) The Finance committee reports via the Treasurer to the Management Committee.
- (b) The Finance committee shall be responsible for the Financial affairs of the club.

6.2.2 *Responsibilities*

The Finance Committee shall:

- (a) develop/ maintain and review a Financial Plan of Management for all the activities of the Club. Such plan to include predicted budgetary costs and projected means of resource funding to achieve budgetary targets.
- (b) promote and maintain established income streams
- (c) be responsible for implementing and promoting adopted fundraising schemes such as to reach required targets.
- (d) ensure the car Art Union is conducted annually & drawn prior to the 1st of August each year.
- (e) develop and incorporate into the Financial Plan of Management, new income streams including those initiated by the 'ways and means' Committee.
- (f) liaise with the 'Ways & Means' Committee.
- (g) be responsible for considering budget submissions and financial plans of management from authorised officers on behalf of the members they represent.
- (h) attend to matters referred to it by the Management Committee and other committees.
- (i) be responsible for submitting recommendations to the Management Committee for consideration for endorsement and adoption in respect of:
 - (i) Funding of submitted budgetary requests (g) above.
 - (ii) Fund raising schemes generally.

6.2.3 *Meetings*

Finance Committee meetings shall be held monthly prior to the Board meeting

6.2.4 *Quorum*

The quorum for any Finance Committee meeting shall be 4 members.

6.2.5 *Voting*

All listed members including the Finance Committee Chairperson shall be entitled to one vote only on any resolution at all meetings of the Finance Committee at which they are present in person, the chairperson shall be allowed a casting vote.

6.2.6 *Minutes*

- (a) The Assistant Secretary or their nominee shall take full and accurate

minutes of the Finance Committee meetings

- (b) The minutes shall be promptly distributed to members of the Finance Committee and a copy given to the Club Secretary 5 days prior to the Management Committee meeting for distribution to the Management Committee.

6.3 Duties of Office Bearers

6.3.1 Assistant Treasurer

The Assistant Treasurer shall:

- (a) assist the Treasurer to collect all monies due to the Club, and pay such monies to the Treasurer.
- (b) assist the Treasurer in discharge of their duties.
- (c) chair and convene the Ways & Means committee which will meet on a monthly basis. Such Committees shall be charged with exploring and initiating new sponsorship and income streams.
- (d) be a member of the Finance Committee.

6.3.2 Assistant Treasurer (JBA)

The Assistant Treasurer (JBA) shall:

- (a) in conjunction with the Club Treasurer be responsible for the formation and maintenance of a financial plan of management and accounting system in respect of all JBA activities.
- (b) submit monthly a financial report to the Management Committee.
- (c) assist the Treasurer to collect all monies from JBA Activities.
- (d) collect and bank on behalf of the Treasurer all monies earned from the commercial services in accordance with the *Financial Management Guidelines* following in these By-laws.
- (e) submit a monthly financial report to the Treasurer.
- (f) be a member of the Finance Committee.

6.3.3 Assistant Secretary

The Assistant Secretary shall:

- (a) act as minute Secretary at meetings of the Finance Committee.
- (b) assist the Secretary in the discharge of their duties.

- (c) in the absence of the Secretary, have like powers and authorities so far as these can be assumed.
- (d) assist the Secretary in the production of the Club Information Booklet & Annual Report.
- (e) carry out such other duties as the Finance Committee may direct.

6.3.4 *Function Room Booking Officer.*

The Function Room Booking Officer shall:

- (a) be responsible to the Treasurer and be a member of the Finance Committee.
- (b) be responsible for the collecting of money/banking on behalf of the Club and shall act in accordance with the *Financial Management Guidelines* following in these By-laws.
- (c) be responsible for the supervision of the cleaners and their duties in accordance with the *Financial Management Guidelines Tender Process* following in these By-laws.
- (d) supervise the hiring of the main Club Function room premises to members and outside organisations and shall control booking dates, hours and collections of fees. Provide all hirers with the Club 'Conditions of hire' information.
- (e) supervise the care and maintenance of all club equipment and facilities associated with the main function room.
- (f) collect and bank (on behalf of the Treasurer) all monies earned from the hiring of the club function room.
- (g) submit a monthly financial report to the Treasurer.
- (h) be responsible for submitting to the Management Committee prior to the commencement of each surfing season expected costs that may be incurred in the coming 12 month period on the execution of duties associated with that of the booking officer. And consequently submitting a monthly invoice of actual incurred costs inclusive of receipts ie phone etc for reimbursement.
- (i) be responsible for recommending to the Management Committee, 'Terms and Conditions for Tender Documentation/Specifications for Cleaning Services'.
- (j) be responsible for submitting suggestions for consideration of the Management Committee in respects of the Main Function room and facilities

for maintenance and upgrading proposals.

6.3.5 *Bus Manager*

The Bus manager shall:

- (a) be responsible for implementing the club plan of Financial Management for the Surf Club Bus. Inclusive of:
 - (i) Service the relevant loan
 - (ii) Adherence to the schedule of maintenance.
 - (iii) Collecting and banking (on behalf of The Treasurer) annual sponsorship money in accordance with the *Financial Management Guidelines*.
 - (iv) Charging approved rates of hire for the vehicle.
 - (v) Collecting and banking (on behalf of the Treasurer) all monies earned from hiring in accordance with the *Financial Management Guidelines*.
 - (vi) Ensuring relevant statutory and Insurance requirements are met and kept current.
- (b) submit a monthly financial report to the Treasurer.
- (c) be responsible to the Treasurer and be a member of the Finance Committee

6.3.6 *Assistant Social Secretary*

The Assistant Social Secretary shall:

- (a) be responsible to the Social Secretary and shall be a member of the Social Committee and shall be a member of the Finance Committee
- (b) act under the direction of the Social Secretary and during their absence shall act in their stead.
- (c) assist the Social Secretary in the execution of their duties.

7. **Life Saving Committee**

7.1 **Composition**

- (a) The Life Saving Committee shall comprise of:

Club Captain (who shall act as Chairperson)
Vice Club Captain

Chief Gear Steward
 Chief First Aid Officer
 Power Craft Captain
 Water Safety Coordinator
 Patrol Captains
 Registrar
 Radio Officer
 Call-out Officer

- (b) The Life Saving Committee shall have the authority to co-opt the services of other persons to provide and/or assist in specific matters from time to time.
- (c) Visitors and/or observers may attend meetings by prior agreement of the meeting.
- (d) In the event of the absence of the Life Saving Committee chairperson, the meeting shall appoint one of its members to act during such absence.

7.2 Duties and functions

7.2.1 Charter

- (a) The Lifesaving Committee reports via the Club Captain to the Management Committee.
- (b) The Lifesaving Committee shall be responsible for the quality of the life saving business of the club.

7.2.2 Responsibilities

The Life Saving Committee shall:

- (a) be responsible for the patrol roster, calender and patrol obligations for the season, which are circulated to all members prior to the commencement of the season.
- (b) deal with all matters of discipline in respect to patrols.
- (c) if it deems fit, exempt from patrol active members who carry out regular rostered patrol services at Branch and State Level. Such exemptions must be in writing to the Lifesaving Committee from the member.
- (d) if it deems fit, grant patrol exemption to the Members of the Management Committee.
- (e) keep the members informed of all lifesaving activities within the Club.
- (f) supervise and conduct the annual proficiency test as laid down by Surf Life Saving South Coast Branch.

- (g) prepare a budget at the commencement of each season for a 12 month period to be presented to the Treasurer.
- (h) liaise with, and provide resources as necessary, to the Education, Training & Development Committee.

7.3 Meetings

Lifesaving Committee meeting shall be held prior to a Management Committee meeting.

7.3.1 Quorum

The quorum for any Lifesaving Committee meeting shall be four (4) members.

7.3.2 Voting

All listed members including the Club Captain shall be entitled to one vote only on any resolution at all meetings of the Lifesaving Committee at which they are present in person. The chairperson shall have the casting vote.

7.3.3 Minutes

- (a) The Lifesaving Committee chairperson or their nominee shall take full and accurate minutes of the Lifesaving Committee meetings.
- (b) The minutes shall be promptly distributed to members of the Lifesaving committee and a copy given to Club Secretary 5 days prior to the Management Committee meeting for further distribution to the Management Committee.

7.4 Duties of the Office Bearers

7.4.1 Vice Club Captain

The Vice Club Captain shall:

- (a) be responsible for the first draft for submission to the Club Captain of patrol allocation (including nomination of patrol captains and Vice Captains) and life saving duties for all active patrol members for the coming season.
- (b) be responsible for the weekly maintenance of patrol attendance and records.
- (c) be responsible for preparing patrol hours tally at beginning of patrol season and at the end of November for active Patrol members.
- (d) be responsible for reporting promptly to Club Captain any patrol default by any member.
- (e) assist Club Captain to implement Annual Proficiency Day.

- (f) assist the Captain in the efficiency and attendance of Patrol.
- (g) carry out such other duties as the Captain might assign to the Vice-Captain.
- (h) during the Captain's absence, act in their stead.
- (i) be the holder of the Bronze medallion and pass the Annual Proficiency as laid down by Surf Life Saving.

7.4.2 *The Powercraft Captain*

The Powercraft Captain shall:

- (a) be responsible to the Club Captain on all facets of the IRB section and be a member of the Lifesaving Committee, holder of Bronze Medallion and of an IRB Drivers award.
- (b) assist the Call-Out-Officer in the preparation of 24 Hour IRB rescue equipment.
- (c) ensure fully equipped on-call IRB and associated rescue equipment is at all times ready for use.
- (d) see that boats are, at all times during patrol hours, ready for immediate use.
- (e) be responsible for the condition of all equipment and have control over such equipment.
- (f) be responsible for the maintenance of an up to date financial plan/budget and sponsorship.
- (g) be responsible for nominating IRB Drivers for the consideration of the Vice Club Captain prior to the drawing up of patrol rosters.
- (h) be responsible for the instruction of crews according to the rules of Surf Life Saving Australia and liaise with the Chief Education, Training & Development Officer.
- (i) report in writing to each Lifesaving committee meeting.
- (j) be responsible for collecting money and banking(on behalf of the Treasurer) for Mollymook SLSC all monies earned from the sale of equipment.
- (k) act in accordance with the enclosed *Financial Management Guidelines*.

- (l) be responsible for nominating IRB drivers, crew persons to the Call out Officer for inclusion in 24 hour rescue list.
- (m) be fully qualified in terms of the rules of Surf Life Saving Australia.
- (n) be responsible for conducting annual IRB driver/crew persons annual proficiency test in conjunction with the Life Saving Committee.
- (o) liaise with the Water Safety Coordinator on matters concerning IRBs.
- (p) at the request of the Club Captain, JBA Chairperson, Handicapper, Chief Education, Training & Development Officer or Patrol Captain, be responsible for the laying of Buoys for examinations, club events, training, competition and the like.
- (q) be responsible for the preparation of all boats and associated equipment for gear inspection and be attendance.
- (r) have the power to co-opt the assistance of Members (not necessarily Active) who, in the Captain's opinion are qualified to maintain the boat motors in good working condition.
- (s) ensure that all IRB records together with the IRB Financial Portfolio is transferred to the incoming Power Craft Captain following the Annual General Meeting.
- (t) keep a register for statistical purposes and for the assistance of the Treasurer of the following:
 - (i) Boats and Equipment (including motors), showing: Item; Date of Purchase/Grant; Value; Date of Disposal; Amount Received.
 - (ii) Motors, showing: Make; Engine No; H.P; Date Serviced; Running Hours; Repairs; Cost.
 - (iii) Power Boat Log, showing: Date; Name of Operators; Use; Rescues; Running Time.
 - (iv) Sponsors, showing: Item Sponsored; Sponsor; Date.

7.4.3 Chief First Aid Officer

The Chief First Aid Officer shall:

- (a) be responsible to the Club Captain and be a member of the Lifesaving Committee.
- (b) have charge of the Club's First Aid Room and be responsible for its

cleanliness.

- (c) be responsible for the rendering of first aid when and as required.
- (d) be fully qualified in terms of the rules of Surf Life Saving Australia.
- (e) as a representative of the Lifesaving Committee of the Club, conduct First Aid Education services for outside individual/ organisations at a commercial rate to be collected on behalf of the Club.
- (f) ensure that stocks of medical and pharmaceutical supplies are maintained and that the first aid equipment is ready for instant use.
- (g) have control over all Members in the First Aid Room.
- (h) furnish the Club Captain and the Life Saving Committee with a record of cases treated upon the seasons closure and as may be otherwise required to do so.
- (i) liaise and assist the Education, Training and Development Officer in the training and education of new squads in all first aid and emergency care.
- (j) collect and bank on behalf of the Treasurer all monies earned from the commercial services in accordance with the *Financial Management Guidelines*.
- (k) submit a monthly financial report to the Treasurer.
- (l) submit a monthly report to the Lifesaving Committee.

7.4.4 *Water Safety Coordinator*

The water Safety Coordinator shall:

- (a) be responsible to the Club Captain and shall be a member of the Lifesaving Committee.
- (b) be holder of the Bronze Medallion and pass the annual proficiency as laid down by Surf Life Saving.
- (c) be responsible for the supervision of water safety for all events held by the Club.
- (d) liaise with the Powercraft Captain on lifesaving matters.
- (e) report in writing to each of the Lifesaving Committee meetings.
- (f) liaise with the Junior Board of Activities regarding the provision of water

safety.

7.4.5 *Chief Gear Steward*

The Chief Gear Steward shall:

- (a) be responsible to the club captain and shall be a member of the Lifesaving Committee.
- (b) be responsible for the proper maintenance of all Club Gear and Equipment (other than Competition surf craft).
- (c) keep an accurate record (including expenditure and depreciation value) of all gear and equipment (other than competition gear).
- (d) oversee all sections in relations to the annual gear inspection.
- (e) prepare plans for the future gear requirements and submit these to the Finance committee.
- (f) report each month to the Lifesaving Committee on the condition of all Life Saving and Carnival gear (other than competition surf craft).
- (g) be responsible for commercial operations associated with hiring of club gear and equipment other than that associated with the Main Function room and shall keep record of all monthly transactions and report to the Treasurer.
- (h) collect & bank (on behalf of the Treasurer) all monies earned from hiring in accordance with the enclosed *Financial Management Guidelines*.
- (i) submit a monthly financial report to the Treasurer.
- (j) prior to the Annual General Meeting, be responsible for submitting recommended fees & charges for the hiring of gear for the upcoming 12 month period to the Management Committee for consideration.
- (k) report in writing monthly to the Lifesaving Committee.

7.4.6 *Patrol Captains*

The Patrol Captains shall:-

- (a) be responsible to the Club Captain and shall be a member of the Lifesaving Committee.
- (b) be appointed by the Club Captain prior to the first meeting of the Lifesaving Committee after the Annual General Meeting.

- (c) uphold the Club rules in relation to patrols and lifesaving activities.
- (d) liaise between the patrolling members and the lifesaving committee.
- (e) manage designated patrol and ensure effective and efficient patrols are maintained at all times. Notify alterations as and when necessary.
- (f) report in writing, matters for consideration of patrol incidents to each Lifesaving Committee meeting. Should the patrol captain be unable to attend any Lifesaving Committee Meeting they may appoint their vice captain to attend in their absence.

7.4.7 Registrar

The Registrar shall:-

- (a) be responsible to the Club Captain and shall be a member of the Lifesaving Committee.
- (b) hold a copy of, and record all amendments to the Constitution, under advice from the Secretary.
- (c) to assist with U 14 registrations
- (d) liaise with JBA registrar to ensure compilation of all club registrations for submission to Surf Life Saving Australia.
- (e) keep a record of Members as they join and record brief, indexed details of their record with the Club.
- (f) attend proficiency days to collect membership fees and forms from club members for submission to state centre.
- (g) keep a record for statistical purposes of Club membership, first-aid rendered, Office Bearers, and other relevant information as required for the Annual Reports.
- (h) maintain a list of Members together with those who severed their connection with the Club during the current year; also the names of Office Bearers and any changes.
- (i) submit a report in writing to each Lifesaving committee meeting.

7.4.8 Radio Officer

The Radio Officer shall:

- (a) be responsible to the Club captain and a member of the Lifesaving Committee

- (b) be responsible for the proper use and maintenance of the Club's radios and relative equipment.
- (c) become conversant with Branch requirements as regards its use and be properly qualified.
- (d) instruct all Members as to the correct mode of operation.
- (e) assist the Education & Training Officer in the Education of training squads.
- (f) in conjunction with the lifesaving committee draft and implement an appropriate plan for all rescue situations.

7.4.9 *The Call-out-Officer*

The Call-out-Officer shall:

- (a) be responsible for the co-ordination/planning of all 24 hour call-outs, in conjunction with Powercraft captain, Radio Officer & Mobile Officer.
- (b) responsible for compiling a 24 Hour Call-out list of active volunteer members for this duty.
- (c) be responsible for conducting debriefing after all call-outs.
- (d) be responsible for organising training and practice scenario activities.
- (e) be responsible for liaising with police and other emergency services.
- (f) attend all meetings of the Life saving Committee

8. **Competition Committee**

8.1 **Composition**

- (a) The Competition Committee shall comprise:-
 - The Team Manager (Competition Director)
 - Competition Secretary
 - Swim/R & R Manager
 - Board/Ski Manager
 - Boat Manager
 - Beach Manager
 - Masters Coordinator
 - IRB Competition Manager
- (b) The Competition Committee shall have the authority to co-opt the services of other persons to provide advice and/or assistance on specific matters, from time

to time.

- (c) Visitors and/or observers may attend meetings by prior agreement of the meeting.
- (d) In the event of the absence of the Team Manager (Competition Director), the meeting shall appoint one of its members to act during their absence.

8.2 Duties and functions

8.2.1 Charter

- (a) The Competition Committee reports via the Team Manager (Competition Director) to the Management Committee.
- (b) The Competition Committee shall be responsible for the Management of all competition matters within the Club.

8.2.2 Responsibilities

- (a) Encourage members to realise their potential and athletic abilities.
- (b) Select members to represent the Club at Branch, State, Australian and other approved events of Surf Life Saving Australia, based on the selection criteria laid down by the club.
- (c) Produce a selection criteria at the start of each season for Management Committee endorsement and distribution to all members.
- (d) Keep attendance records of all Club organised training.
- (e) Be responsible for all carnival entries.
- (f) Liaise with Club Coaches.
- (g) Keep informed of all technical rule changes to competitions and advise coaches and members of same.
- (i) Prepare a budget at the commencement of each season for a 12 month period to be presented to the Treasurer.

8.3 Meetings

The competition Committee shall be held monthly or as required prior to a Management Committee meeting.

8.3.1 Quorum

The quorum for any Competition Committee meeting shall be four (4) members.

8.3.2 Voting

All listed members including the Team Manager (Competitions Director) shall be

entitled to one vote only on any resolution at all meetings of the Competition Committee at which they are present in person. The chairperson shall be allowed a casting vote.

8.3.3 Minutes

- (a) The Competition Committee chairperson or their nominee shall take full and accurate minutes of the Competition Committee meetings.
- (b) The minutes shall be promptly distributed to members of the Competition Committee and a copy given to Club Secretary 5 days prior to the Management Committee meeting for further distribution to the Management Committee.

8.4 Duties of the Office Bearers

8.4.1 Competitions Secretary

The Competitions Secretary shall:-

- (a) be responsible to the Team Manager(Competition Director) and be a member of the Competition Committee.
- (b) at the start of the season, obtain from Competition Section Managers the names and ages of all potential competitors.
- (c) at the start of the season draft for the signature of the Honorary Secretary a letter to be dispatched to each potential competitor. Such a letter to detail the criteria that must be met to ensure that the correct procedure is followed in competition.
- (d) liaise with Club Captain regarding the Proficiency status of all competitors.
- (e) receive from competition Section Managers, nominations of entry into competition.
- (f) ensure (where appropriate) all Carnival Entries are signed by the Branch Administration Director and are submitted prior to the closing date.
- (g) at the commencement of each season, and subsequently as may be deemed necessary, meet with the Team Manager and the Competition Section Managers.
- (h) provide copies of all Carnival Entries, all carnival publicity inclusive of closing dates together with relevant 'up-dates' to the Team Manager and Competition Section Managers.
- (i) upon the closing date for nominations for each carnival, provide the Team Manager with the names and numbers of all entered competitors, together with relevant starting times for the carnival concerned.

8.4.2 *Swim/R & R Manager*

The Swim/ R & R Manager shall:-

- (a) be responsible to the Team Manager(Competition Director) and shall be a member of the Competition Committee and be the holder of a Bronze Medallion.
- (b) be responsible for the maintenance of an up-to-date financial plan and sponsorship portfolio for Competition.
- (c) be responsible for advising all Swim/R & R competitors of patrol obligations and notify promptly of all defaults.
- (d) liaise with the Swim/R & R Coach in regards to Swim/R &R matters and properly represent the coach on matters at meetings of the competition committee.
- (e) be responsible for setting the schedule of attendance at carnivals and competition for all Swim & R & R competitors.
- (f) be responsible for submitting all competition entries to Competitions Secretary prior to the closing date and by 31st December. No entry for a carnival to be lodged after 31st December of any competitive Season. (All entries after the 31st are subject to approval of the competition committee).
- (g) be responsible for coordinating and submitting to the Team Manager all names of swim, R & R competitors requiring accommodation and transport for all Championships prior to 31st December.
- (h) at the start of each season provide the Team Manager with the names and shirt sizes of each person in the Beach section.
- (i) provide Team Manager(Competition Director) with all details relating to the names of competitors.
- (h) provide Team manager with all details relating to transport (dates/times) for section members for championships Carnivals. Such details relate to (g) above must be provided prior to the closing date of each Championship Carnival.
- (i) on tour, be directly responsible for the discipline and ensuring of good behaviour of each person within the Swim/ R & R Section. Such control to include adherence to curfews and other controls that may be set by the team manager.
- (j) liaise also with the team manager in respect of all gear and equipment that may be required at all championship Carnivals.

- (k) represent the Swim/ R& R Coach and Swim/ R & R Competitors at meetings of the Competitions Committee.
- (l) at the cessation of each season provide the Team Manager with nominations of Swim/R& R Members for consideration by the Executive Committee for awards for outstanding contributions .
- (m) report in writing to each Competition Committee Meeting

8.4.3 Board/ski Manager

The Board/ Ski Manager shall:-

- (a) be responsible to the Team Manager (Competition Director) and shall be a member of the competitions committee.
- (b) be responsible for the maintenance of a sponsorship portfolio for Board & skis and associated equipment.
- (c) be responsible for submitting a budget estimate for the Board & Ski section to the Finance Committee for consideration.
- (d) liaise with the Management Committee & Ski Coach in regards to Management Committee/Ski matters and properly represent the Board & Ski Coach/competitors on all matters at meetings of the Competition Committee.
- (e) number consecutively, the Club's boards and skis and keep an accurate record of such, including paddles, the cost of each item and subsequent expenditure.
- (f) be responsible for the maintenance of an up-to-date financial plan for purchase of equipment and gear.
- (g) be responsible for advising all board & ski competitors of patrol obligations and notify promptly of all defaults.
- (h) be responsible for setting the schedule of attendance at carnivals and competition for all Board & Ski competitors.
- (i) be responsible for submitting all competition entries to Competitions Director prior to date and by 31st December. No entry for a carnival to be lodged after 31st December of any competitive Season. (All entries after the 31st are subject to approval of the competition committee).
- (j) be responsible for coordinating and submitting to the Team Manager (Competition Director) all relevant accommodation and transport arrangement for all Championships for all Board & Ski competitors before 31st December.

- (k) at the start of each season provide the Team Manager with the names and shirt sizes of each person in the Board & Ski section.
- (l) provide Team Manager with all details relating to the numbers of competitors requiring accommodation at Championship Carnivals.
- (m) provide Team manager with all details relating to transport (dates/times) for section members for championships Carnivals. Such details relate to (g) & (h) above have to be provided prior to the closing date of each Championship Carnival.
- (n) on tour, be directly responsible for the discipline and ensuring of good behaviour of each person within the Board & Ski Section. Such control to include adherence to curfews and other controls that may be set by the team manager.
- (o) liaise also with the team manager in respect of all gear and equipment that may be required at all championship Carnivals.
- (p) be responsible for all gear and equipment relevant to the Board & Ski section when on tour.
- (q) represent the Board & Ski Captain & competitors at meetings of the Competitions committee.
- (r) at the cessation of each season provide the Team Manager (Competition Director) with nominations of Board & Ski Crew Members for consideration by the Executive Committee for awards for outstanding contributions.
- (s) submit a monthly report in writing to the Competition Committee.
- (t) be a holder of the Bronze Medallion.

8.4.4 Boat Manager

The Boat Manager shall:-

- (a) be responsible to the Team Manager (Competitions Director) and be a member of the Competition Committee.
- (b) be responsible for the maintenance of the sponsorship portfolio incorporating an up-to-date financial plan for all surf boats.
- (c) liaise with the Boat Captain in regards to Boat matters. Properly represent the Boat Captain on all matters at meetings of the Competition Committee.
- (d) be responsible for advising all boat competitors of patrol obligations and notify promptly of all defaults.

- (e) be responsible of setting the schedule of attendance at carnivals and competition for all crews.
- (f) be responsible for submitting all competition entries to Competitions Director prior to date and by 31st December. No entry for a carnival to be lodged after 31st December of any competitive Season. (All entries after the 31st are subject to approval of the Competition committee).
- (g) be responsible for coordinating and submitting to the Team Manager all relevant accommodation and transport arrangement for all Championships before 31st December.
- (h) at the start of each season, provide the Team Manager with the names and shirt sizes of each person in the boat section.
- (i) provide Team Manager with all details relating to the numbers of competitors requiring accommodation at Championship Carnivals.
- (j) provide Team manager with all details relating to transport (dates/times) for section members for championships Carnivals. Such details relate to (g) & (h) above have to be provided prior to the closing date of each Championship Carnival.
- (k) an tour, be directly responsible for the discipline and ensuring of good behaviour of each person within the Boat Section. Such control to include adherence to curfews and other controls that may be set by the team manager.
- (l) liaise also with the team manager in respect of all gear and equipment that may be required at all championship Carnivals.
- (m) be responsible for all gear and equipment relevant to the boat section when on tour.
- (n) represent the Boat Captain and Boat crews at meetings of the Competitions committee.
- (o) at the cessation of each season provide the Team Manager with nominations of Boat Crew Members for consideration by the Executive Committee for awards for outstanding contributions.
- (p) submit a monthly written report to the Competition Committee.
- (q) be the holder of the Bronze Medallion.

8.4.5 Beach Manager

The Beach Manager shall:-

- (a) be responsible to the Team Manager (Competition Director) and shall be a member of the Competition Committee.
- (b) liaise with the Beach Coach in regards to Beach matters properly represent the Beach Coach on all matters at meetings of the competition committee.
- (c) be responsible for the maintenance of an up-to-date financial plan and sponsorship portfolio.
- (d) be responsible for advising all Beach competitors of patrol obligations and notify promptly of all defaults.
- (e) be responsible for setting the schedule of attendance at carnivals and competition for all Beach competitors.
- (f) be responsible for submitting all competition entries to Competitions Director prior to date the closing date and by 31st December. No entry for a carnival to be lodged after 31st December of any competitive Season.
- (g) at the start of each season provide the Team Manager with the names and shirt sizes of each person in the Beach section.
- (h) provide Team Manager with all details relating to the numbers of competitors requiring accommodation at Championship Carnivals.(All entries after the 31st are subject to approval of the competition committee).
- (i) provide Team manager with all details relating to transport (dates/times) for section members for championships Carnivals. Such details to be provided prior to the closing date for entries for each Championship Carnival.
- (j) on tour, be directly responsible for the discipline and ensuring of good behaviour of each person within the Beach Section. Such control to include adherence to curfews and other controls that may be set by the team manager.
- (k) liaise also with the team manager in respect of all gear and equipment that may be required at all championship Carnivals.
- (l) be the representative of the Beach Coach and Beach Competitors at meetings of the Competitions Committee.
- (m) at the cessation of each season provide the Team Manager with nominations of Beach Members for consideration by the Executive Committee for awards for outstanding contributions .
- (n) submit a monthly written report to the Competition Committee.

8.4.6 Masters Coordinator

The Masters Coordinator shall:

- (a) be responsible to the Team Manager (Competitions Director) and shall be a member of the Competition committee.
- (b) be responsible for collation of all carnival entries for all masters competitors in conjunction with the Competition Secretary.
- (c) report in writing to each competition committee meeting.

8.4.7 IRB Competition Manager

The IRB Competition Manager shall:

- (a) be responsible to the Team Manager(Competition Director) and shall be a member of the Competition Committee.
- (b) be responsible for the maintenance of the sponsorship portfolio incorporating an up-to-date financial plan for all boats.
- (c) be responsible for advising all IRB competitors of patrol obligations and notify promptly of all defaults.
- (d) be responsible for setting the schedule of attendance at carnivals and competition for all crews.
- (e) be responsible for submitting all competition entries to Competitions Secretary prior to date. No entry for a carnival to be lodged after 31st December of any competitive Season. (All entries after the 31st are subject to approval of the competition committee).
- (f) be responsible for coordinating and submitting to the Team Manager all relevant accommodation and transport arrangement for all Championships.
- (g) at the start of each season provide the Team Manager (Competition Director) with the names and shirt sizes of each person in the IRB section.
- (h) provide Team Manager with all details relating to the numbers of competitors requiring accommodation at Championship Carnivals.
- (i) provide Team manager with all details relating to transport (dates/times) for section members for championships Carnivals. Such details relate to (g) & (h) above have to be provided prior to the closing date of each Championship Carnival.
- (j) on tour, be directly responsible for the discipline and ensuring of good behaviour of each person within the IRB Section. Such control to include

adherence to curfews and other controls that may be set by the team manager.

- (k) liaise also with the team manager in respect of all gear and equipment that may be required at all championship Carnivals.
- (l) be responsible for all gear and equipment relevant to the IRB section when on tour.
- (m) represent the IRB crews at meetings of the Competitions committee.
- (n) at the cessation of each season provide the Team Manager with nominations of IRB Crew Members for consideration by the Executive Committee for awards for outstanding contributions .
- (o) submit a written monthly report to the Competitions Committee meeting.

9. Education, Training & Development Committee.

9.1 Composition

- (a) The Education, Training & Development Committee shall comprise:
 - Chief Education, Training & Development Officer
 - Assistant Education, Training & Development Officer
 - Chief First Aid Officer
 - Assistant First Aid Officer
 - Club Captain or their nominee
 - Junior Club Captain
 - Training Officers
 - JAB Liaison Officers (2)
- (b) The Education, Training & Development Committee shall have the authority to co-opt the services of other persons including members of the Life Saving Committee to provide advice and/or assistance on specific matters from time to time.

9.2 Duties and functions

9.2.1 Charter

- (a) The Education, Training & Development committee reports to the Management Committee through the Chief Education & Training Officer.
- (b) The Education, Training & Development committee shall support and coordinate all matters in relation to members having access to appropriate SLSA and other relevant qualifications.

9.2.2 Responsibilities

The Education, Training & Development Committee shall:

- (a) review, develop and conduct training for all members.
- (b) review, maintain and make recommendations for purchase of appropriate training aids.
- (c) encourage members to gain maximum qualifications to carry out their duties.
- (d) organise events that will educate the public in matters of water safety and the understanding of beach conditions.
- (e) educate members in the responsibility to the community in matters of dress and general behaviour in public and accepting their individual responsibility as members of our Club.
- (f) assist with the supervision of the annual proficiency test laid down by Surf Life Saving South Coast Branch.
- (g) prepare a budget at the commencement of each season for a 12 month period to be presented to the Treasurer.
- (h) provide U18 members with an education and teaching experience in a wide range of subjects and skills within the aquatic/marine environment.
- (i) prepare U14 members for their eventual transition into the marine and patrol involvement of the Club.
- (j) encourage members to realise their potential.
- (k) attend to matters referred by the Management Committee and other Committees.
- (l) prepare and implement plans to attract new members in all categories.
- (m) organise visits to schools and outside organisations to 'spread the word' of surf life saving with Mollymook S.L.S.C.

9.3 Meetings

The Education, Training & Development Committee shall meet prior to the commencement of the season and thereafter at least 6 times per year or as directed by the Management Committee.

9.3.1 Quorum

The quorum of the Education, Training & Development Committee shall be at least four(4) persons entitled to vote.

9.3.2 Voting

All members of the Education, Training & Development Committee including the

Chairperson shall be entitled to vote only on any resolution at all meetings of the Education, Training & Development Committee at which they are present in person. The Chairperson shall also be allowed a casting vote.

9.3.3 Minutes

- (a) The Chief Education, Training & Development Officer or their nominee shall take full and accurate minutes of the Education, Training & Development Committee and a copy given to Club Secretary for further distribution to the Management Committee.

9.4 Duties of Office Bearers

9.4.1 Assistant Chief Education, Training & Development Officer

The Assistant Chief Education, Training & Development Officer shall:

- (a) be responsible to the Chief Education, Training & Development Officer and will be a member of the Education, Training & Development Committee
- (b) assist the Training Officer in the discharge of their duties, including.
 - To assist in the recruitment of new award nominees
 - To train/assist new instructors in the training of squads
 - To assist in the training of squads
- (c) in the absence of the Training Officer, have like powers and authorities so far as these can be assumed.
- (d) be the holder of all relevant accreditation for the instruction being undertaken.
- (e) be responsible for the training of a minimum of one squad through the patrol season.

9.4.2 Training Officers

Training Officers shall:-

- (a) be responsible to the Chief Education, Training & Development Officer and shall be a member of the Education, Training & Development Committee.
- (b) be qualified as per the award requirements laid down by Surf Life Saving Australia.
- (c) be appointed and notified of appointed by the Chief Education, Training & Development Officer prior to the first meeting of the Education, Training Committee and after the Annual General Meeting.
- (d) under the direction of the Chief Education, Training & Development Officer will be allocated squads for training and examination of all awards as laid

down by Surf Life Saving.

- (e) assist with the annual; proficiency tests each season by ensuring all patrol members are up to date with proficiency requirements.
- (f) Report in writing to each Education, Training & Development Committee Meeting.

9.4.3 JBA Development Liaison Officers

JBA Liaison Officers shall:

- (a) attend all meetings of the Education, Training & Development Committee and report to the next meeting of the Board of Junior Activities.
- (b) be a member of the Education, Training & Development Committee.
- (c) in the event of the inability to attend a meeting be required to arrange a substitute.

9.4.4 Junior Club Captain

The Junior Club Captain shall:

- (a) be responsible to the Chief Training, Education & Development Officer.
- (b) be welcome to attend meetings of the Training, Education and Development Committee.
- (c) prepare suggestion and requests on behalf of junior and Cadet Club Members.
- (d) liaise with appropriate Competition section managers to assist in ensuring that all junior and Cadet Competitors are entered in carnivals.

9.4.5 Assistant First Aid Officer

The Assistant First Aid Officer shall:

- (a) act under the direction of the First Aid Officer and during their absence shall act in their stead.
- (b) maintain the cleanliness and general order of the first aid room and its equipment.
- (c) maintain operational order at all times the patrol first aid kits.
- (d) attend meetings of the Education, Training & Development Committee as a

representative of the Chief First Aid Officer.

10. Social Committee

10.1 Composition

- (a) The Social Committee shall comprise of:-
 Social Secretary
 Assistant Social Secretary(s), one of which will also be on Finance Committee
 Food & Beverage Coordinator
- (b) The Social Committee shall have the authority to co-opt the services of other persons to provide advice and/or assistance on specific matters from time to time.
- (c) In the event of the absence of the Social Committee Chairperson, the meeting shall appoint one of its members to act during such absence.

10.2 Duties and functions

10.2.1 Charter

- (a) The Social Committee reports via the Social Secretary to the Management Committee.
- (b) The Social Committee shall be responsible for conducting social functions etc for the entertainment of members and the raising of funds.
- (c) Finance club activities/facilities.

10.2.2 Responsibilities

- (a) Organise all club social activities
- (b) Be responsible for the provision of all food and beverage outlets at all approved club and civic functions approved by the Management Committee.
- (c) Prepare and implement plans for improving social activities among members.
- (d) Attend to matters referred by the Management Committee or other committees.
- (e) Appoint an assistant Social Secretary to attend meetings of the Finance Committee.
- (f) Liaise with the Finance Committee.

10.3 Meetings

The Social Committee shall meet monthly prior to Management Committee

meeting.

10.3.1 Quorum

The quorum of any Social Committee meeting shall be (3) members.

10.3.2 Voting

All listed members including the Social Secretary shall be entitled to one vote only on any resolution at all meetings of the Social Committee at which they are present in person. The Chairperson shall be allowed the casting vote.

10.3.3 Minutes

(a) The Social Secretary or their nominee shall take full and accurate minutes of the Social Committee.

(b) The minutes shall be promptly distributed to members of the Social Committee and a copy given to the Club Secretary for further distribution to the Management Committee.

10.4. Duties of Office Bearers

10.4.1 Assistant Social Secretary (s)

The Assistant Social Secretary shall:

- (a) be responsible to the Social Secretary and shall be a member of the Social Committee and one of which shall be a member of the Finance Committee
- (b) act under the direction of the Social Secretary and during their absence shall act in their stead.
- (c) assist the Social Secretary in the execution of their duties.

10.4.2 Food & Beverage Coordinator

The Food & Beverage Coordinator shall:

- (a) be responsible to the Social Secretary and shall be a member of the Social Committee.
- (b) be responsible for the operations of all food and soft drink outlets for Special Events and all authorised club events.
- (c) collect on behalf of the Social Secretary collect all monies earned from sales.
- (d) collect all monies earned from sales and forward to the Social Secretary for banking on behalf of the Treasurer in accordance with the *Financial Management Guidelines*.

- (e) be responsible for the maintenance of relevant book keeping associated with stock and money control relating to activities under his/her control.
- (f) be responsible for setting rosters for assistants to operate food & beverages outlets.
- (g) be responsible for the maintenance of all gear & equipment and storage areas (associated with their activities) in a clean, safe & operational condition.

11. Ways & Means Committee

11.1 Composition

- (a) The Ways & Means Committee shall comprise:-
Assistant Treasurer (who shall act as chairperson)
Interested financial members including past members of the Club or any affiliated Surf Life Saving Club
- (b) In the event of the absence of the Ways & Means Committee chairperson, the meeting shall appoint one of its members to act during such absence.

11.2 Duties and Functions

11.2.1 Charter

- (a) The Ways and Means Committee reports via the Assistant Treasurer to the Finance Committee.
- (b) The Ways and Means Committee shall encourage fellowship and camaraderie amongst membership of past and current Surf Lifesavers.
- (c) To foster the involvement of individuals who move into the district and who are past members of affiliated life saving clubs.
- (d) To act as stimulus for new ideas for fundraising.
- (e) To conduct, on behalf of Mollymook Surf Life Saving Club any endorsed fundraising scheme they may wish to bring to fruition.
- (f) To assist where possible in other fundraising activities/functions undertaken by Mollymook Surf Life Saving Club.

11.3 Meetings

The Ways and Means Committee shall meet at the commencement of the season, and then again as deemed necessary.

CLUB OFFICE BEARERS

12. Duties of Club Office Bearers

12.1 *Regalia Officer*

The Regalia Officer shall:

- (a) be Responsible to the Treasurer.
- (b) maintain a variety of Club Regalia for sale to the club members and Public.
- (c) be responsible for updating the variety and styles on sale.
- (d) collect and bank, on behalf of the Treasurer all monies earned from sales in accordance with the Financial Management Guidelines.
- (e) be responsible for the maintenance of relevant bookkeeping associated with stock and money earned from sales.
- (f) submit a monthly Financial Report to the Treasurer.

12.2 *Boat Captain*

The Boat Captain shall:

- (a) be responsible to the Boat Manager.
- (b) submit to the Boat Manager all matters for consideration of the Competition Committee.
- (c) be responsible for the condition of all equipment and have control over such equipment.
- (d) be responsible for the instruction of crews according to the rules of Surf Life Saving Australia.
- (e) be fully qualified in terms of the rules of Surf Life Saving Australia and to ensure all appropriately accredited.
- (f) at the commencement of each season allocate Training Times (gym & water) together with the boat allocation in respect of each boat crew.
- (g) prepare all boats and equipment under his jurisdiction for Gear Inspection and be in attendance.
- (h) in absence of the Boat Manager can act in their stead.

- (i) ensure that the Drugs Policy of Surf Life Saving Australia is strictly adhered to by members of the Boat Section.
- (j) have the power to co-opt the assistance of Members (not necessarily active) who, in the opinion of the Boat Captain, are qualified to maintain Surf Boats in good working condition.
- (k) be the holder of the Bronze medallion.
- (l) keep a register for statistical purposes and for the assistance of the Treasurer, of the following :--
 - i. Boats and equipment showing: Item, Date of Purchase/Grant, Value, Date of Disposal, Amount Received, Replacement Cost.
 - ii. Sponsor showing: Item sponsored, Sponsor, Date.

12.3 The Boat Vice Captain

The Boat Vice Captain shall:

- (a) act under the direction of the Boat Captain and during their absence shall act in their stead.
- (b) be responsible for the maintenance and cleanliness of boat shed and surroundings.
- (c) assist in the preparation of all boats and gear for Gear Inspection and shall be in attendance.
- (d) be the holder of the Bronze Medallion.

12.4 The Beach Coach

The Beach Coach shall:

- (a) be responsible to The Beach Manager.
- (b) submit to the Beach Manager all matters for consideration at the Competition Committee meeting.
- (c) be responsible for the canvassing and recruitment of new members for the Beach Team.
- (d) liaise with the Beach Manager in the preparation of a financial plan of management for the forthcoming season.
- (e) be responsible for coaching and instruction of Beach Team members according

to the rules of Surf Life Saving Australia.

- (f) be fully qualified in terms of the rules of Surf Lifesaving and to ensure that all beach team members are appropriately accredited.
- (g) constantly review training methods and matters of nutrition and advising Team members of those considered to be beneficial.
- (h) ensuring that the Drugs Policy of Surf Life Saving Australia is strictly adhered to by members of the Beach Team.

12.5 Board & Ski Coach

The Board and Ski Coach shall:

- (a) be responsible to the Board & Ski Manager.
- (b) be responsible for the instruction of Members in the use of surf boards and skis and shall keep a record of all competent board and ski riders.
- (c) submit to the Board & ski Manager all matters for consideration of the competition committee meeting
- (d) have full control over Members as to the use of the Club's competition boards and skis and assure that they are housed on the racks in a tidy and proper manner.
- (e) be responsible for preparation of all boards and skis for Gear Inspection and be attendance.
- (f) report to the Board & Ski Manager on the condition of all equipment under the control of the Board and Ski Captain.
- (g) in the absence of the Board & Ski Manager can act in their good stead.
- (h) ensure that the Drugs Policy of Surf Life Saving Australia is strictly adhered to by members of the Board & Ski Team.
- (i) be the Holder of the Bronze Medallion.
- (j) be fully qualified in terms of the rules of Surf Life Saving Australia and to ensure all appropriately accredited

12.6 Assistant Board & Ski Coach

Assistant Board & Ski Coach Shall:

- (a) act under the direction of the Board and Ski Coach and during their absence,

shall act in their stead.

- (b) assist in preparation of all boards and skis for Gear Inspection and be attendance.

12.7 Assistant Gear Stewards

Assistant Gear Stewards shall:

- (a) be responsible to the Chief gear Steward.
- (b) shall act under the direction of the Chief Gear Steward and during the Chief Gear Steward's absence shall act in their stead.
- (c) be responsible for the cleanliness and maintenance of all gear storage areas including Patrol rescue room.

12.8 The Power Craft Vice Captain

The Power Craft Vice Captain shall:

- (a) act under the direction of the Power Craft Captain and during their absence, shall act in their stead.
- (b) be responsible for the maintenance and cleanliness of IRB storage areas and surroundings.
- (c) assist in the preparation of all boats and gear for Gear Inspection and shall be in attendance.
- (d) ensure adequate supply of fuel for all purposes at all times and that such fuel be stored correctly.
- (e) be the holder of the Bronze Medallion and IRB License or above.

12.9 Swim/R & R Coach

The Swim/R & R Coach shall;

- (a) be responsible to the swim/R&R Manager.
- (b) be responsible for the canvassing and recruitment of new members for the Swim/R & R Team.
- (c) submit to the Swim/R&R Manager all matters for consideration at the Competition Committee meeting.
- (d) liaise with the Swim/R & R Manager in the preparation of a financial plan of management for the forthcoming season.

- (e) be responsible for coaching and instruction of Swim/R & R Team members according to the rules of Surf Life Saving Australia.
- (f) be fully qualified in terms of the rules of Surf Lifesaving and to ensure that all Swim/R&R team members are appropriately accredited.
- (g) constantly review training methods and matters of nutrition and advise Team members of those considered to be beneficial.
- (h) ensuring that the Drugs Policy of Surf Life Saving Australia is strictly adhered to by members of the Swim/R & R Team.
- (i) be the holder of the Bronze Medallion.
- (j) be qualified in terms of the rules of Surf Life Saving Australia.

12.10 The Handicapper

The Handicapper shall:

- (a) ensure that Club competition events are conducted on a regular basis.
- (b) ensure that a record of points obtained by Members is transmitted to the Captain as soon as possible after the conduct of the event.
- (c) ensure that a record of points obtained by Members is maintained.

12.11 The Mobile Officer

The Mobile Officer shall:

- (a) assist the call-out Officer in prepare the 24 Hour Mobile rescue equipment, including fully equipped vehicles & trailers.
- (b) ensure fully equipped 4WD and associated gear is ready for immediate use.
- (c) be responsible for the condition/maintenance of all mobile equipment including regular servicing.
- (d) be responsible for the preparation of all mobile equipment for the annual gear inspection and be in attendance.
- (e) be responsible for the maintenance of the sponsorship portfolio incorporating an up-to-date financial plan for all mobile equipment.

12.12 Publicity Officer

The Publicity Officer shall:

- (a) be responsible to the Club Secretary.
- (b) report and publicise the Club's various activities in whatever manner and form, and by means of whatever media they consider appropriate.
- (c) not incur any cost in the discharge of the duties of the Publicity Officer without the prior approval of the Executive or Committee.
- (d) maintain ongoing record in the form of scrapbook of all club activities.
- (e) be an Ex-Officio member of all committee meetings with no voting power.

12.13 Assistant Publicity Officer

The Assistant Publicity Officer shall:

- (a) act under the direction of the Publicity Officer and during their absence shall act in their stead.
- (b) collect all newsworthy items from members to assist in the publicity of the clubs activities and pass to the Publicity Officer.

12.14 Assistant Function Room Officer

The Assistant Function Room Officer shall:

- (a) act under the direction of the Booking Officer and during their absence shall act in their stead.
- (b) assist in the submissions of suggestions for the consideration by the Management committee for maintenance and upgrading of the main function room and facilities.

12.15 Delegate to the Branch

The Delegate to the Branch shall:

- (a) attend all meetings of the Management Committee.
- (b) attend all general meetings of the Branch and report to the Management Committee meeting of the Club.
- (c) vote in accordance with any decision reached previously by the Management Committee.
- (d) in the event of the inability to attend a Branch general meeting, be required to arrange a substitute.
- (e) forfeit their Office if they fail, without reasonable excuse to attend three (3)

successive Branch General Meetings of which they have received notice.

- (f) be the President or Vice-President and one other member of the Management Committee to attend on rotation basis.

12.16 Assistant Radio Officer

The assistant Radio Officer shall:

- (a) Act under the direction of the Radio Officer and during their absence shall act in their stead.
- (b) Maintain the cleanliness and general order of the Radio Room and its equipment.

12.17 Board of Junior Activities Secretary

The JBA Secretary shall:

- (a) be responsible for the administrative functions of the JBA sub-committee.
- (b) be responsible for the drafting of outward correspondence for the signature of the Club Secretary.
- (c) be responsible for the maintenance of all incoming correspondence relative to JBA activities.

12.18 Board of Junior Activities Registrar

The JBA Registrar shall:

- (a) be responsible to the Chairperson of Junior Board of Activities
- (b) co-ordinate the membership registration and qualification of JBA Members.

12.19 Board of Junior Activities Team Manager

Board of Junior Activities team Manager shall:

- (a) be responsible to the Chairperson of Junior Board of Activities
- (b) co-ordinate all tours of the JBA Team Competition; including the Travel and Accommodation arrangements and enforcement of rules of competition both within and upon members.

12.20 Board of Junior Activities Age Managers

Board of Junior Activities Age Managers shall:

- (a) assist the JBA Team Manager by coordinating age group during touring

competition.

12.21 Board of Junior Activities Coaches

JBA Coaches shall:

- (a) be qualified in the terms of Coaching & Surf Lifesaving.
- (b) promote the ideas of fair play
- (c) promote and encourage the correct training and processes.

12.22 Board of Junior Activities Delegates to JBA Branch Meetings

Delegates to the Branch shall:

- (a) attend all general meetings of the Junior Activities Branch and report to the next committee meeting of the Mollymook Board of Junior Activities.
- (b) vote in accordance with any decision reached previously by the Board of Junior Activities.
- (c) in the event of an inability to attend a meeting be required to arrange a substitute.
- (d) forfeit their Office if they fail, without reasonable excuse, to attend three (3) successive Junior Activities Branch Meetings.

12.23 Board of Junior Activities Publicity Officer

The JBA Publicity Officer shall provide media reports for the promotion and Education of JBA activities and membership.

12.24 Board of Junior Activities Clothing & Gear Coordinator

The JBA Clothing and Gear Coordinator shall:

- (a) control and purchase and sale of JBA merchandise
- (b) liaise with the Regalia Officer
- (c) collect and bank on behalf of the Treasurer all monies earned from the commercial services in accordance with the enclosed *Financial Management Guidelines*.
- (d) submit a monthly financial report to the Treasurer.

12.25 Team Captain

The Team Captain shall:

- (a) be appointed by the members of the Touring Team prior to the first Championship

event.

- (b) assist the Team Manager generally in particular by ensuring that the behaviour codes and disciplinary policies are met.
- (c) as determined by the Team Manager, form in conjunction with the Team Manager a Judiciary Committee that shall be charged with reviewing any alleged breach of discipline or good behaviour.
- (d) be the holder of the Bronze Medallion.

12.26 Gym Custodian

The Gym Custodian shall:

- (a) be responsible for the maintenance in a safe condition all gymnasium equipment.
- (b) recommend to the committee the purchase of new equipment.
- (c) ensure the correct O.H. & S. policies are adhered to.
- (d) ensure that the Gymnasium is maintained in a clean & tidy condition,
- (e) ensure that all unwanted / surplus material is removed from the gymnasium.

12.27 Auditor

The Auditor or Auditors shall:

- (a) be elected at the Annual General Meeting.
- (b) examine all accounts, vouchers, receipts, books etc; and furnish a report thereon to the Members at the Annual General Meeting.
- (c) conduct audits at regular intervals of not less than twelve (12) months.
- (d) not be a Member of, or closely related to a Member of the Management Committee.

12.28 Website Administrator

The Website Administrator shall:

- (a) be responsible to the Club Secretary
- (b) administer maintain the Club web site as instructed by the Management Committee.

OTHER COMMITTEES

13. Judiciary Committee

The Judiciary Committee shall:

- (a) consist of the Senior Vice President, The Treasurer, The Secretary, The Club Captain and under the chairmanship of the Senior Vice President and four shall form a quorum.
- (b) act on and investigate matters placed before it, by resolution of the Committee or the Executive Committee.
- (c) report its findings and decisions to the Committee for endorsement or disallowance.

14. Building Committee

The Building Committee shall:

- (a) consist of the President, Secretary, and Captain, who shall have the power to co-opt other Members as required.
- (b) report its findings and recommendations to the Management Committee for endorsement or disallowance.

15. Constitution Committee

The Constitution Committee shall:

- (a) consist of the President, Secretary and Captain.
- (b) consider all matters affecting the Constitution of the Club and its recommendations shall be referred to the Members at the subsequent Annual General Meeting.

FINANCE

16. Finance

- (a) All monies received shall be banked in the name of the Club. All payments made shall be only by cheque signed by any two of the following Office Bearers President, Secretary or Treasurer, after accounts have been passed by the Committee and certified by the Chairman of the meeting and a record made in the minutes.
- (b) The Management Committee shall give proper recognition of endorsed budgetary plans maintained by appropriate club-committees & or individual officers authorised to collect money on behalf of Mollymook SLSC.
- (c) The Management Committee shall have the power to expend the funds of the Club in

any such manner as they think most expedient. Any account under thirty (30) dollars may be paid out of petty cash.

- (d) The finances of the Club shall be supported by means of displays, subscriptions, donations and social and other gatherings, organised for its aid.
- (e) Copies of the Annual Report shall be forwarded to the State Centre, Surf Life Saving Australia, and the South Coast Branch, and Shoalhaven City Council.

17. Financial Management Guidelines

17.1 General

Financial management guidelines that shall be adopted by Mollymook SLSC and all sub-committees and or officers endorsed by the committee to collect money on behalf of Mollymook SLSC: Social Secretary, Regalia Officer, Function Room Booking Officer, Bus manager, Team Manager, First-Aid Officer, PowerCraft Officer, Chief Gear Steward, Food and Beverage Coordinator and others that may be authorised by the Management Committee from time to time.

17.2 Payment to members

- (a) No payment in the form of honorarium shall be made by committees to any other members. However, expenses whilst carrying out executive duties may be reimbursed.

17.3 Books of account

- (a) Receipt book
 - (i) Receipts must be issued for all moneys received.
 - (ii) Receipt books must consist of pre-numbered receipts and duplicates so that originals may be attached and the duplicates retained in the book.
 - (iii) Used receipt books must be retained.
- (b) Cash Book
 - (i) A cash book shall be kept by the committee
 - (ii) The cash book must show details of all money received and payments made in such a manner as to allow cross reference to the receipt and cheque books and the accounts paid.

17.4 Fixing fees and Charges

- (a) All fees and charges to be reviewed at the Annual General Meeting of Mollymook Surf Life Saving Club each year.
- (b) The Management Committee shall forward recommended fees and charges for the ensuing year to council before the 31st of March.

- (c) Fees & charges shall be calculated to cover the costs of managing and maintaining facilities including periodic maintenance and upgrading. Users are to contribute on an equitable basis.
- (d) Application for special consideration for whole or part refund of moneys paid for the hiring of goods or the use of facilities may be made in writing and addressed to the Honorary Secretary for the consideration of the Management Committee.

17.5 Receipting of money

- (a) All money received shall be in the name of Mollymook Surf Life Saving Club and a receipt issued.
- (b) All money received must be recorded as a cash book entry by the Honorary Treasurer.
- (c) The Management Committee shall ensure that all monies due to the Club are received including the full payment of any fees and charges due and payable.

17.6 Disbursements

- (a) All funds collected by the Management Committee are to be spent on the care, control and management of the respective facilities.
- (b) All payments shall be supported by accounts for goods and/or services received and be made to order and crossed "Not Negotiable".
- (c) All disbursements(except petty cash) shall be made by cheque signed by any two of the following on the Management Committee: President, Secretary or Treasurer.
- (d) Receipts and invoices are to be obtained for all payments made.
- (e) All accounts shall be submitted to the Management Committee for approval prior to payment being made and particulars recorded in the minutes.
- (f) Where payment must be made between meetings, payment is permitted subject to such payment being confirmed at the next meeting and the particulars recorded in the minutes.
- (g) All payments shall be recorded separately in the cash book together with the details thereof.

17.7 Banking

- (a) Prior to handling any monies the Management Committee shall have a cheque account in the name of the Mollymook Surf Life Saving Club at an approved Bank/Credit Union, through which all transactions shall be made.

- (b) All monies received by committees shall be banked in the form received at least weekly, in a manner which aids reconciliation of bank accounts with cash and receipt books.

17.8 Petty Cash

- (a) The Management Committee may operate a petty cash account.
- (b) The cash 'float' shall not exceed \$100 at any one time.
- (c) Only payments of less than \$30 may be made from petty cash. All other payments shall be made by cheque. Petty cash will be normally reserved for secretarial and Treasury expenses.
- (d) Petty cash shall at all times be kept in a locked container with the key being held by the Treasurer.
- (e) All petty cash payments must be supported by receipts which shall be placed in the petty cash container.
- (f) At any one time, the total of receipts and cash in the container shall equal the cash 'float'.
- (g) The 'float may be replenished from time to time by drawing cash by cheque to the total amount of the receipts in the petty cash container. Such receipts may then be removed and properly recorded. The receipts should be retained.
- (h) Details of reimbursement of petty cash shall be made available to respective committees.

18. Reporting

18.1 Treasurer's Report

- (a) The Treasurer must submit financial reports to each properly convened meeting of the Management Committee.
- (b) The reports should include full details of the following:
- cheques written prior to the meeting
 - cheques submitted for approval of the meeting
 - bank reconciliation, inclusive of most recent monthly bank statement.
- (c) Reports should be signed by both the Treasurer and/or President or Secretary and formal adoption of reports should be noted in the minutes of the Management Committee Meeting.
- (d) The report should be pasted into a minutes Book so that it cannot be removed and this then forms part of the minutes of the meeting.

18.2 Annual Statement of Accounts

- (a) The financial year of the Management Committees shall be from the 1st July to 30th June each year.
- (b) As soon as possible after 30th June of each year the Treasurer shall prepare an annual statement of accounts including:
 - (i) A statement showing all income received and payments made by the Management Committee during the financial year just ended.
 - (ii) A bank reconciliation.
 - (iii) A certificate from the bank certifying the balance of funds held as at 30th June.
- (c) A copy of the financial statement and attachments together with the Auditor's Certificate and any comments made by the Auditor must be submitted as soon as possible after the 30th June.

MISCELLANEOUS

19. Tender Process for Goods and Services.

19.1 Terms

- (a) Be determined by the Management Committee.
- (b) The Secretary shall be responsible for placing details of the tender inclusive of closing date in local press and on club notice board.
- (c) All tenders shall be lodged in a sealed envelop marked 'Tender Documents' only & addressed to the Honorary Secretary who shall present them unopened to the first meeting of the management committee held after the advertised date.
- (d) The document shall be opened by the President at the meeting of the Management Committee.

19.2 Rules of Tender

Each Tender shall be checked against the advertised terms of the Tender.

- (a) **Selling**
 - The highest price need not necessarily be accepted. Generally, however, where submitted tenders that fully comply with the relevant terms and Conditions, the Tender that offers the highest price will be the successful Tender.
- (b) **Purchasing Goods & Services**
 - The lowest price need not be necessarily be accepted. Generally, however, where submitted tenders that fully comply with the relevant terms and Conditions, the Tender that offers the lowest price will be the successful

Tender.

- (c) Preference will be given to Financial Members where two Tenders are of equal value.
- (d) All purchases over \$700 need to undertake the tendering process.

20. Rules and Conditions of Hire

The following are the conditions of hire and rules for the care, control and management of Mollymook Surf Life Saving Club.

- (a) Applications for the hire of the facility shall be made through the Function Room Booking Officer, on an agreement form, and shall be accompanied by the prescribed deposit. The deposit shall be forfeited (subject to prior arrangement with the Management Committee) if the booking is not taken up or cancelled at any time.
- (b) Persons hiring or using the facility on any occasion are responsible for leaving it in a clean and tidy condition and are required to return tables, chairs and other equipment to their appropriate positions after use.
- (c) The Management Committee had the authority to approve all applications for hiring made in accordance with the rules.
- (d) The hirer shall be responsible for the conduct of the function/activity and shall be responsible for the payment of any damage sustained to or loss of property and/or furniture, fittings and equipment during the period of hire.
- (e) Smoking is prohibited within the confines of the Club.
- (f) Consumption of alcoholic liquor in the facility, and the taking of alcoholic liquor onto the premises shall be in accordance with the conditions of the Liquor License held by the Social Secretary and/or in accordance with compliance with the relevant state regulations.
- (g) Decorations shall be permitted (subject to the Booking Officers approval) provided that they shall not be fixed to the walls or floor of the Club by nail, screws, hooks, etc. If any flammable material is used in the decorations it shall be first treated with a fire retardant solution to the satisfaction of the committee.
- (h) Decorations must be removed before 10.am on the day following the function or as directed by the committee.
- (i) Clear access of not less than 1.1 m must be maintained at all exit doors.
- (j) When the facility is booked for theatrical purposes, the date of booking shall commence from the time the scenery or other equipment is brought into the Club, and continue until the scenery or equipment is removed.

- (k) The Club, when hired for dances, socials, parties, weddings etc. on Sundays, must be vacated by midnight.
- (l) Interference with the electrical wiring, switchboard or sound equipment. or any alteration to the Clubs property whatsoever without written approval shall result in the forfeiture of the deposit and the hirer shall be liable to prosecution.
- (m) All scenery and stage props must be made outside the facility and must be rendered fireproof as directed by the Management Committee.
- (n) Crockery and cutlery shall be checked prior to and after each function, and any shortages are to be paid for or replaced by articles of similar quality by the hirer.
- (o) The kitchen shall be left in a clean condition and all foodstuffs and food refuse placed in garbage bins provided.
- (p) Crockery, cutlery, tables, chairs and any other equipment shall not be removed from the facility without consent of the Booking Officer.
- (q) Any particular requirements should be discussed with the Booking Officer when hiring the facility, especially seating and public address systems.
- (r) Councils Insurances Policies will only provide protection for insurance claims where it is established that Council ways negligent. Should the hirer be shown to be negligent party, then no protection is available from Councils policies and the hirer would be liable for any claims therefore arising.
- (s) The Club will not be made available for 18th and 21st Birthday Party celebrations and the like.

21. Intoxicating Liquor

- (a) Intoxicating liquor shall not be bought to the Club Premises by any Member.
- (b) When liquor is provided in the Club Premises, it shall only be upon the direction of the Committee.

22. Club Property

- (a) The security of the Surf Club House shall be vested in the Executive.
- (b) The President shall have the custody of all keys and will be responsible to the Executive for the proper allocation to selected Office Bearers and Council Representatives at each Annual general Meeting and throughout the season.
- (c) A register of all keys issued shall be kept and be under the President's control.
- (d) The Surf Club House is for the use of the Club Members and/or others at the direction

of the Committee.

- (e) The Club's consent should be obtained to hiring or leasing any portion of the building or its precincts.
- (f) No unseemly conduct likely to interfere with the comfort of other Club Members will be permitted.
- (g) No Member shall remove from the Club or use any of the Club's property for any purpose other than that for which it is intended, without the sanction of the Executive Committee or the Committee.
- (i) All property wilfully damaged or destroyed shall be replaced or paid for by the perpetrator/s.
- (k) The Committee shall, at all times, ensure that Club property is adequately insured against fire, accident, or theft and that as regards power rescue craft and vehicles, and that Third party cover is held.

23. Patrols

- (a) The beach or beaches shall be patrolled by Members of the Club on weekends and public holidays during the surfing season as defined by the Branch or as specified from time to time by the Captain or Vice-Captain.
- (b) Patrols shall be appointed by the Club Captain before the first weekend in the season, the duty roster to be displayed on the Club's Notice Board fourteen (14) days prior to the commencement of the surfing season and the plea of not having received written notice as to such duties will not be accepted as an excuse for failure to attend thereto.
- (c) Patrols shall be under the direct control of the Patrol Captains who shall be responsible to the Captain.
- (d) Members of patrols shall report to the Patrol Captain punctually at the time appointed and shall sign the patrol book under the supervision of the Patrol Captain.
- (e) A member unable to perform their allotted patrol must arrange a substitute and inform their Patrol Captain.
- (f) No Member of a patrol shall be permitted to leave the patrol area during a period of duty, unless with the express permission of the Patrol Captain.
- (g) 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.
- (h) Leave from patrol duty may be granted by the Captain or Vice-Captain in exceptional circumstances.

- (i) Exemptions from patrols on the grounds of occupation or disability may be granted by the Committee. Applications should be in writing to the Captain.
- (j) Any Member failing to carry out their patrol duty or any duty allotted to them by a Patrol Captain shall be reported by the Captain to the Judiciary Committee and suitably dealt with.
- (k) All Members shall wear a patrol cap (tied on) and black swimming costume when on duty, and any other clothing must be that as set down by Surf Life Saving Australia.
- (l) In the event of the patrol having finished its term and the succeeding patrol failing to relieve it, the Patrol Captain shall leave sufficient Members on patrol to carry on, until the Patrol Captain reports to the Club Captain.
- (m)
 - i. The first patrol on duty each day shall see that all the lifesaving gear is placed in position on the beach after ensuring that it is operational.
 - ii. The last patrol on duty each day shall return all gear to the Club house after cleaning such gear, and ensure that it is secure from vandalism, theft and like occurrence.
- (n) The Committee will determine the time of starting, the duration and the finishing time of all patrols, in accordance with the directions and requirements of the Branch.
- (o) Any Member who misses two (2) patrols in any one season without reasonable excuse, may be required to appear before the Judiciary Committee who may then, if necessary, determine the Member's status.

24. Grievances

Any Member having grievance on a matter connected with the Club must notify the Secretary in writing, who will immediately bring the matter before the Management Committee.

25. Surf Boats and Power Boats

- (a) No Member or Members shall use the surf boats unless in the charge of the Captain, Vice-Captain, Boat Captain, Boat Vice-Captain; provided that in the event of none of these Officers being available to use the boats, any one of them may grant permission to any Member (who, in their opinion is qualified to do so) to take charge of the boat. Such Member shall be held responsible to the Officer and Committee for the conduct of the boat crew and the manner in which the boat is used whilst under the Member's charge and for any breach of boat By-Laws.
- (b) The boats and gear shall be housed in the boat shed provided for that purpose, and kept locked.
- (c) The Member in charge of the boats shall be held responsible for its safe return with

gear and shall report to the Committee any loss of gear or damage to the boat, and any misconduct by Members of the Crew.

- (d) The boats must not leave Mollymook Beach without permission of the respective Captain unless expressly for the purpose of rescuing persons in danger of drowning.
- (e) No persons, other than Members, shall be allowed in, or shall use the boat without permission of the respective Captain.
- (f) Members authorised to use the boat may call upon any Member to assist in its launching or housing. Any Member refusing to so assist shall be deemed guilty of a breach of this rule, provided that Members on patrol duty shall not leave the patrol area to launch or house the boat unless by permission of the Patrol Captain.
- (g) On no account are the boats to be left outside the boat shed overnight.
- (h) Unless under special circumstances, the boat crew shall not exceed five.
- (i) When a power craft is not available, the boat shall be in attendance at the buoys on all occasions when surf events are being held.
- (j) The boat must never be taken out or brought in between the flags delineating the bathing area.
- (k) The boats and gear shall be washed in freshwater after use and kept ready for an emergency.
- (l) Any Officer or Member violating any of these By-Laws shall be dealt with by the Committee.

26. Power Craft

By-laws 25 (a), (b),(c),(d), (e), (f),(g),(j),(k) and (l) (**Surf Boats and Power Boats**) shall also apply to Power Craft, together with the following:

- i. No person, other than properly qualified Members shall be permitted to use the Power Craft.
- ii. Unless under special circumstances, the boat crew shall not exceed the recommended crew.
- iii. The Power Craft shall be in attendance at the buoys on all occasions when surf events are being held.

27. Use of Club Facilities, Clubroom, Kitchen, amenities

- (a) Club Members only shall be allowed the use of these.

- (b) No visitor shall be allowed the use of these Club quarters unless first introduced to the Social Secretary or Member of the Committee.
- (c) It is the responsibility of all Members to assist in keeping the Club facilities clean and tidy at all times.
- (d) Any Member of any other Club affiliated with Surf Life Saving Australia, wishing to occupy the Club house shall obtain permission from the Club Executive before doing so.

28. Closing the Beach

- (a) When a beach is closed, a sign should be displayed on which is painted "Beach Closed-Surf Dangerous", in red letters on a white background.
- (b) At least four (4) Active Members (IRB Driver, Radio Officer, Patrol Captain and one other shall be detailed to patrol the beach to ensure that bathers refrain from entering the water and the rest of the Patrol shall remain in or around the precincts of the Club house to be ready in case of emergency or the reopening of the beach.

29. Club Championships

- (a) To win a Club Championship a competitor must have successfully completed the Annual reassessment examination for that season.
- (b) The Competition shall be held over such events as nominated by the Executive, who may co-opt such other Members as may be necessary to assist in conducting the various events.

RULES OF DEBATE

The following rules of debate shall be adopted and used at all meetings of the Club.

1. Any Member desiring to speak shall stand up and address the Chairperson respectfully.
2. No Members may speak more than once to a question except in explanation or reply.
3. A Member who formally seconds a motion or amendment may address the meeting in support at a subsequent stage of the debate.
4. A reply shall be allowed only to a Member who has moved a subsequent motion.
5. No Member shall use offensive or unbecoming words.
6. The mover of a motion shall not occupy more than five minutes nor any other speaker more than three minutes. The meeting may, by resolution without debate, grant extension of time to any speaker.

7. No speaker shall digress from the subject under discussion and impute improper motives, and all personal reflections upon Members shall be deemed disorderly.
8. Whenever the Chairperson rises during debate, the Member then speaking shall sit down.
9. No Member shall interrupt another while speaking, except on a point of order.
10. Any Member during the debate may raise a point of order, when the Member then speaking shall sit down until the point of order has been decided. The Member rising to the point of order shall state concisely the point, and the Chairperson, without further discussion shall give their ruling.
11. It shall be competent for any Member to move a motion of dissent from the Chairperson's ruling. The mover of the motion of dissent shall concisely their point; the seconder and Chairperson may only speak to the motion.
12. A Member may move the adjournment of the debate. If the motion be resolved in the negative, the mover shall not be allowed to speak again on the question under debate. If the motion be resolved in the affirmative, the mover shall have the right of resuming the debate at the ensuing meeting. No Member shall move the adjournment at the end of their speech.
13. At any time during the debate any Member may, without notice move "that the question be put", and such motion being duly seconded shall then be put without debate. If carried, the question shall be put to the vote: if lost, the debate shall proceed.
14. An amendment may be moved on any original motion. The Chairperson shall first put the amendment to the meeting, and if carried, it shall be declared to embody the decision of the meeting superseding the motion. When an amendment has been decided, a further amendment may be moved, which if carried, shall in turn supersede the motion. If there is no amendment the original motion shall be put after the mover has replied.
15. The Chairperson shall refuse to receive an amendment which is a direct negative.
16. The Chairperson shall have only a casting vote at any meeting.
17. In the event of any matter being brought before any meeting which affects the Chairperson of the meeting, or in which they may be interested; they shall vacate the chair and the meeting shall elect a Chairperson protem until such matter is dealt with.
18. Voting shall be by voices or show of hands at the request of any Members. Any Member supported by not less than three others may call for a division, in which case Members shall move to the right or left of the Chairperson, as directed by the Chairperson. Any Member declining to vote shall retire behind the Chairperson.

19. If a secret ballot is requested at any meeting by two (2) who are present thereat, it shall be taken upon such conditions as the Chairperson of the meeting directs.
20. The Chairperson may appoint tellers to assist in counting a vote by show of hands or division or at a secret ballot.
21. The mover of an original motion must obtain the consent of the seconder and the approval of the meeting before making any alteration to the wording of the motion.
22. The amendment having been moved, it shall not be competent to move any further amendment, but notice may be given of intention to move such further amendment when the previous amendment has been disposed of. Only one amendment can be considered at any one time.
23. In the absence of the President or Deputy President, the Chairperson of all meetings shall be elected by vote of the Members in attendance thereat.

Appendix “B” Application for Membership of the Club

Mollymook Surf Club Inc.

Incorporated (incorporated under the Associations Incorporation Act 1984)

I, (full name of applicant),(Occupation),
of
.....(address)

hereby apply to become a member of the abovenamed incorporated Club. In the event of my admission as a member, I agree to be bound by the Rules and By-laws of the Club for the time being in force.

Signature of applicant

Date

I, (full name), a member of the Club, nominate the applicant, who is personally known to me, for membership of the Club.

Signature of proposer:

Date:

I, (full name), a member of the Club, second the nomination of the applicant, who is personally known to me, for membership of the Club.

Signature of seconder

Date: