



CRONULLA SURF LIFE SAVING CLUB INCORPORATED SUB-RULES

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Sub- Rule 1 STANDING COMMITTEES

1.1 EXECUTIVE COMMITTEE

1.1.1 The Executive Committee shall consist of the President, Deputy President, Secretary, Treasurer and Club Captain.

1.1.2 The duties of the Executive Committee shall be to deal with:

- a) matters requiring immediate attention and accordingly without the deliberation and direction of the committee;
- b) matters referred to it by the Management Committee for investigation and action;
- c) matters referred to it by the Management Committee for investigation, report and recommendation back to the Committee;
- d) matters referred to it by the Management Committee for either action or recommendation as the Executive Committee sees appropriate;
- e) matters referred to it under the operation of rules stated elsewhere in this document.

1.1.3 Where the Executive Committee has taken action under Sub-Rule 1.1.2 c) such action shall be reported to the Management Committee and shall be endorsed or otherwise.

1.1.4 Where the Executive Committee has taken action under Sub-Rules 1.1.2 b), d) or e), such action shall be reported to the Management Committee for endorsement. Action taken by the Executive Committee under Sub-Rules 1.1.2 b), d) or e) shall stand notwithstanding failure of that action to be endorsed.

1.1.5 In addition to the duties identified in Sub-Rules 1.1.2a to 1.1.2e the Executive Committee may make recommendations to the Management Committee on any matter of Club business.

1.1.6 The President shall be the convenor and the Secretary shall be minute secretary of the Executive Committee.

1.2 LIFE SAVING COMMITTEE

1.2.1 The Life Saving Committee shall consist of the Club Captain, Vice Captain, Assistant Secretary/Treasurer (who shall act as minute secretary), IRB Captain, IRB Vice Captain, Junior Captain, Chief Instructor, Beach Captain, Board Captain, Ski Captain, Surf Boat Captain, Swimming Captain, Radio Officer, Chief Gear Steward, First Aid Officer, Cadet Captain and the Captain of each patrol. The chairperson of the Life Saving Committee shall be the Club Captain and in that person's absence the Vice Captain and in that person's absence the Life Saving Committee shall elect a chairperson.

1.2.2 The Life Saving Committee shall deal with all matters concerning life saving, gear, competition and Active membership. Seven shall form a quorum for meetings of the Life Saving Committee.

1.3 COACHING AND COMPETITION COMMITTEE

1.3.1 The Coaching and Competition Committee shall consist of the Coaching and Competition Coordinator, the Club Captain, the Beach Captain, the Board Captain, the Ski Captain, the Surf Boat Captain, the Swimming Captain, the IRB Captain and the Cadet Captain.

1.3.2 Coaches of the various competitive activities of the Club may be included in the Coaching and Competition Committee by the Management Committee, on recommendation of the Coaching and Competition Committee. The Coaching and Competition Committee may co-opt any other appropriate person to attend meetings and they may address the meeting, with the permission of the chair and the approval of the meeting, but shall not be entitled to vote.

1.3.3 The Chairman of the Coaching and Competition shall be the Coaching and Competition Coordinator, or in their absence, the Club Captain. In the absence of both of these officers, a Chairman shall be elected from the Section Captains present.

1.3.4 The quorum for a meeting of Coaching and Competition Committee shall be one third of its voting members.

1.3.5 The Coaching and Competition Committee shall meet monthly during the season and provide a written report to the Management Committee.

1.3.6 Generally, the duty of the Coaching and Competition Committee is to coordinate, maintain and improve the competitive performance of the Club.

1.4 HOUSE COMMITTEE

1.4.1 The House Committee shall consist of the House Captain, Chief Gear Steward,

Resident Member and two House Officers. The House Captain shall be convenor.

1.4.2 The House Committee shall be responsible for all matters affecting the Clubhouse and Club property other than lifesaving and competition gear, vehicles and trailers.

1.5 SOCIAL COMMITTEE

1.5.1 The Social Committee shall consist of the Social Organiser and at least three elected members. The Social Organiser shall be convenor.

1.5.2 The Social Committee shall organise and conduct social functions held by or affecting the Club and, when appropriate or requested, co-operate with the Auxiliary in such matters.

1.6 SPORTS COMPLEX COMMITTEE

1.6.1 The Sports Complex Committee shall consist of a minimum of five members of the Club at least two of whom shall be Life Members.

1.6.2 The Sports Complex Committee shall be responsible for all matters pertaining to the operation of the Cronulla Sports Complex and shall supervise and monitor its activities so as to maximise the benefits of the Club.

1.7 FINANCE AND SPONSORSHIP COMMITTEE

1.7.1 The Finance and Sponsorship Committee shall consist of a minimum of five members of the Club one of whom shall be the Treasurer and at least two of whom shall be Life members.

1.7.2 The Finance and Sponsorship Committee shall be responsible for the investment of Club funds and the obtaining of sponsorship.

1.8 JUNIOR ACTIVITY COMMITTEE

1.8.1 The Junior Activity Committee shall consist of members of the Club elected at the Junior Activity Group's Annual meeting and ratified by the Management Committee.

1.8.2 The Junior Activity Committee shall consist of those officials of the Junior Activity Group stated in Sub-Rule 3.5.

1.8.3 The duties of the Junior Activity Committee shall be:

- a) to conduct and co-ordinate all matters relating to Junior activities except that the Committee, the President or Captain of the Club shall have the power to take any appropriate action on any matter including that of overriding a decision or action of the Junior Activity Committee if deemed necessary;
- b) to provide Junior Activity members with background knowledge and experience in surf life saving activities, traditions and values;
- c) to prepare Junior Activity (Cray) members for their eventual transition to Active membership of the Club and to facilitate their transition and assimilation into the full range of life saving activities of this membership;
- d) to develop, promote and maintain an awareness by Junior Activity members of all facets of Club activity and Club management so as to ensure the appropriate integration of the Junior Activity Group with the Club.

1.8.4 The Junior Activity Committee shall ensure that the Junior Activity Group operates in accordance with these Rules.

1.9 CRONULLA SURF LIFE SAVING CLUB INCORPORATED AUXILIARY

1.9.1 The Cronulla Surf Life Saving Club Incorporated – Auxiliary (the Auxiliary) shall be an organisation distinct from the Cronulla Surf Life Saving Club Incorporated. The Auxiliary may consist of Club members, friends and relatives of members of Cronulla Surf Life Saving Club Incorporated.

1.9.2 The Auxiliary shall have the sole objective of providing voluntary support to the Club.

1.9.3 The Auxiliary:

- a) shall, upon request by the Committee or the Executive Committee or President, assist the Club in catering for formal club functions and official occasions;
- b) may act in conjunction with the Social Committee in the organisation and conduct of social functions held by and affecting the Club;
- c) may, upon approval by the Committee, conduct fund raising activities to the benefit of the Club.

1.9.4 In the event of any confusion or disagreement between the Auxiliary and the Social Committee as to the organisation and conduct of social functions either party may refer the matter to the Executive Committee of the Club for diplomatic resolution.

1.9.5 The Auxiliary shall elect a President, Secretary and Treasurer each year who shall be ratified by the Committee. The President, Deputy President and Treasurer of the Club shall be members, ex officio, of the Executive Committee of the Auxiliary.

1.9.6 Life membership of the Auxiliary shall consist of those persons elected to life membership of the Ladies' Committee of the Cronulla S.L.S.C. prior to January 1989 and those persons subsequently elected to that status and ratified by the Committee.

1.9.7 Any moneys and assets of the Auxiliary are vested in the Club and shall only be dealt with after authorisation by the Committee.

1.9.8 Members of the Auxiliary shall be allowed use of Club premises and facilities.

Sub-Rule 2 DUTIES OF OFFICE BEARERS

This Sub-Rule defines the duties of Office Bearers beyond the Core Duties of Key Office Bearers contained in Rule 30 of the Club's Rules.

2.1 The Patron

Refer to the Club Rules.

2.2 Vice Patrons

Vice Patrons shall be elected from Life members who have made a significant contribution to the Club and who continue to demonstrate an active interest in its affairs. Vice Patrons shall remain detached from the day to day operations of the Club and shall not be eligible to hold any other office of the Club which is a

Management Committee position. Vice Patrons may be called upon to deputise for the Patron as required.

2.3 The President

The President shall be the chief executive of the Club. The President shall be the major representative of the Club on all formal and public occasions unless otherwise decided by the Executive Committee, Committee or by the President. The overall duty of the President shall be to ensure that the objectives of the Club are met. Accordingly, the President shall maintain harmony wherever possible and encourage, assist and acknowledge members' contributions to the attainment of the Club's objectives. The President shall ensure that Office Bearers are aware of and carry out their duties in accordance with these Rules and that the details of the duties of each office are conveyed to the respective officer bearer at or by the first Committee meeting of the season. The President shall make a report to each meeting of the Committee.

2.4 The Deputy President

The Deputy President shall assist the President, deputise as required and, in the President's absence, assume the responsibilities and authority of that office. In particular the Deputy President shall supervise the conduct and regulation of all sub-committees and be responsible to the Committee for their effective operation. The Deputy President shall initiate, organise and otherwise control such special projects that are referred to that officer by the Committee.

2.5 The Senior Vice Presidents

The Senior Vice Presidents shall be appointed as convenors of sub-committees. They shall initiate, organise and otherwise control such special projects that are referred to them by the Committee.

2.6 Life Members-on-Committee

Life Members-on-Committee may be appointed as Convenors or members of sub-committees and provide their experience and skills to all relevant areas of Club Management.

2.7 The Secretary

The Secretary shall be the Public Officer of the Club and shall perform the functions of a public officer as part of the duties of the Secretary.

The Secretary shall control notice of, compile an agenda for, and maintain the minutes of, all Management Committee and general meetings. The Secretary shall keep a register of all members and their addresses; shall control all correspondence, shall have available at the request of a member (and at all meetings) a copy of these Rules; shall exhibit instructions and notices on the Club notice boards; and shall be responsible for the custody of all Club documents.

The Secretary shall make a report to each meeting of the Management Committee.

Where, at any time, there is a vacancy in the office of Public Officer of the Club, the Management Committee, in accordance with the Act, shall within 14 days:

- a) give notice of the vacancy to the New South Wales Corporate Affairs Commission;
- b) appoint a person to fill the vacancy.

2.8 The Treasurer

The Treasurer shall control all financial aspects of the Club as authorised and outlined in the Club's Rules and these Sub-Rules.

The Treasurer shall receive all moneys on behalf of the Club, issue receipts and

shall, as soon as practicable, deposit all moneys to the credit of the appropriate Club Bank Account. The Treasurer shall pay those accounts which have been presented to the Management Committee and approved for payment.

The Treasurer shall keep, or cause to be kept, books of accounts showing all income and expenditure. The Treasurer shall, at least once in every calendar month, prepare statements showing details of income and expenditure for the month immediately preceding. The Treasurer shall prepare a reconciliation of such statements to the bank statements together with a summary of accounts payable, bank statements, bank deposit books, receipt books, cheque books and books of account and present those to each meeting of the Management Committee.

At the December meeting of the Management Committee the Treasurer shall provide the names of any members who are unfinancial.

The Treasurer shall be responsible for the purchasing and insurance requirements of the Club.

At any requested time the Treasurer shall make available to the Hon. Auditor all books of account of the Club. Once every year the Treasurer shall prepare a statement of income and expenditure together with a balance sheet detailing the position of the Club as at the close of the financial year and shall arrange an audit of the foregoing with the Hon. Auditor.

2.9 The Club Captain

The Club Captain shall be responsible for the conduct of life saving, competition and related activities and shall co-ordinate, advise and assist sectional leaders in all facets of competition including the preparation of carnival entries. In the event of any dispute within or between competitive sections of the Club the Club Captain may arbitrate and, if necessary, resolve the issue by independent decision. The Club Captain may request that a specific action be taken by a section leader. If such request is rejected or ignored the matter may be referred by either person to the Executive Committee for appropriate resolution.

The Club Captain shall be responsible for the conduct of Club championships and for the recording of places in these events.

The Club Captain shall have the overall responsibility for the safe conduct of Club competition. In the performance of this duty the Club Captain shall exercise reasonable care and responsibility for the safety of participants and of the general public. Accordingly, for reasons of safety, the Club Captain may cancel or modify an event and/or exclude any Club member or visitor from participation.

The Club Captain shall be responsible for the efficient performance of all officers reporting to the Life Saving Committee and shall liaise with the President in carrying out this duty. The Club Captain shall make a report to each meeting of the Life Saving Committee.

2.10 The Vice Captain

The Vice Captain shall generally assist the Club Captain and in the Club Captain's absence assume the authority and responsibilities of that office.

The Vice Captain shall be responsible for the presence of sufficient number of members to service all patrols and will communicate with patrol defaulters in an effort to maintain patrol efficiency.

The Vice Captain shall ensure that all Active and Reserve Active members undertake the annual proficiency test by the required date. The Vice Captain shall make a report to each meeting of the Life Saving Committee.

2.11 The Assistant Secretary/Treasurer

The Assistant Secretary/Treasurer shall record minutes of the Management Committee and Life Saving Committee meetings and of such meetings as directed by the Secretary.

The Assistant Secretary/Treasurer shall assist the Secretary and Treasurer in their duties. In the absence of either the Secretary or the Treasurer the Assistant Secretary/Treasurer shall assume the authority, powers and duties of these offices.

2.12 The IRB Captain

The IRB Captain, assisted by the IRB Vice Captain, shall be responsible for the care and maintenance of the IRBs and related equipment and shall have this equipment ready for the annual gear inspection conducted by the Sydney Branch.

The IRB Captain shall organise and supervise the training of eligible members for awards and IRB competition.

The IRB Captain shall closely liaise with the Club Captain in the integration of IRB activities with patrol operations. The IRB Captain shall make a report to each meeting of the Life Saving Committee. Such report shall include a comment on the status of IRB equipment.

2.13 The Publicity Officer

The Publicity Officer shall be responsible for media coverage of all events conducted by the Club. The Publicity Officer shall endeavour to create a favourable image with the media, general public and supporters of the Club. The Publicity Officer shall maintain a full record of all publicity coverage, report this to the Management Committee and submit these reports at the end of the year's activities to the Secretary for retention.

2.14 The Social Organiser

The Social Organiser shall arrange and supervise all social functions held by or affecting the Club. The Social Organiser shall, in conjunction with the House Captain, advise the Management Committee if equipment used for social functions is in need of repair or replacement. The Social Organiser shall convene meetings of the Social Committee and shall liaise with the Auxiliary and attend its meetings. The Social Organiser shall make a report to each meeting of the Committee.

2.15 The House Captain

The House Captain, assisted by the House Officers, shall liaise with the Hon. Resident Member in the maintenance, cleanliness and repair of the Club House.

The House Captain shall submit a report to the Management Committee on all action taken by the House Committee and will make recommendations and submit quotations for the repair or replacement of Club property as required.

The House Captain shall be responsible for the security of the Clubhouse locking system and shall maintain a full register of locks and keys.

2.16 The Junior Captain

The Junior Captain shall liaise with the Club Captain in the fostering of the activities of Junior members. The Junior Captain shall represent Junior members at Life Saving Committee meetings, and shall represent Junior and Cadet members at Management Committee meetings. The Junior Captain shall make a report to each meeting of the Life Saving Committee.

2.17 The Committee Persons

The Committee Persons shall be appointed to one or more sub-committees and may be called upon to act as conveners where appropriate.

2.18 The Junior Activity Chairperson

The Junior Activity Chairperson shall be the senior official and nominal head of the Junior Activity Committee and the Junior Activity Group. The Junior Activity Chairperson shall be the major representative of the Junior Activity Group on all occasions. The Junior Activity Chairperson shall be responsible to the Management Committee for the operation of the Junior Activity Group in accordance with these

Rules.

The Junior Activity Chairperson shall ensure that officials of the Junior Activity Group are aware of and carry out their duties in accordance with the Club's Rules and these Sub-Rules. The Junior Activity Chairperson, assisted by the Junior Activity Secretary, shall present a report to each meeting of the Management Committee.

2.19 The Junior Activity Secretary

The Junior Activity Secretary shall liaise with, and be responsible to, the Secretary of the Club for the maintenance and provision of all necessary information and records relating to the Junior Activity Group.

In particular the Junior Activity Secretary shall maintain, and have available, a register of Junior Activity members, the minutes of all Junior Activity Group meetings, all financial records and other documents pertaining to the Junior Activity Group.

The Junior Activity Secretary shall be responsible for ensuring that the Junior Activity Treasurer carries out the duties of that position.

2.20 The Chief Instructor

The Chief Instructor shall be assisted by the Deputy Chief Instructor. The Chief Instructor shall be responsible for the care and maintenance of equipment used for resuscitation and equipment used for the training of members in resuscitation and shall have this equipment ready for the annual gear inspection conducted by the Sydney Branch.

The Chief Instructor shall arrange and supervise the training and instruction of candidates for the S.L.S.A. awards.

The Chief Instructor shall report fortnightly to the Club Captain on the progress and results of squads training for awards and on other relevant matters.

The Chief Instructor shall make a report to each meeting of the Life Saving Committee and at the conclusion of the season shall compile a list of those members who have attained awards. The Secretary shall include this list in the Annual Report.

2.21 The Registrar

The Registrar shall compile and maintain a record of each member's history. This shall include date of joining and awards, as well as life saving, competitive and administrative achievements.

2.22 The Beach Captain

The Beach Captain, assisted by the beach Vice Captain, shall be responsible for organising and conducting regular beach competition and activities. The Beach Captain shall also be responsible for the training of members for carnival beach competition. The Beach Captain shall make a report to each meeting of the Coaching and Competition Committee.

2.23 The Board and Ski Captains

a) The Board Captain

The Board Captain, assisted by the Board Vice Captain, shall be responsible for the care and maintenance of all boards owned by the Club and shall have this equipment ready for the annual gear inspection conducted by the Sydney Branch.

The Board Captain shall arrange for appropriate identification and numbering of all boards and shall supply a record of this to the secretary.

The Board Captain shall supervise and organise the training of members in

surfboard proficiency and for carnival board competition. The Board Captain shall conduct regular Club events as instructed by the Committee. Where a competing member or visitor neither possesses a relevant surf life saving award nor has demonstrated appropriate surf proficiency the Board Captain shall report the matter to the Club Captain for a decision regarding that person's safety.

The Board Captain, in conjunction with the Ski Captain, shall be responsible for the upkeep and supervision of the Board and Ski shed.

The Board Captain shall make a report to each meeting of the Coaching and Competition Committee.

b) The Ski Captain

The Ski Captain, assisted by the Ski Vice Captain, shall be responsible for the care and maintenance of all skis owned by the Club and shall have this equipment ready for the annual gear inspection conducted by the Sydney Branch.

The Ski Captain shall arrange for appropriate identification and numbering of all skis and shall supply a record of this to the Secretary.

The Ski Captain shall supervise and organise the training of members in surf ski proficiency and for carnival ski competition. The Ski Captain shall conduct regular Club events as instructed by the Committee. Where a competing member or visitor neither possesses a relevant surf life saving award nor has demonstrated appropriate surf proficiency the Ski Captain shall report the matter to the Club Captain for a decision regarding that person's safety.

The Ski Captain, in conjunction with the Board Captain, shall be responsible for the upkeep and supervision of the Board and Ski shed.

The Ski Captain shall make a report to each meeting of the Coaching and Competition Committee.

2.24 The Surf Boat Captain

The Surf Boat Captain, assisted by the Surf Boat Vice Captain, shall be responsible for the care and maintenance of all surf boats and surf boat equipment and shall have this equipment ready for the annual gear inspection conducted by the Sydney Branch.

The Surf Boat Captain shall supervise and organise the training of members in surf boat practice and for carnival surf boat competition. The Surf Boat Captain shall also be responsible for the upkeep and supervision of boat sheds.

The Surf Boat Captain shall make a report to each meeting of the Coaching and Competition Committee.

2.25 The Swimming Captain

The Swimming Captain, assisted by the Swimming Vice Captain, shall be responsible for the care and maintenance of reels, belts, lines and torpedo tubes and shall have this equipment ready for the annual gear inspection conducted by the Sydney Branch.

The Swimming Captain shall be responsible for the training of members in swimming activities and for carnival swimming competition. The Swimming Captain shall liaise with and assist the Race Secretary in the conduct of Club swimming events. Where a competing member or visitor neither possesses a relevant surf life saving award nor has demonstrated appropriate surf proficiency the Swimming Captain shall report the matter to the Club Captain for a decision regarding that person's safety.

The Swimming Captain shall make a report to each meeting of the Coaching and Competition Committee.

2.26 The Radio Officer

The Radio Officer shall be responsible for the care and maintenance of Club radio equipment and shall have this equipment ready for the annual gear inspection

conducted by the Sydney Branch.

The Radio Officer shall train members for awards pertaining to the use and care of this equipment. The Radio Officer shall make a report to each meeting of the Life Saving Committee.

2.27 The Chief Gear Steward

The Chief Gear Steward shall liaise with and assist the Surf Boat Captain, Board Captain, Ski Captain, Swimming Captain, IRB Captain, Radio Officer, Chief Instructor and the Vehicle Officer in order to co-ordinate and monitor maintenance of Club equipment under their control. The Chief Gear Steward shall be responsible for other equipment used for patrols and for Club competition.

The Chief Gear Steward shall make a report to each meeting of the Life Saving Committee and at the conclusion of each season the Chief Gear Steward shall provide a list of gear, as specified by the Secretary, which shall be included in the Annual Report.

The Chief Gear Steward shall be aided by such Assistant Gear Stewards as are appointed.

2.28 The First Aid Officer

The First Aid Officer shall be responsible for the care and maintenance of all first aid equipment and shall have this equipment ready for the annual gear inspection conducted by the Sydney Branch.

The First Aid Officer shall ensure all first aid equipment is available when required and shall replace such equipment whenever necessary.

The First Aid Officer shall conduct courses in First Aid to ensure members have the skills to use the equipment and where appropriate shall train members for competition.

2.29 The Cadet Captain

The Cadet Captain shall be a member of the Club who has attained the age of 18 years. The Cadet Captain shall be responsible for the supervision, conduct and general activities of all Cadet members. The Cadet Captain shall liaise closely with the Chief Instructor to ensure that Cadet members are trained for their awards in an efficient manner and shall facilitate their involvement in the various life saving and competitive activities of the Club.

The Cadet Captain shall make a report to each meeting of the Life Saving Committee.

2.30 The Carnival Coordinator

The Carnival Coordinator shall assist the Club Captain in preparing carnival entries. The Carnival Coordinator shall check patrol obligations of all competitors to ensure that the requirements for patrol hours are fulfilled in relation to eligibility to compete in the State and Australian Championships. The Carnival Coordinator shall assist the Club Captain at carnivals in order to ensure that Club competitors receive maximum support. By arrangement, the Carnival Coordinator may take over the Club Captain's duties at carnivals.

2.31 The Coaching and Competition Coordinator

The Coaching and Competition Coordinator shall assist in improving the quality of coaching in all Sections of the Club, and in lifting the standards of the Sections.

The Coaching and Competition Coordinator will coordinate the Club's competitive activities and resources across the Sections and work in cooperation with the Section leaders and be a facilitator. The Coaching and Competition Coordinator will be the convenor of the Coaching and Competition Committee.

2.32 The Masters' Captain

The Masters' Captain assisted by the Masters' Vice Captain shall be responsible for the supervision of and organisation of all Masters' competition. He shall be responsible for the nomination of competitors for carnival competitions and organise the payment of any fee that may be applicable.

The Masters' Captain will be responsible for arranging any combined photo of Australian Champions in any one year and he shall submit a full report of Masters' activities including results for inclusion in the Club's Annual Report.

2.33 The Delegates to Surf Life Saving Sydney

The Delegates to Sydney Branch shall be members of the Management Committee and shall be elected at the first Management Committee meeting held after the Annual General Meeting.

The two Delegates shall attend each meeting of S.L.S. Sydney Branch and shall submit a report to each meeting of the Management Committee on the proceedings of those meetings and, in particular, matters which may affect the Club.

If a Delegate is unable to attend a meeting of the Branch a proxy shall be appointed by the Club Secretary.

2.34 The Selectors

Selectors shall be elected at the first Management Committee meeting held after the Annual General Meeting. Selectors for interclub carnivals shall be as follows:

- a) The water selectors shall be the Swimming Captain, Swimming Vice Captain and one other member to be elected.
- b) The boat selectors shall be the Surf Boat Captain, Surf Boat Vice Captain and one other member to be elected.
- c) The beach selectors shall be the Beach Captain, Beach Vice Captain and one other member to be elected.
- d) The board selectors shall be the Board Captain, Board Vice Captain and one other member to be elected.
- e) The ski selectors shall be the Ski Captain, Ski Vice Captain and one other member to be elected.
- f) The Club Captain shall be ex officio on all selection committees and shall have the final decision in the selection of combined teams such as Taplin Relays.

Selectors shall provide a list of the selected members which shall be forwarded to the Club Captain and a copy of this list shall be placed on the Club notice board.

Selectors shall review the regularity with which members compete in carnivals and shall withdraw the nomination of any member whose attendance at carnivals has been unsatisfactory.

Selection of competitors for NSW and Australian championships, or other major events as decided by the Management Committee, shall be by procedures established by the Management Committee from time to time.

2.35 The Race Secretary

The Race Secretary shall conduct all weekly swimming events, except championship races and shall maintain and display the point score for handicap events.

2.36 The Hon. Resident Member

The duties of this person shall be specified, in writing, by the Management Committee.

The Hon. Resident Member shall closely liaise with the House Captain and the House Committee in the execution of their duties.

The Hon. Resident Member shall be responsible to the President.

2.37 The Vehicle Officer

The Vehicle Officer shall be responsible for the maintenance and care of Club vehicles and trailers and shall have this equipment ready for the annual gear inspection conducted by the Sydney Branch.

The Vehicle Officer shall ensure that only suitably qualified licence holders drive Club vehicles. The Vehicle Officer shall ensure that the vehicle log book showing distance and purpose of use is maintained and shall present this log book to the Management Committee when required.

The Vehicle Officer shall liaise with the Chief Gear Steward and shall submit a report to that person for inclusion in the Chief Gear Steward's report to each Life Saving Committee meeting.

Sub-Rule 3 CLUB REGULATIONS

3.1 PATROL AND RESCUE REGULATIONS

3.1.1 Patrol rules and patrol roster

Prior to the commencement of each season the Club Captain, assisted by the Vice Captain, shall:

- a) compile the rules for patrols;
- b) select patrol captains, vice captains and IRB drivers;
- c) allocate members to patrols;
- d) prepare the Patrol Roster and Rules Card.

These items shall be submitted to the Management Committee for endorsement and shall apply only to the ensuing season. A Patrol Roster and Rules Card shall be printed. A copy shall be displayed on the Club notice board and a copy distributed to each member allocated to a patrol.

3.1.2 Rescue Regulations

The captain of the patrol rostered for duty at the time of a rescue alert shall normally assume control of rescue operations.

The Club Captain, when present, may assume authority for total control of rescue operations.

In the absence of the Club Captain the Vice Captain may assume this authority.

Control of rescue operations includes:

- a) the authority to require any Club member to follow any reasonable directive;
- b) the power to utilise any Club equipment or any Club craft during the operation.

Notwithstanding, the person in charge of rescue operations shall exercise responsible judgment in relation to the needs of the situation, the rescue facilities available and the experience, expertise and capacity of available members.

3.2 INFLATABLE RESCUE BOAT (IRB) REGULATIONS

3.2.1 The care, maintenance and operation of the IRBs and related equipment shall be vested in the IRB Captain and IRB Vice Captain. Notwithstanding, the Club Captain and Vice Captain shall have the power to authorise and direct the use of IRBs. The Captain and the Vice Captain of the patrol on duty shall have the power to direct the use of IRBs.

3.2.2 The IRBs shall not be used without the permission of the Officers and members

as stated in Sub-Rule 3.2.1.

IRBs shall be used for no other purpose than lifesaving, competition or practice except when approval has been given by the Management Committee.

3.2.3 Only qualified persons shall operate the IRBs.

3.2.4 Following the use of an IRB the person in charge:

- a) must log the status of the IRB;
- b) must log and report to the IRB captain any damage done to the boat or equipment;
- c) must ensure that the IRB and equipment are adequately safeguarded and protected;
- d) must carry out the shutdown procedures or ensure that this responsibility has been accepted by a qualified member.

3.2.5 Members authorised to use an IRB may call upon any member of the Club to assist in launching or housing operations.

3.2.6. Members operating an IRB shall do so with due regard and responsibility for the safety of the general public.

3.3 SURF BOARD AND SKI REGULATIONS

3.3.1 The care, maintenance and operation of Club boards and skis shall be vested in the Board Captain and Ski Captain. Notwithstanding, the Club Captain and Vice Captain shall have the power to authorise and direct the use of boards and skis. The Captain and Vice Captain of the patrol on duty shall have the power to authorise and direct the use of boards and skis for lifesaving purposes.

3.3.2 A Club board and ski shall not be used without the permission of the Officers and members as stated in Sub-Rule 3.3.1. Club boards and skis shall be used for no other purpose than lifesaving, competition or practice thereof.

3.3.3 Following the use of a Club board or ski the person in charge shall:

- a) report to the Board Captain or Ski Captain any damage done to the craft;
- b) ensure that the craft is adequately safeguarded and protected;
- c) return the craft to the board and ski shed or ensure that this responsibility has been accepted by another member.

3.3.4 Members using a surfboard or ski shall do so with due regard and responsibility for the safety of the general public.

3.4 SURF BOAT REGULATIONS

3.4.1 The care, maintenance and operation of the surf boats and related equipment shall be vested in the Surf Boat Captain and Surf Boat Vice Captain.

Notwithstanding, the Club Captain and Vice Captain shall have the power to authorise and direct the use of the surf boats.

The Captain and Vice Captain of the patrol on duty shall have the power to direct the use of surf boats during rescue operations and to call upon competent surf boat personnel for this purpose.

3.4.2 Surf boats shall not be used without the permission of the Officers and members stated in Sub-Rule 3.4.1.

Surf boats shall be used for no other purpose than lifesaving, competition or the practice thereof.

3.4.3 Following the use of a surf boat the person in charge shall:

- a) report to the Surf Boat Captain any damage done to the boat or equipment;
- b) ensure that the surf boat and its equipment are adequately safeguarded and protected;
- c) return the boat to the boat shed or ensure that this responsibility has been accepted by another member.

3.4.4 Members authorised to use a surf boat may call upon any member of the Club to assist in launching or housing operations.

3.4.5 Members using a surf boat shall do so with due regard and responsibility for the safety of the general public.

3.5 JUNIOR ACTIVITY GROUP (J.A.G.) REGULATIONS

In these Regulations, except where the context or subject matter indicates otherwise, the terms Secretary, Treasurer, Registrar etc. shall refer to those officials of the Junior Activity Group.

3.5.1 Name

The term "Group" and term "Crays", when used in the appropriate context, shall be alternative names for the Junior Activity Group of Cronulla Surf Life Saving Club Incorporated.

3.5.2 Nature and Management of the Group

The Junior Activity Group shall be a section of the Cronulla Surf Life Saving Club Incorporated with special management rights as indicated in these Rules. Notwithstanding, the Junior Activity Group shall operate under the ultimate authority of the Club and its Rules.

The Junior Activity sub-committee shall be assisted by a number of supplementary committees as set down in Sub-Rule 3.5.6.

3.5.3 The Junior Activity Group Sub-Committee

The Junior Activity Group Sub-Committee shall consist of the following officials of the Group:

Chairperson, Vice Chairperson, Secretary, Treasurer, Lifesaving Coordinator, Registrar, Minute Secretary, Assistant Treasurer, Assistant Lifesaving Coordinator, Assistant Registrar, Publicity & Newsletter Coordinator, Gear Manager, Team Manager, two Delegates to Surf Life Saving Sydney, Child Protection Officer, Group Leader Coordinator, Water Safety Coordinator, Coaching Coordinator, Officials Coordinator, Beach Section Coordinator, Swim Section Coordinator, Board Section Coordinator, Group Leaders (or their proxy).

3.5.4 Power and duties of the Junior Activity Group Sub-Committee

Subject to the Club's Rules and these Sub-Rules, the Junior Activity Sub-committee shall have the power to perform all such acts and do all such things as appear to the Management Committee to be necessary or desirable for the proper management of the affairs of the Group. The duties of the sub-committee shall be those set down in Sub-Rule 1.8.1.

3.5.5 Meetings of the Junior Activity Group Sub-Committee

- a) Except as stated in this Sub-Rule meetings shall conform with Rule 24.
- b) The committee of the J.A.G. shall meet at least once per month.
- c) The time and place of these meetings shall be decided by the committee of the J.A.G. from time to time.

- d) At a meeting of the J.A.G. the Chairperson shall preside or, in that person's absence, the Vice Chairperson shall preside. In the absence of both, a member of the J.A.G. Committee, chosen by members present, shall preside.
- e) A quorum will consist of three members of the Junior Activity Executive supplementary committee and two other officials of the Junior Activity Group.
- f) At each meeting of the J.A.G. Committee the meeting shall receive and verify the accuracy of the minutes of the previous meeting and deal with reports from officials and supplementary committees, receive a financial report and approve accounts for payment and generally administer the affairs of the J.A.G.
- g) Any member of the Club may attend and observe Junior Activity Group committee meetings. Such members may, with the Chairperson's permission and the meeting's approval, address the meeting.

3.5.6 Supplementary committees of the Junior Activity Group

Supplementary committees shall be established by, and be responsible to, the Junior Activity Group Committee. Such supplementary committees shall operate as sub-committees of the Junior Activity Group in the same way that the various sub-committees of the Club interact with the Committee of the Club (Rule 24).

The supplementary committees shall be:

a) Executive committee

The Junior Activity Executive Committee shall consist of the Chairperson, Vice Chairperson, Secretary, Treasurer, Lifesaving Coordinator and Registrar. The Executive Committee shall meet as required to deal with matters of urgency that may arise.

Decisions made by the Executive Committee shall be ratified at the next meeting of the Junior Activity Sub-committee. Three shall form a quorum.

b) Finance & Sponsorship Committee

The Junior Activity Finance Committee shall consist of the Vice Chairman, Treasurer, plus a minimum of an additional 3 persons. The Finance & Sponsorship Committee shall organise sponsorship and other fundraising activities of the Group.

c) Selection Committee

The Selection Committee shall consist of the Team Manager, 3 Assistant Team Managers, Beach Section Coordinator, Swim Section Coordinator, and Board Section Coordinator. The Selection Committee shall select members to represent the Club in team and individual events.

Other supplementary committees may be formed as the need arises.

All Supplementary Committees must be chaired by a member of the Cray's Committee.

3.5.7 Officials of the Junior Activity Group

Holders of the positions listed in Sub-Rule 3.5.3 and Assistant Group Leaders, IRB Coordinator, Water Safety Personnel, Assistant Team Managers x 3, Assistant Child Protection Officers, Beach Coaches, Swim Coaches, Board Coaches, R & R Coaches, March Past Coaches, Beach Starters, Surf & Board Starters, Assistants to the Gear Manager shall be the officials of the Junior Activity Group. Two of those officials, namely the Junior Activity Chairperson and the Junior Activity Secretary, shall be office bearers of the Club as stated in Rule 27.

3.5.8 Authority and Powers of Junior Activity Group Officials

The authority of the officials of the Group shall be vested at the annual general meeting of the Group or by the Junior Activity Group Sub-committee as stated in these Regulations. Officials shall have the power to take actions and make decisions related to Group matters provided that such actions and decisions:

- a) are reasonable, safe and consistent with these Regulations and their intentions;

- b) fall within the duties delegated to the particular position by these Regulations or are special duties that may from time to time be delegated to that position by the Group in general meeting or by the Junior Activity Group.

3.5.9 Duties of Officials

- a) The Chairperson shall be responsible for the efficient operation of the Group. The Chairperson shall be the official spokesperson for the Group when required. The Chairperson shall attend and chair monthly group meetings and shall attend Club Committee meetings.
- b) The Vice Chairperson shall assist the Chairperson and represent that person where required. The Vice Chairperson shall be convener of the Finance and Sponsorship Committee.
- c) The Secretary shall be responsible for all correspondence (in and out) and shall report on all correspondence at monthly meetings.
- d) The Treasurer shall collect moneys and pay accounts and maintain a cash book record of all income and expenditure. The Treasurer shall report monthly on the income/expenditure and financial position. Once each year the Treasurer shall prepare a statement of income and expenditure together with a balance sheet detailing the position of the Group and arrange an audit of the foregoing with the Hon. Auditor. Such statements shall be presented to the Annual Meeting of the Group and the Annual General Meeting of the Club.
- e) The Lifesaving Coordinator shall supply information to group leaders about requirements and testing for National Junior Awards and shall maintain a register of members' awards and submit these to the sub-committee as required.
- f) The Registrar shall keep a register of membership, weekly attendance and competition results and shall supply this information when required.
- g) The Minute Secretary shall record minutes of all official meetings and submit a written report of the minutes of previous meetings.
- h) The Assistant Registrar shall assist and represent the Registrar when required.
- i) The Assistant Treasurer shall be familiar with the financial records and shall assist the Treasurer when required.
- j) The Delegates to Surf Life Saving Sydney shall represent the Group and report on meetings of the Sydney Branch J.A.B.
- k) The Child Protection Officer shall coordinate at a club level, child protection activities and convey a clear message about the importance of child protection to the people involved in surf Life Saving at the club level.
- l) The Team Manager shall be responsible for the activities, transport and accommodation of representative teams of the Group.
- m) The Assistant Team Manager shall assist the Team Manager when required.
- n) The Officials Coordinator shall encourage and facilitate members to become carnival officials and organise Club representatives as required.
- o) The Group Manager Coordinator shall provide training programs for age manager qualifications and organise the weekly program.
- p) The March Past Coach shall educate and train march past teams.
- q) The R & R Coach shall be responsible for coaching R & R teams with the assistance of persons nominated by the sub-committee.
- r) The Water Safety Coordinator shall co-ordinate water safety personnel and shall ensure water safety personnel are qualified. The Water Safety Manager shall ensure that water safety gear is efficiently used.
- s) The Beach Starters shall start beach sprints and relays and ensure that correct procedures are used by competitors.
- t) The Surf Starters shall start all surf events and ensure that correct procedures are used by competitors.
- u) The Gear Manager shall maintain a register of all equipment of the Group, shall attend to equipment at carnivals (including transportation) and shall arrange maintenance, repairs, replacement and additions of equipment through the sub-committee.
- v) The Publicity Officer shall be responsible for media coverage of all events conducted by the Group and shall endeavour to create a favourable image with the media, the

general public and supporters of the Group. The Publicity Officer shall collate group leaders' reports and information for the weekly magazine and annual report.

w) The Group Leaders shall instruct and control the activities of their Groups.

The Assistant Group Leaders shall assist the Group Leaders.

3.5.10 General Meeting of the Junior Activity Group

General meetings of the Group, other than the annual meeting, may be called by the Junior Activity Group Sub-Committee as required. Except as is stated in this Sub-Rule, procedures shall conform to those set down for general meetings of the Club (Rule 31) with the Secretary, Chairperson and Vice Chairperson of the Group assuming parallel responsibilities set down for the Secretary, President and Deputy President of the Club. Entitlement to vote at general meetings of the Group is available to any General Member of the Club.

3.5.11 The Junior Activity Group's Annual Meeting

The annual meeting of the Junior Activity Group shall be a general meeting and shall be held on, or prior to, 30 June each year.

The Junior Activity officials and the Junior Activity sub-committee shall be elected at the Group's Annual Meeting subject to ratification by the Management Committee (Sub-Rule 1.8.1) and the Annual General Meeting of the Club (Rule 32.2). Vacant positions on the Junior Activity Sub-Committee may be filled by the sub-committee as they occur.

3.5.12 Funds

The funds of the Group shall be derived from annual subscriptions of members, donations and, subject to any resolution passed by a general meeting of the Group, such other sources as may be determined.

Subject to the Club's Rules, these Sub-Rules and to any resolution passed by the Group the funds of the Group shall be used in pursuance of the Objects of the Club in such manner as the Group determines.

The Group's Treasurer and Assistant Treasurer shall be empowered to receive and acknowledge receipt of moneys on behalf of the Group.

Receipts shall be issued for all moneys received. Such money shall be deposited to the credit of the appropriate Group account as soon as practicable.

Accounts shall be presented to meetings of the Junior Activity Committee for approval of payment. Accounts requiring immediate attention may, at the discretion of the Treasurer and Chairperson, be paid and endorsement obtained at the next meeting. Accounts shall be paid by cheque. However, any accounts may be paid from petty cash to an amount determined by the Committee.

Any two of the Chairperson, Vice Chairperson, Secretary or Treasurer shall sign all cheques and other documents.

Where the Secretary and the Treasurer are the same person another person shall be elected from the Junior Activity Committee, by the Group, as the fourth signatory.

The Treasurer shall present the books of the Group to the Hon. Auditor for examination prior to the printing of the Annual Report and Balance Sheet of the Club.

3.5.13 Equipment

The care, maintenance and operation of surfboards and other equipment of the Group shall be vested in the Gear Manager but are subject to the authority of the Junior Activity Committee to authorise and direct the use thereof. Group boards and equipment shall not be used by Junior Activity (Cray) members without permission of an official. Group boards shall be used for no other purpose than lifesaving, competition or practice thereof.

Following the use of a Group board the person in charge shall:

- a) report to the Gear Manager any damage done to the craft;
- b) ensure that the craft is adequately safeguarded and protected;
- c) return the craft to the storage shed or ensure that this responsibility has been accepted by another member.

Following the use of any Group equipment the person in charge shall return it to the appropriate storage area and advise the Gear Manager or an official.

Members using surfboards and equipment shall do so with due regard and responsibility for the safety of the general public.

Sub-Rule 4 MEMBERSHIP

4.1 NOMINATION FOR MEMBERSHIP

4.1.1 Preliminary Test Swim

Applicants for Active membership must first complete a test swim.

Applicants for Active Membership must complete an unassisted baths test swim of 400 meters within 8 minutes.

Applicants for Cadet Membership must complete an unassisted baths test swim of 200 meters within 4 minutes.

4.1.2 Nominations for all categories of membership of the Club shall be made in writing and shall bear the signature of two financial members of the Club as proposer and seconder as well as the signature of the applicant. Each nomination must be accompanied by the relevant subscription.

4.1.3 The nomination shall be lodged with the Secretary of the Club or a deputised person.

Each nomination for membership shall be considered at the first available Management Committee meeting.

The Management Committee may accept or reject an application and shall give notice of the decision to the nominee. If an application is rejected the previously submitted subscription shall be refunded.

4.2 MEMBERSHIP RENEWAL

All membership annual renewal fees shall fall due on May 1, of each year. Members who fail to pay their fees by the Annual General Meeting shall be declared unfinancial and ineligible to stand for office or vote at the Annual General Meeting. Unfinancial members will not be permitted to participate in Club affairs including training using Club facilities or carrying out Patrol duties. Their future membership status shall be determined by the Management Com

4.3 MEMBERSHIP FEES

Membership fees shall be set for each forthcoming year by recommendation from the Executive Committee to the March meeting of the Management Committee.

Such recommendation shall not be deliberated at that meeting but shall be circulated to all Management Committee members for decision at the April meeting of the Management Committee.

Sub-Rule 5 MANAGEMENT OF FUNDS

5.1 All expenditure should be approved by the Management Committee prior to any acquisition commitment being made.

5.2 The Management Committee should ensure that the proposed expenditure is required, or desirable, that the acquisition process ensures the best value for the Club, and that funds are available to meet the expense when the invoice is due.

5.3 The Club must ensure that all products and services are acquired on the best possible terms for the Club.

With a high profile charitable organization, the possibility of a donation or contra arrangement is often a possibility and should be explored. If these arrangements are not possible, then competitive quotations should be sought where possible.

Similarly, for an income contract such as a lease, licence or authority, a competitive process should be used to ensure the best possible outcome for the Club.

As a guide, if the one-off expenditure is in excess of \$500 then three verbal quotes should be obtained, but if it is over \$1,000 then three written quotes should be obtained. Similar requirements apply to revenue arrangements.

5.4 To ensure that the Club can operate effectively between meetings of the Management Committee, a system of delegations of authority has been developed. Any use of these delegations is subject to the use of the delegated authority

a) being reported to the next available Management Committee meeting and,

b) funds clearance by the Treasurer.

5.5 The current schedule of delegations is in Table 1 below.

5.6 Before an invoice is paid the Treasurer will ensure that the purchase has been approved and that the goods or services have been received.

Table 1: Schedule of Delegations

Authority Delegated	Delegate	Limit of Delegation
Approve or commit operating or capital expenditure.	Executive Committee	\$10,000 or as necessary to alleviate a life threatening situation
	President, Deputy President,	\$500
	Captain	\$200 for lifesaving consumable products, repair or maintenance of equipment.
	Secretary, Treasurer	\$200
	House Captain, Section Heads Operations Committee	\$200 for urgent repairs or maintenance.
	Food & Beverage Convenor	\$200 for replacement of stock and consumables.
	Administrator	\$100
Grant a lease, licence or authority.	Executive Committee	Use of Clubhouse facilities at standard rates.
Terms and conditions of employment	Executive Committee	
Employment/termination of temporary staff, consultants or contractors.	Executive Committee	From approved lists for specific short-term tasks up to \$2,000.
Write off of stocks and stores.	Treasurer	\$1,000
Write off bad debts	No delegation	
Disposal of equipment and plant	No delegation	
Sponsorship of or Subsidy for a Member	No Delegation	
Investment of Club funds	No Delegation	
Enter into a lease or licence of land or building for use by the Club	No Delegation	
Commence or settle legal action or claims.	No Delegation	
Touring Team expenses	No Delegation	

6.1 RULES AVAILABLE AT MEETINGS

The Secretary shall ensure that a copy of the Club's Rules and these Sub-Rules are available at all general and Management Committee meetings of the Club and that the Rules and/or these Sub-Rules are consulted where any doubt as to the appropriateness or validity of decisions occurs.

6.2 CONDUCT OF MEETINGS

6.2.1 General

These Rules shall apply at all meetings of the Club and its committees except that they may be suspended by the Chairman if necessary to facilitate discussion or debate.

6.2.1.1 Obligations of Speakers

- a) Any person desiring to speak shall address the meeting through the Chair.
- b) No speaker shall use offensive or unbecoming language.
- c) No speaker shall digress from the subject under discussion.
- d) No person shall interrupt a speaker except to raise a point of order.

6.2.1.2 Powers of the Chairman

- a) Whenever the Chairman rises, all present shall be silent.
- b) If two or more people begin to speak at the same time, the Chairman shall decide who is entitled to speak first.
- c) If a person or persons are causing disruption, the Chairman shall call them to order.
- d) If any person violates any of the rules in 6.2.1.1 or 6.2.1.2 the Chairman may correct the offending speaker, call on them to withdraw their remarks and/or apologise or rule that the person withdraw from the meeting.

6.2.2 Decision Making Process

6.2.2.1 Discussion

- a) Any member of a committee, including the Chairman, may raise a matter for discussion unless the forum requires prior notice of matters to be raised.
- b) During the discussion stage, the Chairman may offer an opinion or information to the meeting but cannot move or second any motion.
- c) The purpose of the discussion is to clarify and develop ideas, however, at any time the Chairman may call for a motion to be stated, or, a member of the committee may present a motion.
- d) The mover of the motion may speak to it and refine its wording so that the outcome is clear and unambiguous.
- e) The motion is then seconded by another member of the committee who may, or may not, speak to it at this stage. In the absence of a seconder, the motion will lapse.
- f) Seconding of a motion normally ends the discussion stage however the Chairman or the meeting may determine that further discussion is required in which case debate on the motion is temporarily deferred.

6.2.2.2 Debate

- a) Formal debate will commence with the Chairman or secretary reading the motion under debate. Members shall then speak for or against the motion.
- b) During the debating stage, the Chairman cannot speak for or against the motion

or any amendment. Should the Chairman wish to enter the debate, the Chair will be vacated and an alternate Chairman appointed by the meeting for the duration of the debate.

- c) During the debate, amendments to motions may be moved and seconded, by any member except the Chairman or the mover or seconder of the original motion, provided the amendment is not a direct negative of the motion.
- d) Debate then takes place on the amendment and during that debate, notice may be given of a further amendment. When the amendment on the books is dealt with, the foreshadowed amendment becomes the amendment and is dealt with. Foreshadowed amendments are dealt with in the order in which they are received or as sequenced by the Chairman.
- e) The mover of the original motion may speak to and vote on the amendment
- f) The mover of the amendment has no right of reply.
- g) If the amendment is carried, it becomes the motion and the original motion lapses. If the amendment is lost, the original motion remains. The mover of the original motion may exercise a right of reply at the end of the debate.
- h) The mover of a motion or amendment may withdraw that motion or amendment, with the consent of the seconder and the meeting.
- i) Members may speak once only to the motion or amendment, however with the permission of the Chairman, may provide an explanation, ask or reply to a question. The mover of the motion always retains the right of reply at the end of the debate.
- j) The seconder of a motion or amendment who did not speak at that time may speak at any time prior to the mover of the motion exercising his right of reply.
- k) At any time during the debate a member may move that the motion be put. With the Chairman's approval, the motion shall be put without debate and without the need for a seconder that the motion be put.
- l) Deferring the Debate. - A member may move for the adjournment of the debate to a later time in the same meeting or to a subsequent meeting. The mover of the original motion maintains the right of reply at the conclusion of the deferred debate.

6.2.2.3 Voting

- a) At the end of the debate, the Chairman will "put the question".
- b) The question will be determined in accordance with Rules 21, 24.4 or 31.4 of the Club's Rules.
- c) The result of the vote shall be announced by the Chairman, and if passed, the motion becomes a "resolution" of the meeting.
- d) Each "resolution" of the meeting shall be recorded in the minutes of the meeting with the exact wording of the motion, the names of the mover and seconder, and the nature of the vote- show of hands or secret ballot.

6.2.2.4 Recision Motions

- a) A "resolution" of a committee may be rescinded at a later stage of the same meeting or at a subsequent meeting of the committee. See Rule 42 of the Club's Rules.

6.2.3 General Rules

6.2.3.1 Dissent from Chairman's Ruling

- a) Any member may move "that the Chairman's ruling be disagreed to." When the motion is seconded the Chairman shall vacate the chair. The mover shall then concisely make the point. Only the seconder and the Chairman may speak to the motion after which the motion is put.
- b) The ruling must be challenged immediately it is given.

6.2.3.2 Points of Order

- a) Points of Order must deal with the conduct or procedure of the debate and put in the form of questions.
- b) The Point of Order shall be made briefly and concisely proving that the speaker is:
 - i) going beyond the scope of the question,
 - ii) using offensive or unbecoming language,
 - iii) breaking some Rule or Sub-Rule of the Club,

- iv) infringing accepted procedure for debate.
- c) The Chairman will either accept or reject the Point of Order. There is no discussion or debate.

The member who raised the Point of Order, which is rejected by the Chairman, or any other member, may move a motion of dissent from the Chairman's Ruling if they wish to pursue the matter.

Sub-Rule 7 LIFE MEMBERSHIP

7.1 Criteria

a) 'Sustained and conspicuous service' may include such things as distinguished service to the management or activities of the Club, distinguished service to life saving activities, distinguished service to competition and distinguished service representing the Club at various levels within the Association.

b) 'An extended period of time' would normally be considered to be at least 15 years membership of the Club from the age eligible to obtain the Life Saving Certificate. Membership of another Club affiliated with the SLSA should not normally be considered as part of the qualifying period.

7.2 Procedures

Any member entitled to vote at the Annual General Meeting may nominate another member for Life Membership of the Club.

Nomination for Life Membership must be submitted, in writing, to the Management Committee, at least four months prior to an Annual General Meeting. The submission is to be in the form of a "Notice of Nomination", and include the supporting record on which the nomination is based, signed by two members entitled to nominate,

Nominations shall not be dealt with at the meeting at which the Notice of Nomination has been given but shall be dealt with at a following meeting of the Management Committee. The Notice of the Nomination shall be referred to the Honours and Awards Committee to verify the facts in the Nomination and report back to the next meeting of the Management Committee.

At the latter meeting, nominators are entitled to take part in the debate as if they were members of the Management Committee.

The Management Committee shall either endorse or not endorse the nomination. If a motion of endorsement is carried by a four-fifths majority of the votes cast by Management Committee members present, the endorsed nomination shall be recommended to the members at the following Annual General Meeting of the Club of which due notice, containing the nomination, has been given.

Such recommendation must be carried by a four-fifths majority of the votes cast by those present and entitled to vote at the Annual General Meeting.

If the nomination is not endorsed at Management Committee level by the required majority, the nomination may be presented to the members at a Special General Meeting called through the application of Rule 33. If such nomination is subsequently carried by a four-fifths majority of the votes cast the recommendation

shall be put to the first possible Annual General meeting.

August 2014