

# **BY-LAWS of NARRABEEN BEACH SURF LIFE SAVING CLUB INC**

**Version: 2020-001**

**Approval Date: TBA Draft for Board Approval (as noted in BoM Minutes)**

## **SUMMARY of TERMS**

**Club & NBSLSC:** Narrabeen Beach Surf Lifesaving Club Inc.

**Clubhouse:** Refers to the Club building and immediate surrounds including the car park, lawn area and patrolling sections of beach.

**SLSA:** Surf Lifesaving Australia

**SLSSNB:** Surf Lifesaving Sydney Northern Beaches Branch

**SLSNSW:** Surf Lifesaving New South Wales

Terms are otherwise as defined in the Constitution of Narrabeen Beach Surf Life Saving Club Inc

## **1. AWARDS**

The Board of Management shall appoint a Life Membership and Honours Committee from each year to assess the qualification of those members suitable for special awards as described below.

The Life Membership and Honours Committee shall consist of five members consisting of:

- a) the President,
- b) Director of Life Saving, and
- c) three other members of NBSLSC.

At least three of the committee members shall be Life Members of NBSLSC. The awards committee members will be documented, in the minutes of the Board of Management meeting that establishes the committee each year, and shall be required to keep a complete record of its activities for submission to the Board of Management when called upon to do so.

### **Distinguished Service**

Upon recommendation of the Life Membership and Honours Committee, NBSLSC shall have the authority to elect a maximum of one Distinguished Service member in any one year from membership of the club who has either:

- a) gained a meritorious award of the SLSA of Australia, or
- b) occupied any elected positions in the Board of Management for at least three years to the satisfaction of the Board of Management, and provided he or she has had at least six year's satisfactory membership in NBSLSC, is eligible to be awarded the distinction of the Distinguished Service Award;

The resolution nominating the recipient of Distinguished Service Award shall be put to the Board of Management and shall be resolved in the affirmative if, and only if, two thirds of the member's present vote to the resolution.

A nomination resolution shall then be put to the next Annual General Meeting of the NBSLSC. That resolution is a Special Resolution.



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### **Life Membership**

Upon recommendation from the Life Membership and Honours Committee, NBSLSC shall have the authority to elect a maximum of one Life Member in any one year from the membership of the club, who has:

- a) held the Distinguished Service Award for two years and have rendered special service to NBSLSC:
- b) occupied any elected positions in the Board of Management for at least six years with the satisfaction of the Board of Management; and
- c) provided at least ten year's satisfactory membership in the club.

The resolution nominating the recipient for Life Membership shall be put to the Board of Management and shall be resolved in the affirmative if, and only if, two thirds of the Board of Management members present vote to the resolution.

A nomination resolution shall then be put to the next Annual General Meeting of NBSLSC for acceptance or rejection. That resolution is a Special Resolution and such nomination shall be submitted at least two months before the Annual General meeting.

## **2. Membership Categories and Sub-categories**

The Board of Management has the authority to appoint membership of Narrabeen Beach SLSC in accordance with the Constitution.

Categories of membership and sub-categories of membership as currently endorsed by the Board of Management is as follows:

### **Junior Membership General Category**

The following sub-categories of membership form the Junior Membership Category:

- a) Junior Activity Members (5-13 years)
  - Junior Activity Members (5-13 years) [Nippers] need to be between 5 and 13 years of age by 30 September.
  - Activities are organized in aged groups ranging from 5/6 to Under 14 with formal competition commencing in the Under 8 age group.
  - Junior Activity Members (5-13 years) do not have voting rights at any club meetings.
  - Fee Structure is as updated on Club Website each year prior to Sept registration dates.
- b) Cadet Members (13-15 years)
  - Cadet Members (13-15 years) are between the ages of 13 and 15 and have completed Surf Rescue Certificate award.
  - Cadet Members (13-15 years) must complete annual proficiency requirements and are able to undertake patrol duties.
  - Cadet Members do not have voting rights at Annual General/Club Meetings until they transition to Active Members.



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### **Active Membership General Category**

The following sub-categories of membership form the Active Membership Category:

**c) Active (15 to 18 years)**

- Active members aged 15 years or more who have achieved at minimum the Bronze Medallion.
- Active members are required to undertake patrol duties each season and must complete annual proficiency requirements.
- Members who have not reached 18 years of age as at 30 September.
- Active Members (15 to 18 years) have full voting rights at all meetings of the club.

**d) Active (18 yrs and over)**

- Active members who have achieved at minimum the Bronze Medallion.
- Active members are required to undertake patrol duties each season and must complete annual proficiency requirements.
- Members who have reached 18 years of age as at 30 September.
- Active Members (18 yrs and over) have full voting rights at all meetings of the club.

**e) Award Members**

- Award Membership may be granted to persons who hold an SLISA award of one, or more, of the following designations: Radio Award/s, Resuscitation Certificate, Advanced Resuscitation Certificate or First Aid Certificate (or equivalent).
- Award members may be allocated to patrols and called upon to perform patrol and/or other club obligations consistent with their qualifications.
- Award members do not have voting rights at Annual General Meetings.

**f) Reserve Active**

- Reserve Active membership may be granted to active members who have satisfactorily completed (from the gaining of the Bronze Medallion) at least eight (8) years of patrolling and club obligations.
- Reserve Active membership is not automatic and needs to be approved by the Board of Management. Reserve Active membership (if granted) will require to complete a minimum of 12 patrol hours per season, or as designated by the Board of Management, and must also complete all required annual proficiency obligations to maintain currency of awards.
- Reserve Active members retain full voting rights at Annual General Meetings.

### **Community Membership General Category**

The following sub-categories of membership form the Active Membership Category:

**g) Non Member Participants**

- Non Members Participant membership category has been made available by SLISA in SurfGuard but is not currently used by NBSLSC.

**h) Community Member**

- Community membership category has been made available by SLISA in SurfGuard but is not currently used by NBSLSC.



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### **Associate Membership General Category**

The following sub-categories of membership form the Active Membership Category:

- i) Probationary
  - Probationary membership category has been made available by SLSA in SurfGuard but is not currently used by NBSLSC.
- j) Associate
  - Associate membership may be granted to persons who may or may not be holders of an SLSA award.
  - A joining, and/or annual membership fee applies, as determined by the Board of Management and advertised on Club Website.
  - Associate members do not have voting rights at club meetings.
- k) General
  - General membership may be granted, at the absolute discretion of the Board of Management, to non-patrolling members, who demonstrate an ongoing commitment to the club through their significant contribution to the operation of the club.
  - A joining, and/or annual membership fee the same as for Active (18yrs and over), if any, shall apply.
  - General members do not have voting rights at club meetings.
- l) Leave / Restricted
  - Leave / Restricted membership category has been made available by SLSA in SurfGuard but is not currently used by NBSLSC.

### **Honorary and Service Membership(s) including Life Membership General Category**

The following sub-categories of membership form the Active Membership Category:

- m) Long Service Members
  - Long Service Membership may be granted to members who have completed ten (10) years active service (i.e. patrol duties as a BM holder) or have completed eight (8) years active service plus four (4) years reserve active service.
  - Long Service Membership, if granted, will require a minimum of 12 patrol hours per season, or as designated by the Board of Management.
  - Long Service members retain full voting rights at Annual General Meetings.
  - Noting that 16 hours minimum, plus other criteria as set by SLSA is required to be considered for length of service recognition purposes
- n) Past Active
  - Past Active membership category has been made available by SLSA in SurfGuard but is not currently used by NBSLSC.
- o) Life Member
  - Life Membership may be granted to members as described in the AWARDS section above.
  - Life Members may undertake patrol duties each season provided they complete annual proficiency requirements.
  - Life Members have full voting rights at all meetings of the club.



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p) Honorary Members

- Honorary members may be elected for a period of twelve (12) months subject to being nominated at the annual general meeting and approved by two thirds majority of the members with voting entitlements.
- Honorary members may include Patrons, Vice Patrons and other honorary positions created from time to time.
- Honorary members do not have voting rights at Annual General/Club Meetings until they transition to Active Members.

### 3. PATROLS

#### Patrol Structure

- a) The Board of Lifesaving shall meet prior to the start of the season, prepare a patrol roster and allocate members to patrols as is necessary to comply with the Clubs patrol obligations;
- b) Members shall attend allocated patrols and perform to the standards as set out by SLSA and to the satisfaction of the Director of Lifesaving, and the Board of Management. A member failing to attend an allocated patrol, or not performing to the required standards or to the satisfaction of the Director, shall be in breach of these rules and liable to penalty as defined later in the by-laws;
- c) The Board of Lifesaving shall be responsible for upholding these rules to ensure required standards are met, and to ensure that penalties prescribed are duly complied with;
- d) The Board of Lifesaving shall appoint experienced patrolling members as Patrol Captains who shall have responsibility for the running of the patrol during patrolling hours;
- e) The Board of Lifesaving may cite a member to appear before it to explain any breach of these rules. For repeated breaches or gross dereliction of duty, the Board of Lifesaving may recommend disciplinary action to the Board of Management in accordance with these rules;
- f) The Board of Lifesaving shall normally meet as required, and shall keep a complete record of its activities for submission to the Board of Management when called upon to do so.

#### Delegation by Board of Lifesaving to Patrol Captains

The Board of Lifesaving shall appoint Patrol Captains who shall be members experienced in all aspects of surf lifesaving and have completed suitable training to take charge of the patrol allotted to them. The Patrol Captain shall be responsible to the Club through the Board of Lifesaving.

In the absence of the Director of Life Saving, the Patrol Captain is the senior officer of the club on the beach and shall have authority over the beach and the patrol, in conjunction with the Council Lifeguard on duty.

The Patrol Captain shall be responsible for all club equipment on the beach, rescue craft included.

The Patrol Captain shall notify the Director of Life Saving of any member failing to attend an allotted patrol, or failing to perform allotted duties.



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The Lifeguard on duty is the first decision point regarding all directives to the surfing public and as such will do all things he or she deems necessary to maintain safety in the water and on the beach. The Patrol Captain is appointed an honorary beach inspector by Warringah Shire Council under the Local Government Act Ordinance 27 (b) Clause (52) and, as such, will work with the Lifeguard on duty to maintain a safe aquatic environment.

### **Patrol Obligations & Suspension for Other Offences**

An active member of NBSLSC is required to commit to completing their patrol obligations in accordance with these by-laws and SLSA regulations. A member who fails to meet their patrol obligations will be subject to disciplinary action and suspension of club privileges, as considered appropriate by the Board of Management.

On a report from the Director of Lifesaving, the Board of Management may, by resolution, agree on appropriate disciplinary action, including: suspending members from club competition, and SLSA carnival competition for a specific period, including NBSLSC not obligated to pay competition fees, for breaches of these rules or acceptable standards of conduct.

The failure of any member to undertake an allotted patrol without reasonable excuse, or failure to perform to the required standards, or failure to follow the direction as advised by the Director of Lifesaving, or Patrol Captain is viewed most seriously by the club, and will result in review of Membership status up to and including termination of Membership status, and other appropriate disciplinary measures as agreed by Board Of Management.

## **4. SURF SPORTS and COMPETITION**

All members of Narrabeen Beach SLSC, will be afforded training and competition in surf sports to assist with patrolling duties. Club events will be run every Sunday during the season with handicap point score and Club Championship rounds as directed by the Board of Management and these by laws.

The Director and Board of Surf Sports shall have authority under these rules to deal with all things related to surf sports, training and competition, at Narrabeen and at carnivals. The director is assisted in this role by the Board of Surf Sports.

### **Competition and Racing Rules**

- a) Starting Time: The first event each Sunday shall commence at 10.30AM sharp;
- b) Assemble Warning: One long whistle blast, at which all competitors will without delay proceed to the starting point of the event. One minute after this warning, the procedure will be repeated and any competitor not at the starting point will be excluded from competition;
- c) Rules and penalties for starting, false starts, cheating and interference shall be as the rules applying to SLSA competition for that event;
- d) In addition, any competitor cheating will forfeit ALL points accumulated to date in the club championship;
- e) In all events the starter shall act as referee;
- f) No events will be held if the beach is closed for any reason as determined by the Patrol Captain.



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### **Club Championship Rules**

- a) The club shall, on dates decided by the Board of Management, hold competitive events to determine the Club Champion, the Ladies Champion, the Under 19 Years Champion, Over 35 Years Champion, Over 50 Years Champion and the Under 15 Years Champion;
- b) There shall be a maximum of five and a minimum of three Club Championship competition days;
- c) The following events shall be held for each age divisions: Surf Swim, Beach Sprint and Beach Flags, Iron Man and Board, and surf ski over distances and conditions as in the competition handbook of the SLSA, or any amendments to that handbook which may apply;
- d) All competitors in Club Championship events must be Active/Cadet/Active Reserve/Long Service patrolling members of the club, the holder of the appropriate SLSA award and must be financial members of the club, and must have completed their patrol obligations;
- e) Depending on the number of competitors in each event, heats and finals may need to be run at the discretion of the club competition supervisor;
- f) Point score shall be cumulative to count for the club championship, with the cumulative total kept secret by the club competition supervisor;
- g) At least two weeks prior to club championships, a program of events shall be posted on the club notice board, stating the nature, date and starting time of events;
- h) Points for events shall be as follows:
  - i. 1st place: 9 points
  - ii. 2nd place: 7 points
  - iii. 3rd place: 5 points
  - iv. 4th place: 3 points
  - v. 5th place: 2 points
  - vi. All other places: 1 point
- i) In the event of beach closure events will be postponed to a future date as chosen by the Board of Surf Sports.

### **Monthly Point Score Competition**

Providing the beach is open, the club shall run handicap events each Sunday, other than Club Championship days, which count towards a member's monthly point score competition.

- a) Events shall commence at 10.30AM sharp;
- b) Events shall be held in the same divisions as the Club Championship in the following disciplines: Surf Race, Beach Sprint and Beach Flags;
- c) Distances and points awarded for the events shall be the same as Club Championship events;
- d) Point score shall be cumulative with all events added together. The highest cumulative total each month will be the winner of the competition, with the proviso that no member may win the competition more than once in each season.



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### **Awards**

- a) The winners of the Club Championships shall be presented with suitable trophies at the discretion of the Board of Management and Club Competition Supervisor;
- b) Notwithstanding the points earned for Club Championship events, the Board of Management shall be empowered to disqualify any competitor in club championship events for failing to carry out allotted patrols, failing to carry out patrols to the standard required, or breach of the Club's rules or by-laws.

### **Perpetual Trophies and Standing Awards**

The current Perpetual trophies to be awarded each season at Club Presentation Night or equivalent suitable occasion, and are as follows:

- **Competitor of the Year**

The Competitor of the year is a member who has represented Narrabeen Beach SLSC at many Carnivals & Events with outstanding results. This is chosen overall point score from all SLSC carnival results (obtained from Branch, State and National website results) & club weekly point scores, and at the discretion of Director of Surf Sports.

- **Gloria Cook Rookie of The Year**

This is awarded to the Under 18's member (15 to 18 years old) on their overall club participation. (Eg: patrol duties, helping with nippers, carnivals, helping with BBQs/canteen, being part of branch youth organisations, representing the club.) This award is co-ordinated by the Director of Lifesaving, and is chosen by Life Members and Board of Management. The Board of Management and Life Members should provide their choices in form of 1, 2 and 3 points for Director of Lifesaving to tally final points.

- **Patrol Person of the Year**

This is awarded to the patrol member who has done the most patrol hours over the season. This is tallied and organised by the Director of Lifesaving.

- **Club Person of the Year**

This award is presented to a member who has made the most significant contribution to the Club (eg: Water Safety for nippers, training new members, organising club events, fundraising, cleaning up, volunteering at canteen, helping at Carnivals, etc.) This is chosen by Life members, and Board of Management by nominating on 1,2,3 basis their preferred candidates for collation of points to form an overall winner. This is co-ordinated by a designated Life Member.

- **President's Award**

This is awarded by the current president, to whom they believe is the most deserving member of the season. This can be someone who has assisted them throughout the season, or been the best at increasing club morale; it is up to the president to choose a worthy recipient.

New awards can be introduced at the discretion of the Board of Management.



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**5. YOUTH & MEMBERSHIP DEVELOPMENT**

As directed in the Constitution, activities for Junior members under the age of fourteen years will be coordinated by the Director of Youth and Membership Development, with the assistance of the Board for Youth and Membership Development. The director will be responsible for the training and competition for those members and also act as child protection officer.

The Director and Board of Youth & Membership Development shall have authority under these rules to deal with all things related to youth membership competition and training.

**Competition & Racing Rules**

- a) Surf events will only be conducted if conditions are deemed suitable by the Patrol Captain in charge of the beach at that time;
- b) Surf events will only be conducted when sufficient water safety personnel are available to supervise the competitors in accordance with requirements set down by Surf Lifesaving NSW and SLSSNB;
- c) Junior events will be run each Sunday on dates established at the start of the season by the Board and shall commence at 9.30AM sharp;
- d) All events will be run in accordance with the rules set down for Junior members by Surf Lifesaving NSW, SLSSNB and Narrabeen Beach SLSC;
- e) Competition will be conducted in age groups who will be controlled by age managers appointed by the Board;
- f) Competition will consist of beach sprint, beach flags, surf swim or wade, and board;
- g) No competitor is permitted to enter any competition without first completing a timed pool swim and any other requirements set out by the Board;

**Age Managers**

- a) Age managers are appointed by the Board of Youth and Membership Development at the start of each season and or as required at other times in case of absence or transfer;
- b) Age managers are to complete the required induction and age managers instruction as set out by SLSC, SLSSNB and Narrabeen Beach SLSC;
- c) Age managers are required to complete all child protection advisory forms and other requirements as set out by SLSC, Surf Lifesaving NSW and SLSSNB;

**Surf Awareness Training**

- a) Throughout the season and in accordance with SLSC requirements, the Board of Youth and Membership Development will direct and assist the training of Junior members in surf safety and awareness. The board will be assisted in this training by the Director of Lifesaving, and/or Director of Education as necessary;
- b) Training will be conducted in accordance with the regulations as set out by Surf Lifesaving NSW and SLSSNB.



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### **6. CLUBHOUSE AND AMENITIES**

To assist members of Narrabeen Beach SLSC, the Board of Management and members will have access to the clubhouse for patrolling, training and club functions. It is in the interest of all members that behaviour by an individual member does not impede or adversely affect other member's amenity and the following by-laws apply.

#### **Keys**

- a) All Board of Management Members are provided with Director access level club keys;
- b) All Patrol Captains are issued with Patrol Captain access level club keys;
- c) Key details are recorded within surf guard against each member, if these are lost or misplaced, must immediately be notified to the Director of Administration to ensure ongoing security measures;
- d) All of the above keys must be returned to the Director of Administration within 2 weeks of vacation of Board of Management position or Patrol Captain position;
- e) All other Club access keys are issued at discretion of Board of Management via Director of Administration, currently electronic fobs or waterproof wrist straps are available for all Active/Reserve Active Members, at a cost of \$10 per fob, or \$20 per wrist-strap. If these items are lost, members should report this immediately to DoA to enable ongoing security measures. All replacements are available at the costs stated.

#### **Clubhouse Use by Members**

- a) The clubhouse, its facilities and equipment shall be available for use by members of the club. Members may bring visitors into the clubhouse and members will be responsible for the actions of their visitor. Visitors are not entitled to use the gym or any other equipment without permission from a member of the Board of Management;
- b) The Board of Management may from time to time sublet part or all of the clubhouse to non members for the use in community activities, functions or any other purpose.

#### **Clubhouse Hours**

- a) The Clubhouse shall be open for dressing and other purposes which the Board of Management may authorise, from 8.30AM to 6PM on Saturdays, Sundays and Public Holidays during the season, and such other times as may be authorised by the Board of Management.

#### **Members not to enter the Clubhouse outside of Normal Hours**

- a) Unless permitted to do so by the Board of Management AND issued with a clubhouse key, no member shall enter the clubhouse outside normal clubhouse hours unless permission is gained from a Board of Management member or a key holder is on the premises. Members may not enter the clubhouse by any method other than through the entrance doors.

#### **Members to Keep Clubhouse Clean**

- a) Any member using the clubhouse does so on the understanding that they shall keep the premises clean and properly dispose of any rubbish including emptying of rubbish bins into the waste removal bin. Any breach of this rule may lead to disciplinary action. This rule particularly, applies to food and drink scraps which may be a public health risk.



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### **Members to Make Good Damage**

- a) Any member accidentally damaging the clubhouse club property shall, subject to Board of Management resolution, make good such damage on his or her own account. Any member wilfully damaging the clubhouse or club property is liable to disciplinary action with possible expulsion from the club, in addition to any criminal charges which might be laid.

### **Members to be Dry in Clubhouse**

- a) Members using the clubhouse must do so in a dry condition, and preferably all sand removed. A dressing-room is provided for changing and showering,

### **Non Members Storage Not Permissible**

- a) Members are not permitted to store clothing, wetsuits, surfboards, or other equipment or item on behalf of non-members in the clubhouse.

### **Exclusive Use of Clubhouse**

- a) The clubhouse shall be available for practice, training, or other purposes connected with the objectives of the club, as required by the Director of Lifesaving, or Director of Education. While such is in progress, no other use of the clubhouse which may detract from training is permitted;
- b) No member will conduct any commercial or business activity within the clubhouse unless authorised by the Board of Management.

### **Illegal Acts in Clubhouse**

- a) No member shall conduct themselves or attempt to use the clubhouse in an illegal manner. Any members who attempts or conducts an illegal activity shall be brought before the Board of Management for disciplinary purposes.

### **No Unseemly Conduct**

- a) Conduct likely to interfere with the comfort of other members of the club, or the general public, or unseemly conduct will not be permitted. Members present in the clubhouse are expected to assist in preventing such conduct.

### **Grievance Policy**

This procedure explains what to do if you have a grievance about anything to do with Surf Life Saving. A grievance means any type of problem, concern or complaint about your involvement or the environment you are involved in. For example, you could have a grievance about:

- Development and training availability;
- How an issues has been handled
- The club environment;
- Safety in the workplace;
- The treatment by an official or officer
- Discrimination; or
- Harassment.

NBSLSC grievance procedure is to be handled in line with SLSCA Grievance Policy Number 6.06 located within Members Portal accessible on line.



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**Media Policy**

All Club media is to be managed, or as delegated by, Director of Administration, and in accordance with all SLSA published media policies.

This includes the Club website, Facebook pages and any other form of social media. All social media endorsed by the Club is required to contain a Social Media policy, for further clarity to all members of the media, whom may not be Club members. This is to be determined by the Director of Administration or as delegated.

**As approved in its entirety by NBSLSC Board of Management 16th Nov 2015.**



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