



By Laws for Whale Beach Surf Life Saving Club

Club information

Entity:	Whale Beach SLSC Incorporated
ABN:	89 110 310 102
Incorporation INC:	9884184
Incorporated in:	New South Wales Under the Associations Incorporation Act 1984
A Registered Charity:	with the Australian Charities and Not-for-profits Commission
Document created:	September 2013
Amendments:	May 2014 June 2020 April 2021
Code of Conduct:	Lifesaving Club House and Facilities Club Gymnasium Rules Competition Awards Financial and Membership Meetings Club Apparel and Colours Attachment - Form for hire of club premises

Code of Conduct

A Whale Beach SLSC Member will at all times:

- Acknowledge, respect and abide by this code of conduct
- Be deemed to have accepted and agreed to be bound by the Club Constitution, By-Laws and the direction of the Management Committee
- Respect the rights and privileges of fellow members.
- Respect the club premises and all club equipment and report all damages, breakages and safety concerns.
- Recognise the authority of elected officers of the club and respond as directed.
- Behave in a manner that will not bring the club into disrespect.
- Respect the club facilities at all times, ensure they are clean and tidy and rectify any needs without direction.
- Be polite and treat the residents of Whale Beach with respect, assist and communicate with them in a professional manner.
- Be polite and treat the general public with respect, assist as needed and communicate with them in a professional manner.
- When consuming alcohol it will be in moderation, maintaining a reasonable level of responsibility
- Acknowledge and agree to a complete drug free environment.

Lifesaving

Authority and Responsibility

Ultimate responsibility for the beach is with the Club Captain and in the absence of the Club Captain, the Club Vice Captain.

In the absence of the Captain and Vice Captain the Patrol Captain has ultimate authority over all beach and patrol activities.

All members if directed by the Captain, Vice Captain or Patrol Captain or an officer of the club shall assist in a rescue or other club activities.

Patrol Hours

Patrol hours during the season are as directed by Surf Life Saving-Sydney Northern Beaches(Branch) or Surf Life Saving NSW or Surf Life Saving Australia (SLSA).

Proficiency / Skill Maintenance

All active patrol members must complete a proficiency assessment each year. Proficiency is essential for patrol attendance.

The proficiency assessment is as prescribed by SLSA.

Patrol members who hold other SLSA awards such as Advanced Resuscitation Techniques, Senior First Aid, IRB Driver and IRB crew etc. are required to complete an annual proficiency assessment.

Proficiency assessment will include a Run-Swim-Run in time determined by SLSA.

Patrol Attendance

Rostered members for patrol are required to attend patrol thirty (30), minutes before patrol commencement.

Patrol Uniform

Patrol members are required to wear SLSA approved shirt, shorts, cap and hat at all times whilst on patrol. Patrol uniforms must not be worn other than on patrol or club duties.

Inability to attend patrol

If a member is unable to attend a rostered patrol the member is responsible to obtain a substitute or other means and advise the Patrol Captain prior to the rostered patrol.

Surf Swims

To enhance and maintain surf skills patrol members are encouraged to complete at least one surf race swim each month.

Club Competition

Competition - Internal

All competition shall be in accordance with the rules as determined by SLSA.

Buoys for the weekly surf swim and craft events shall be laid under the direction of the patrol captain, Club Captain, Vice Captain or Handicapper prior to commencement of club events.

A minimum of three (3) competitors is required to constitute a competition event.

Competition points:

First place	4 points
Second place	3 points
Third place	2 points
Start & finish	1 point.
Water Safety IRB	1 point

Club Championships

For all club championships at least one (1) month's notice on the club notice board, website, Facebook or by email shall be given to all members.

A minimum of three (3) competitors is required to constitute a competition event.

In the event of a championship being cancelled, the weekend following the advertised time shall be the replacement time for championship event.

A competitor in the club championships event needs to have competed in at least 4 club Sunday morning competition events being surf race or craft or beach events prior to the championship event in the current season.

A report of points of members competing in Sunday events will be provided to the Management Committee by the Handicapper and be recorded by the Competition Officer.

Members who do not comply with the minimum club events may compete in championship events but cannot claim a championship placing.

Competition Points

Points will be allocated for club championship events as follows:

First place	5 points
Second place	3 points
Third place	2 points
Start & finish	1 point
Water Safety IRB	1 point

Competition - External-Surf Carnivals and Championships

The club encourages and supports members to compete in surf life saving carnivals at other beaches, in Branch, State and National carnivals.

If a carnival is being held by a surf club within the Branch competitors must compete in the Branch and are not permitted to compete in a carnival outside the Branch. Competitors may choose their preferred form of competition.

The club will assist members by providing gear and equipment to competitors.

The Competition and Lifesaving Officer will complete entry forms and submit, with the required entry fee to the organising club or branch.

For members to be eligible to compete in Branch, State and National titles they must have competed in at least one (1), Branch surf carnivals prior to the title competition

Club House & Facilities

General Information

All members are entitled and encouraged to use the facilities, without permission, for casual food and drinks, fellowship and accommodation. Members using the facilities are responsible for any non-member guests or friends. Members are required to leave the facilities in a clean condition.

Non-Members

Members are permitted to invite up to 4 non-members into the club premises at any one time.

Zero tolerance Underage Alcohol & Drugs

Drinking alcohol on the premises is restricted to Members and their guests over 18 years.

Keys and Electronic entry

An electronic door lock system is used for access to the lounge, change rooms, gym and boat shed.

Electronic key fobs are available to members upon application to the Club Administrator at info@whalebeachslsc.com

Members under 18 years of age are not eligible for electronic key fobs, unless they are a Patrol Captain or Vice Captain. Misuse of the key will result in it being cancelled.

A replacement electronic key fob will incur a \$40 administration fee.

Members who have not paid their membership fee by 31st December each year will have their electronic key fob deactivated.

Gym access activation is only by request and requires mandatory signing of a gym T&Cs document.

The Management Committee, at its discretion, may refuse the issue of an electronic key to any member.

First Aid Room

The First-Aid Room is only to be used for first-aid and other lifesaving related operations.



Member's Accommodation

Areas have been provided for members to sleep overnight in the clubhouse.

Members must obtain approval to stay in the Club from the House Captain, Club Captain or Club Vice Captain

Non-Members

Non-members cannot under any circumstances sleep in the clubhouse.

Responsibility

Responsibility for the wellbeing and behaviour of members using the clubhouse accommodation is with the House Captain who is responsible to ensure compliance with the club By-Laws.

Patrol Members Priority

Rostered patrol members have bunk bed priority on the evening before their patrol.

General Rules

Sleeping on the floor in swags and sleeping mats and sleeping bags is permitted.

Term of Accommodation

Members may stay in the clubhouse for a maximum of 7 days. Approval can be extended with the approval of the House Officer or an officer of the club for a further 7 days provided the member has behaved in a mature and co-operative manner. Members who seek long-term residence require Management Committee approval and need to submit a written request.

No members shall make any particular bunk bed as 'their own'.

Bunk beds and all other sleeping equipment (swags, sleeping bags, camp stretchers) are approved but all must be made up, removed and vacated by 9.00am.

Zero tolerance

Zero tolerance will apply for any member found or reported using, or on evidence of using or providing prohibited drugs use within the Club or alcohol to an underage person.

Normal rules and guidelines set out in the NSW Liquor Licensing Act 2020 The clause as it stands allows open abuse and there is nothing for management to use should there be an incident----one persons opinion v another

There will be immediate suspension of membership by an officer of the club following knowledge or suspicion of an alleged breach of the alcohol and drug by-law. Such members shall be referred to the Club Management and if appropriate the Judiciary Committee.

Club House Social Use

Members Functions

The Club is intended to be made available for members and their guests only and may not be available for non-members or groups without the express permission of the Management Committee.

Weekend and public holiday members gathering are encouraged and do not require approval.

The Surf Club Lounge and BBQ Deck can only be hired by a financial member in good standing and who will be in attendance for the duration of the function. A Request for Hire of Club Premises form must be completed to commence the approval process.

The maximum number for which the Club can be hired for a private function is 100. Less than 10 persons do not require a booking.

Birthday celebrations for 15th to and including 21st birthdays will not be approved

No Active member with less than 6 months membership and/or 20 hours logged patrol duty may seek to hire the facilities.

A completed Request for Hire of Club Premises is required and submitted to the Administration Officer to be forwarded to the Management Committee.

Application to hire the club premises to the Management Committee should be submitted at least 2 months prior to the date of function to ensure availability.

The decision of the Management Committee is absolute and no challenge can be made.

Functions conclusion times

Members Lounge the function must conclude at 2.00am and all music must be reasonable volume and must cease by midnight.

BBQ Deck Music and the function must conclude at 11.00pm.

Members and guests must vacate premises by no later than 1.00 hour after concluding time.

Breakage or loss or damage caused to Club premises and/or equipment is the responsibility of the member and must be paid for within 21 days.

On approval of the Management Committee, the following total charges are to be submitted to Administration as soon as possible to secure the booking:

A non-refundable fee of \$100.00 to cover cleaning/public liability Insurance for the function.

A deposit bond of \$1000.00 for both Members Lounge and BBQ decks.

The bond represents 6 conditions of hire; each condition is represented by \$100.

Refund of the bond in part or full will depend upon, at the discretion of the House Officer or a designated officer.

A completed **Request for Hire of Club-Form** is required and to be submitted to the Administration Officer.

Application to hire the club premises will be considered by the Management Committee at least 2 months



prior to the date of function to ensure availability of premises.

On **approval** of the Management Committee, the total charges are to be submitted to Administration as soon as possible to secure the booking.

The **decision** of the Management Committee is absolute and no challenge can be made.

Use of facilities and equipment

Prior to hiring the premises members should read and understand the Facilities and Equipment Operations Manual which details the use of equipment such as dishwashers, stoves, refrigeration, power system including lighting and security of the premises.

Club House Condition of Hire

On approval of the Management Committee, the total charges are to be submitted to Administration as soon as possible to secure the booking.

A deduction of \$100 each from the \$600 bond will be made if:

1. Unwashed glasses, crockery remain
2. Sink, stove fridge BBQ or benches are not cleaned
3. Rubbish including food scraps and leftovers empty bottles and cans remain
4. Evidence of, spilt food and drink on the floor or furniture
5. The toilet, shower and gym areas are not clean and tidy
6. The area around the club premises shows evidence of the function.

No refund

No refund of the \$600 bond will be made:

1. following a reasonable complaint by local residents of noise or unruly behaviour.
2. no credible attempt is made make clean the club premises.
3. the function did not end or music cease as provided in the by-laws.
4. if the hiring party choses to waive their bond refund the full \$600 will be retained.

Refund

Refund if approved will be made within one month of the function.

Restoration of the premises must be made by 9.00am the following day.

Catering

Hiring of furniture, crockery, cutlery is the member's choice and responsibility.

Members may choose to have caterers provide food` and/or drinks for the function. Details of the caterer must be provided when booking the premises including ABN number together with a copy of the caterer's insurance certificate of currency

For evening bookings during the season caterers and decorators can only have access to the Club from **3:00pm on the day of the function** for evening bookings.

Caterers and decorators shall not inhibit the patrol activities of the club or members access to the boat shed, gear storage shower, toilet and gym facilities and accommodation areas

Community Group - Casual Hire

The Middle Deck and Boat Shed Deck of the club are available for casual hire by community groups for meetings and gatherings.

Weddings

The surf club does not hire level 4 of the premises for weddings. Wedding enquiries are to be referred to Moby's Restaurant. The Boat Shed Deck is available for pre-wedding events (Wedding Ceremony, Pre official wedding functions).

Birthday

Celebrations for 15th to and including 21st birthdays will not be approved

Application with a letter detailing the anticipated activities, be submitted to Club Administration for review and if appropriate, approval.

Casual Hire is for a maximum of 3 days and must not impeded surf club activities.

Administration will provide access to the premises, toilets and facilities.

A \$150 a day hiring fee and a \$50 cleaning fee is charged to casual hiring groups. A bond of \$50 to cover contingencies is required in advance. An Insurance Certificate of Currency may be required from community groups.

Community Group - Long Term Hire

Community groups (Pilates, Yoga, Bridge and Service Clubs) who meet on a regular basis may hire the hall on weekdays and evenings. Hiring fee to be negotiated depending on frequency and numbers of persons.

Minimum day hire fee is \$150. The Management Committee may vary this fee.

Community groups must provide a current insurance certificate of currency prior to occupancy and complete the Request for Hire of Club Premises Form. A retention bond will apply as will a cleaning fee.

Applications are to be lodged with club administration and referred to the Management Committee for review.

Corporate Hire of Facilities - Short & Long Term

The hire of the club facilities for the purpose of business by club members or non-members will incur an additional hire fee of \$400 in addition to the daily hire fee of \$150 (the Management Committee may in it's discretion may vary this fee).

The standard \$600 bond will also apply.

Club Gym

Risk Management Statement and rules of use

Club facilities include a well-equipped gymnasium for members.

Financial Members

Use of the gym and gym equipment is restricted to current financial members of the Club.

Non-members or members guests are not permitted to use the gym or gym equipment in accordance with Surf Life Saving Australia insurance policy. Annual membership fee includes use of gymnasium and equipment.

Warning

Use of gym equipment can cause injury. By using the equipment you are:

- accepting that its use is entirely at your risk, and,
- certifying that you have a satisfactory level of fitness and health and that you understand the correct use of the equipment and the risks involved.

Equipment Use

Before using the gym equipment you must perform appropriate stretching and warm up activities.

To use the equipment you must be free of sand and dry. You must wear appropriate clothing including enclosed footwear.

Keep hydrated. Drink fluids before during and after gym activities.

If you are not entirely familiar with use of the equipment, do not use it until you have received induction and training by an appropriate instructor, to be appointed by the Club Captain.

Any injuries must be immediately treated and immediately notified to the Club Captain or a Club Officer or the surf lifesaving patrol captain.

Please report any gym equipment not in good working order immediately to the Club House Officer or Club Captain.

After using any equipment you must wipe it down with a clean towel and disinfectant provided and replace it in its correct place.

Gym users are responsible to ensure all doors and windows are locked and secure before leaving the facility.

Restriction for under 18 members

Cadet and Junior members cannot use the gym equipment if a senior member is not present

Club Awards

Awards shall be made to recognise members for service by:

(a) The Club

Individual

Award system within the club will recognise members on 4 service award categories.

Category 1. Lifesaver of the year. 1 Award annually.

Awarded to an Active Member who in the current year has performed patrol and club duties at a level over and above expectation. Selection will be by the President and remain confidential. The recipient will be announced on the club Presentation Night.

Category 2. Captains Service Award. 3 Awarded annually

Awarded to a member (Active or Associate), who during the current season has contributed voluntary service to the club in patrol and/or club duties, administration fundraising elected office or otherwise.

Category 3 Outstanding Service. Three members annually.

Awarded to members of the club who have rendered outstanding service. Criteria shall be outstanding service over a period of 5 years.

Category 4 Distinguished Service Award. 1 per annum

The most prestigious annual award for a member of at least 10 years consecutive membership who has exhibited leadership and responsible voluntary service over that period.

Group award

Patrol of the year

This award is judged on attendance level of rostered members, SLSA qualifications awards gained, points earned in Sunday events, and appraisal of specific incidents, preventative action and overall patrol records. Winning patrol to be selected by the Lifesaving Committee.

Awards Selection Process

Selection for recipients of the Outstanding and Distinguished Service Awards shall be by a selection committee consisting of the President, Secretary, Captain, and 2 Snr. Vice Presidents (3 for quorum), who shall meet to consider nominees in the last week of April each year. If no member achieves the criteria there shall be the award shall not be awarded that season.

The Management Committee receives and endorses all nominees from the selection committee

Surf Life Saving Association Awards

(b) The Branch

Surf Life Saving Sydney Northern Beaches Branch offer award for 'Outstanding Service' and 'Distinguished Service'. Clubs are invited to nominate members for Branch Awards on the prescribed forms and in accordance with Branch procedures. www.slssnb.org.au

(c) Surf Life Saving Australia

The National recognises and provides awards for:

Patrol Service, National Service, Long Service

Full details on www.surflifesaving.net.au

(d) The Community

A special award for a member for voluntary services to the wider community and includes awards provided by state and local government authorities. Nominations are to be endorsed by the Management Committee.

Life Membership

Life Membership remains the ultimate recognition of contribution to the life of the club. The Constitution Rules 13 and 30 are applicable.

Financial & Membership

Members Subscriptions

The Club's financial year shall be from the first day of May in each year to the thirtieth day of April in the year next succeeding.

As a condition of membership, all members are required to complete and sign a club and a Surf Life Saving NSW and/or Surf Life Saving Australia annual membership forms before a member can join or renew membership.

Other than for renewing members, and at the discretion of the Management Committee, an entrance fee may be payable.

A member of the Association other than Life Members must pay to the Association an annual membership Subscription as determined by the Management Committee for the current financial year or if some other amount is determined by the Management Committee that other amount.

Cadet, Junior, and Senior Probationary Members in training may be required to pay additional fee for the cost of material and resources applicable to their training.

Due date for payment of annual subscriptions

All annual subscriptions shall be payable on or after the first day of the Clubs financial year.

The Honorary Treasurer shall, within three (3) months of the commencement of the Association's financial year, send to each member by whom a subscription is payable, a notice to the effect that such subscription is due.

If the subscription of any member is still unpaid at the expiration of six (6) months after the due date the Management Committee may in accordance with the Constitution resolve that the membership is terminated. Upon such resolution of the Management Committee the member's name shall be removed from the roll of members and his/her membership shall cease on that date and he/she shall not be eligible for re-election except: -

on payment of all arrears of subscriptions, and by resolution of the Management Committee

Un-financial members may not access or use the club facilities or club gear and equipment and return any club property and access keys.

Annual subscription:

\$	\$
Probationary Members	Cadet Members
Junior Active Members	Senior Active Members
Reserve Active Members	Long Service Members
Associate Members	Honorary Members
Life Members Nil	

Meetings

General and Legislative

Meetings procedure generally is covered by common law together with conventions that are modelled on parliamentary procedures as they have evolved historically. Where the general rule is meetings are governed by common law, natural justice, Corporations Act 2001 and the constitution of the organisation.

The procedures at all meetings General, Committee, Sub-Committee, shall be governed by the Constitution and the following rules of debate.

Rules of Debate

1. Voting

A member at all meetings has only one vote.

Proxy votes

Proxy votes are not permitted.

Member's attendance

Members of the club who are not committee members, may attend all meetings, and, at the approval of the Chairperson, speak but cannot vote. A non-member speaker is limited to three (3) minutes.

2. Reports and Agenda

Except in such cases as the Constitution of the club requires, Management Committee officers shall submit their report to the Secretary at least 4 days before a scheduled meeting for distribution at least three (3) days before the meeting. The Secretary will prepare an agenda for the meeting and distribute at the commencement of the meeting. Committee members may add matters for discussion to the agenda. Submission and distribution is by email. A copy of the agenda will be available at the meeting.

3. Motions and amendment to a motion

Motion

- a. A motion is required in order for a matter to be discussed. A motion requires a mover and a seconder.
- b. The member proposing a motion or amendment should state its nature before addressing the meeting on the topic.
- c. The mover of a motion shall be limited to five (5) minutes and in all other speakers before and against the motion, to three (3) minutes. The mover of the motion has the right of reply limited to three (3) minutes; provided that the Chairperson with the consent of the meeting can extend such time limits.

4. Amendment to a Motion

A member of a committee may move an amendment to a motion. A seconder is required before the amendment can be discussed.

Although an amendment must relate to the matter involved in the motion, it is viewed as a fresh matter. Accordingly, previous speakers are at liberty to speak upon it.

The chairperson at the conclusion of debate shall call for a vote. If the amendment is passed it replaces the motion and a vote as to the amended motion is required to conclude the matter.

- A. When a motion or amendment has been moved and seconded no further speech in favour of the motion shall be heard until someone has spoken in opposition.
Speakers in favour or opposition (if any) must follow alternatively.
- B. A member shall be entitled to speak only once to each question, but with the permission of the Chairperson, may correct a misstatement or speak further on the motion or amendment at the discretion of the Chairperson.
- C. It is not permissible to withdraw a motion that has been put to the chair except with the consent of the meeting.
- D. A speaker shall not be interrupted except on a point of order.
- E. Except in cases where the Constitution of the club requires a ballot be taken a motion shall be determined by the Chairperson on a show of hands or on the voices.
- F. Any member may demand that the vote on any question shall be taken by a show of hands and failing any such demand the Chairperson on the voices shall determine the voting.
- G. The declaration by the Chairperson that a motion has been carried by a majority or lost or not carried by a particular majority shall be conclusive.

Time for meetings

The committee may determine the time and day for a meeting. The committee may, at the approval of the members, to set a maximum time for a meeting.

Rescission Motion

A motion that has been adopted can be rescinded. A motion to rescind strikes out an entire main motion adopted at a previous time provided that no action approved by the original motion has been carried out such that it is too late to undo.

Notice of intent to move a rescission motion of a matter previously resolved shall be made to the meeting by a member but a rescission motion cannot be considered at the meeting the motion was passed but be placed on the agenda of a future meeting.

The Management Committee shall determine the date and time of the future meeting.

Reference: Joske's Law and Procedures at Meetings in Australia. Tenth edition. Lawbook Co.

Club Costume, Blazer, Colours & Emblem

Club Official Colours

1. The Club colours shall be Chocolate Brown (PMS478), Sky Blue (PMS638), and Gold (PMS109).
2. The Club competition cap shall be Blue with Brown half circle over the ears and with a Gold stripe over the centre of the cap.
3. The club female and male swim costumes shall be any combination of Gold, Blue and Chocolate Brown.
4. The Club emblem shall be as follows -



Incorporated

5. The colour of the Club emblem shall be sky blue (PMS 638).
6. The Club emblem shall be worn only by members of the Club.
7. The Club blazer or other approved clothing shall be Blue or Chocolate Brown with the Club emblem on the left breast pocket.
8. Details about who will be entitled to wear the blazer and variations in its appearance shall be determined by the Management Committee.
9. All club apparel shall be of standard club colours and subject to prior approval of the Executive Committee.
10. Club apparel should include Australian content and sources from Australian suppliers.



Whale Beach SLSC Incorporated
ABN 89 110 310 102
 Affiliated with Surf Life Saving Australia
 Mail PO Box 354 Avalon NSW 2107
 Clubhouse Tel: [612] 9974 4944

REQUEST FOR HIRE OF CLUB PREMISES FORM

Members name.....

Address.....

Phone (h).....(w).....(m) at function.....

Describe the function.....

Date of function.....

Start time.....am/pm.....Finish.....am/pm

Approx. number of members/ guests in attendance.....

Approximate age of members & guests.....

Contact Member at function.....email.....

Mobile phone contact at function.....

Bond/Fee \$..... paid to.....Date paid.....

I have read and accept the conditions of hire and agree no information on the function will be posted on Facebook or other social medium. I take responsibility for the safety and behaviour of members and guests and club facilities.

Signed..... Date...../...../.....

Name.....

House Officer..... Date...../...../.....

Whale Beach SLSC Management

Approval..... Date/...../.....