



**BY-LAWS OF THE
NOWRA-CULBURRA SURF LIFE SAVING CLUB
INCORPORATED
(est 1954)**

ABN 99 115 839 023

Incorporation No: Y14021-13

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By-Laws of Nowra-Culburra Surf Lifesaving Club Inc.

B1. PURPOSE

The By-Laws are always subject to the Constitution of the Club and are to be read in light of it. The purpose of these By-Laws is to provide binding regulations on Members in relation to the various areas of the Club as identified within. These By-Laws are to be followed by all Members and all times.

B2. AMENDMENT

In accordance with the Constitution, these By-Laws may only be amended by the Board by simple majority and at the absolute discretion of the Board. Any Standing Officer or Committee of the Club may make a written recommendation to the Board that it consider an amendment to the By-Laws.

B3. CODE OF CONDUCT

Subject always to the Constitution, all Members and all people involved in any way with the Club shall:

- (a) respect the rights, dignity and worth of others - treat others as you would like to be treated yourself;
- (b) be ethical, considerate, fair, courteous and honest in all dealings with other people and organisations;
- (c) be professional in, and accept responsibility for your actions;
- (d) be aware of and follow, at all times, SLSA' standards, rules, policies and procedures and promote those standards, rules, policies and procedures to others;
- (e) operate within the rules and spirit of the sport, including the national and international guidelines that govern SLSA;
- (f) understand that possible consequences of breaching the Code or the Member Protection Policy;
- (g) report any breaches of the Code and/or the Member Protection Policy to the appropriate persons in positions of authority;
- (h) refrain from any form of abuse, harassment, discrimination and victimisation towards others;
- (i) raise concerns regarding decisions of persons in positions of authority through the appropriate channels and in a timely manner;
- (j) provide a safe environment for the conduct of activities in accordance with any relevant SLSA policy;
- (k) show concern, empathy and caution towards others that may be sick or injured;
- (l) be a positive role model to all;

- (m) respect and protect confidential information obtained through SLSA activities or services; whether individuals and/or organisational information;
- (n) maintain the required standard of accreditation and/or licensing of professional competencies;
- (o) ensure that any physical contact with others is appropriate to the situation and necessary for the person's skill development;
- (p) refrain from intimate relations with persons over whom you have a position of authority;
- (q) agree to abide by this Code;
- (r) maintain a duty of care towards others; and
- (s) be impartial and accept the responsibility of all actions taken.

B4. DIRECTORS RESPONSIBILITIES

4.1 President

The President is the nominal head of the Club, and appears as far as possible at any functions or events held by the Club and shall:

- (a) Chair any meeting of the Board, AGM, or SGM and decides the order of business at such meetings;
- (b) Chair the Life Membership Committee;
- (c) assign tasks in relation to the management of the Club to other Directors;
- (d) ensure Club compliance with SLS member protection, child safe and complaint management policies;
- (e) engage with the Club's sponsors and work to attract new sponsors;
- (f) co-ordinate fund-raising for the Club;
- (g) manage the Club's hall hire arrangements;
- (h) ensure operation of the Club in compliance with its' constitution;
- (i) manage of the Club's brand and any related licenses or intellectual property;
- (j) attending all meetings of SC Branch as the Club's delegate.

4.2 Director of Administration (Secretary)

The Secretary is responsible for the Club's administration, including correspondence on behalf of the Club and communicating Club notices or news to Members by any medium and shall:

- (a) Chair the By-Laws Committee;
- (b) ordinarily be the Club's Public Officer (and if so, must be aged 18 years or more and reside in New South Wales);

- (c) maintain insurance of the Club, as required by law, or as the Board or an Affiliate may deem to be necessary or appropriate;
- (d) action all Comcare and insurance claims for personal injury, damage and/or loss of equipment;
- (e) co-ordinate the preparation of the Club's annual report;
- (f) maintain the Club's membership register;
- (g) manage security of the Club House, including registers of keys or electronic access tags issued by the Club; and
- (h) maintain the Club's website and other marketing tools.

4.3 Director of Finance (Treasurer)

The Treasurer is responsible for the Club's financial matters, including the preparation and auditing of the Club's financial reports and shall:

- (a) Chair the Finance Committee;
- (b) maintain the Club's financial accounts including direct liaison with the Club's accountants;
- (c) authorise payments by the Club;
- (d) prepare the Club's annual financial report and engage with the Independent Auditors;
- (e) deposit all monies received by the Club (including cash) into an account in the Club's name as soon as practicable and without deduction;
- (f) submit the Club's Annual Information Statement to the ACNC;
- (g) ensure Club compliance with the NSW Charitable Fundraising Act 1991 (the Act) and the Charitable Fundraising Regulation 2021; and
- (h) produce routine expenditure reports to the Board as required.

4.4 Director of Life Saving (Club Captain)

The Club Captain is responsible for the roster of the Club's patrols in accordance with any agreements between the Club and SLSNSW, SC Branch and Shoalhaven City Council and shall:

- (a) Chair the Lifesaving Committee;
- (b) compile the Life Saving Agreement on behalf of the Club;
- (c) monitor member and patrol compliance with Life Saving Agreement and patrol roles and responsibilities;
- (d) appoint call out teams;
- (e) develop and promulgate local patrol and call out Standard Operating Procedures;

- (f) co-ordinate lifesaving education and reporting to SC Branch in relation to the Club's education activities;
- (g) ensure annual proficiencies are completed by all active members by 31 December each season;
- (h) schedule and organise annual Proficiency Testing;
- (i) report to SC Branch in relation to the Club's lifesaving and attend SC Board of Lifesaving meetings;
- (j) report to SC Branch in relation to the Club's surf sports activities; and
- (k) co-ordinate the selection of the Club's annual awards and be the Club's delegate on the SC Branch judging committee.

4.5 Director of Equipment (Gear Steward)

The Gear Steward is responsible for the Club's asset register and maintenance of all surf club assets and shall:

- (a) Chair the Facilities Committee;
- (b) purchase and maintain power craft;
- (c) purchase and maintain life-saving equipment and training aids;
- (d) purchase and maintain surf sport and nippers equipment;
- (e) conduct repair works or outsource if necessary; or if repairs are deemed uneconomical, dispose of equipment in a timely manner;
- (f) register all power craft, vehicles and trailers with SLSNSW and NSW RMS;
- (g) prepare lifesaving equipment for the annual SC Branch 'Gear Inspection';
- (h) maintain accurate equipment records within SurfGuard;
- (i) co-ordinate maintenance and repairs of the club house;
- (j) register and insure all items of plant;
- (k) liaise with Shoalhaven City Council on fire and safety compliance matters;
- (l) co-ordinate the disposal and sale of Club assets.

B5. STANDING OFFICER RESPONSIBILITIES

5.1 Vice President

The Vice President shall be responsible to the President and shall:

- (a) subject to delegation, and in the Presidents absence, have like duties, powers and authority of the President;
- (b) Chair the Events Committee;

- (c) be the Executive Officer of the Club;
- (d) investigate, in the first instance, any grievance, judicial and discipline matters; and
- (e) make themselves available to represent the President at Meetings, both internal Committees and external Meetings, when and where required.

5.2 Public Officer

Shall be responsible to the Secretary and fulfil obligations as per the Associations Incorporation Act 2009 (NSW).

5.3 Chief Training Officer

The Chief Training Officer shall be responsible to the Club Captain and shall:

- (a) Chair the Training and Education Committee;
- (b) identify the Clubs training needs and develop a training plan in consultation with the Club Captain to assist members and new members to achieve SLSA qualifications;
- (c) schedule two Bronze Medallion courses per season;
- (d) arrange access to courses to maintain minimum levels of proficiency in each Patrol;
- (e) arrange and be responsible for classes of instruction in the basic and advanced methods of life saving laid down in the various educational manuals of Surf Life Saving Australia;
- (f) arrange classes of instruction in the IRB and Jet Ski methods of life saving laid down in the various educational manuals of Surf Life Saving Australia;
- (g) report the education activities of the Club at each Board meeting;
- (h) prepare appropriate Award application submissions to the various levels of Surf Life Saving; and
- (i) be a SLS training assessor.

5.4 Child Safe Co-ordinator

The Child Safe Co-ordinator shall be responsible to the President and shall:

- (a) act as the main contact with the Club for the protection of children;
- (b) ensure all persons working with children at the Club hold a Working With Children Check (WWCC) and are fully aware of their responsibilities and are adequately trained and qualified for the role they are fulfilling;
- (c) be the first point of contact for members, age managers, helpers and parents on any issue concerning the wellbeing of children in the Club;
- (d) ensure that the Board is aware of any legislative or SLS requirements relating to child protection;

- (e) ensure that all relevant child protection information is available to members through the Club website, and
- (f) develop and coordinate plans to bring about the changes necessary to ensure the safety, stability and development of children and young people.

5.5 Member Protection Information Officer

The Member Protection Information Officer (MPIO) shall be responsible to the Secretary and provide information about the rights, responsibilities and options available to an individual wishing to make a complaint. The MPIO is impartial and does not investigate or mediate complaints. As a subject matter expert, the MPIO can also advise the Board, and Club members in SLSA Member Protection Regulations and Safeguarding Policy.

5.6 Complaints Manager

The Complaints Manager shall be responsible to the Secretary and is responsible for managing any complaint submitted to the Club in line with the SLSA Complaints Resolution Policy.

5.7 Member Services Officer (Registrar)

The Registrar shall be responsible to the Secretary and shall:

- (a) at the commencement of each season, review and approve all applications for Senior and Junior membership renewal;
- (b) resolve all membership enquiries;
- (c) assist the Club Captain to roster new members (first awards or transfers inwards) to the Club into respective patrols;
- (d) review applications by any Member seeking leave from the Club;
- (e) review applications by any Member seeking Reserve Active or Long Service membership;
- (f) regularly review Club membership records and archive non-active members.

5.8 Surf Sports Officer

The Surf Sports Officer shall be responsible to the Club Captain and shall:

- (a) manage all Surf Sports related activity in the Club including Surf Sports, competitors, officials and coaches;
- (b) ensure all competitors meet all the necessary requirements for competition eligibility (patrol hours, proficiency etc);
- (c) coordinate and publicise Surf Sports training activities and upcoming Carnivals/Events;
- (d) conduct internal Club competition and Surf Sport events;
- (e) care and maintain Surf Sports equipment, particularly at carnivals; and
- (f) advise and co-ordinate all Senior carnival registration and entries.

5.9 Junior Activities Co-ordinator

The Junior Activity Co-ordinator shall be responsible to the Club Captain and shall:

- (a) have overall responsibility for the Club's Nippers program in all of its operations;
- (b) Chair the Junior Activities Committee;
- (c) be responsible for the overall coordination of the operation of all junior activities for the Club including surf education, competition, development and administration relating to junior members;
- (d) co-opt and appoint members as required from time to time to assist in the running of Nippers;
- (e) conduct Nippers training as laid down in the various manuals of Surf Life Saving Australia;
- (f) liaise with SC Branch in relation to all junior/nipper issues;
- (g) be responsible for the safety of all Nippers activities;
- (h) be the Club point of contact for Nipper parents;
- (i) arrange pre-season Nippers proficiency testing;
- (j) register Nippers representing the Club at SLS carnivals;
- (k) report to the Board on Nippers activities; and
- (l) arrange Nippers functions including an end of year function and end of season awards presentation.

5.10 Safety Officer

The Safety Officer shall be responsible to the President and shall:

- (a) maintain the Club's Work Health and Safety Management plan in accordance with legislative and SLS requirements;
- (b) monitor member compliance with health and safety requirements;
- (c) investigate accidents and injuries at the Club and maintain a register of them;
- (d) identify emerging health and safety risks at the Club;
- (e) complete Club Peer Supporter training and support the mental wellbeing of members; and
- (f) report safety incidents and findings to the Board.

5.11 Power Craft Officer

The Power Craft Officer shall be responsible to the Gear Steward and shall:

- (a) care, maintain and move the Club's IRB and JetSki equipment;

- (b) train members on the operation and care of power craft;
- (c) ensure sufficient fuel reserves are held at the Club at all times.

5.12 Emergency Callout Officer

The Emergency Call Out Officer shall be responsible to the Club Captain and be the first point of contact for incidents outside of patrol hours and shall:

- (a) maintain a call out team of appropriately experienced and qualified personnel; and
- (b) ensure that the core items of the Club's emergency response equipment are set up and ready to respond 24/7.

5.13 Radio Officer

The Radio Officer shall be responsible to the Gear Steward and shall:

- (a) care and maintain the Club's two-way radio equipment; and
- (b) report on any defects or replacement of radio equipment.

5.14 First Aid Officer

The First Aid Officer shall be responsible to the Club Captain and shall:

- (a) regularly audit the Club's first aid supplies to ensure adequate stock is available in first aid kits and the first aid room;
- (b) regularly check all oxy viva's are in working order;
- (c) maintain the first aid training mannikins in working order; and
- (d) train and induct members in the Club's first aid equipment.

5.15 Junior Captain

The Junior Captain shall be responsible to the Club Captain and shall:

- (a) be a Junior (U/18) Member,
- (b) provide a voice for the Junior members at the Lifesaving Committee.

B6. STANDING COMMITTEES

6.1 Lifesaving Committee

The purpose of the Lifesaving Committee is to provide leadership of lifesaving activities at the Club and to support growth of the lifesaving capacity of the Club. The committee is responsible for development and management of Club lifesaving operations, including between the flags, emergency response and broader public safety awareness. The Chair of the Lifesaving Committee shall be the Club Captain.

6.2 Training and Education Committee

The purpose of the Training and Education Committee is to provide leadership of Club education and training activities to develop our members. The committee is responsible for development of a training schedule that balances the requirement for individual progression against the requirement for proficiencies and skills across the broad spectrum of lifesaving activities at the Club. The Chair of the Training and Education Committee shall be the Chief Training Officer.

6.3 Junior Activities Committee

The purpose of the Junior Activities Committee is to provide leadership of Club junior activities to support effective development of our juniors. The committee is responsible for all elements of the Nippers program including community engagement to increase participation and retention of junior lifesavers. The Chair of the Junior Activities Committee shall be the Junior Activities Co-ordinator.

6.4 By-Laws Committee

The purpose of the By-Laws Committee is to provide leadership of the development and regular review of Club By-Laws. The committee is responsible for considering the implications of proposed changes to the By-Laws and then recommending any changes to the Board for consideration. The Chair of the By-Laws Committee shall be the Secretary.

6.5 Finance Committee

The purpose of the Finance Committee is to provide leadership of Club financial affairs including taxation, accounting, reporting and audit. The committee is responsible for monitoring the Club's internal financial controls and will assist the Board to abide by the relevant financial provisions of the Corporations Act 2001, the Australian Charities and Not-for-profit Commission (ACNC) obligations, fundraising regulations and taxation regulations. The Chair of the Finance Committee shall be the Treasurer.

6.6 Facilities Committee

The purpose of the Facilities Committee is to provide leadership of Club facility development and maintenance of buildings, grounds and significant assets. The committee is responsible for the long-range facility plan and shall oversee the Club's lease arrangements and the asset register. The Chair of the Facilities Committee shall be the Gear Steward.

6.7 Events Committee

The purpose of the Events Committee is to provide leadership of the Club's program of events. The committee is responsible for engagement with members, and local community representatives, to plan and deliver events centred on the Club's facility and location. The committee shall oversee the schedule of hall bookings. The Chair of the Events Committee shall be the Vice President.

6.8 Life Membership Committee

The Purpose of the Life Membership Committee is to provide leadership of the Club's life membership nomination process. The committee is responsible for vetting nominations, prior to Board consideration, against the criteria of distinguished service to the Club and surf lifesaving over a minimum of fifteen (15) years. The Chair of the Life Membership Committee shall be the President and include at least two Life Members.