



NORTH CURL CURL SURF LIFE SAVING CLUB

Constitution

as Amended at AGM dated 20th August 2007

Constitution
of
NORTH CURL CURL SURF LIFE SAVING CLUB

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Constitution
of
NORTH CURL CURL SURF LIFE SAVING CLUB INC

Section A	GENERAL TERMS
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1 Name

The name of the Club shall be “North Curl Curl Surf Life Saving Club” herein referred to as “**the Club**”.

2 Affiliation

The Club shall be affiliated with the Surf Life Saving Australia Ltd, Surf Life Saving Sydney Northern Beaches Inc and Surf Life Saving NSW Inc. The Club shall retain the latest version of the National Council of Surf Life Saving Australia Operations Manual.

The Club at any time reserves the right, if by the vote of majority Members (ie. 75%) at a specially convened meeting, to reconsider its affiliation at any time.

3 Objectives

The objects of the Club shall be to:

- (a) study and practice the methods of Life Saving;
- (b) minimise the loss of life from drowning by providing efficient life-saving apparatus;
- (c) promote demonstrations and arrange classes of instruction, so as to bring about the thorough knowledge of the principles that underlie the art of swimming and to generally further the best interests of Life Saving;
- (d) assist the Council’s Professional Lifeguard in his/her duty and, by appointing Patrols, render all possible aid to those in distress;
- (e) encourage and promote the physical and social welfare of its Members;
- (f) promote a professional, friendly and courteous image & behaviour at all times;
- (g) to develop and educate Junior Activities Members as required by SLSA and to promote progression and integration to the Senior ranks.
- (h) Committee support in supporting surf life saving.

4 Colours & Badges

The club's colours shall be Green and Gold and the original club logo (Reel and North Curl Curl SLSC) must always be on the front left side of any upper body garment. Subject to the foregoing all senior uniforms, insignias or badges shall be subject to Board approval

5 Club Blazer

The Club Blazer shall be green with gold facings. The Club's Badge is to be worn in the centre of the breast pocket. All Members, except Probationary and Junior Members are entitled to wear the blazer.

Honour Blazer shall be identified with the laurel wreath around the Club insignia.

6 Politics and Religion

The Club shall be strictly Non Political and Non Sectarian in all of its activities.

7 Indemnity

(1) Every Director, officer, auditor, manager, employee or agent of Nth Curl Curl SLSC shall be indemnified out of the assets of Nth Curl Curl SLSC against any liability incurred by him/her in his capacity as Director, officer, auditor or agent in defending any proceedings, whether civil or criminal, in which judgement is given in his favour or in which he is acquitted or in connection with any application in relation to any such proceedings in which relief is under the Law granted to him by the Court.

(2) Nth Curl Curl SLSC shall indemnify its Directors, officers, managers and employees against all damages and costs (including legal costs) for which any such Director, officer or employee may be or become liable to any third party in consequence of any act or omission except willful misconduct:

(a) in the case of a Director or officer performed or made whilst acting on behalf of and with the authority, express or implied of Nth Curl Curl SLSC; and

(b) in the case of an employee, performed or made in the course of, and within the scope of his employment by Nth Curl Curl SLSC.

8 Insurances

The Club shall effect and maintain insurances under the Associations Incorporations Act together with any other insurance which may be required by Law or regarded as necessary by SLSA.

9 Property

Surf Life Saving Sydney Northern Beaches Inc or its successor shall retain possession of the surplus assets of the club in the event of the club being wound up or dissolved.

10 Junior Activities

The Junior Activities Members and Section shall be the responsibility of the Director of Junior Activities. The Junior Activities shall elect each year a sub-committee to educate, develop and proliferate the objectives of SLSA and promote the natural progression to the Senior ranks.

Each member of the sub-committee and Age Managers shall be a financial member of the Club.

The Junior Activities Section and its finances come under the responsibility and control of the Board of Directors.

Section B	Membership
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11 Class of Members

11.1 Categories of Membership

The Membership of the Club shall consist of Probationary, Active, Active Reserve, Long Service, Junior, Cadet, Junior Activities, Social, Associate and Life Members. Each Member must fill out appropriate Memberships/Insurance Forms and pay fees within four weeks of doing so. At the end of each quarter a listing of members shall be provided to the meeting of the Directors showing additions and deletions from each class of membership.

- (a) **Active:** Shall be as defined in the current version of the Association's Manual in the current year and/or latest update of same.
- (b) **Active Reserve:** Shall be as defined in the latest version of the Association's Manual in the current year and/or latest update of same.
- (c) **Long Service:** Shall be as defined in the latest version of the Association's Manual in the current year and/or latest update of same.
- (d) **Junior:** Shall be as defined in the latest version of the Association's Manual in the current year and/or latest update of same.
- (e) **Cadet Members:** Shall be as defined in the latest version of the Association's Manual in the current year and/or latest update of same.
- (f) **Junior Activities:** Shall be as defined in the latest version of the Association's Manual in the current year and/or latest update of same.
- (g) **Social :** Shall be as defined in the latest version of the Association's Manual in the current year and/or latest update of same. Social Members will not be eligible to vote at any meeting of the club.
- (h) **Associate:** May be granted by the Club to persons who may or may not be holders of an Association award, shall further carry a joining and/or annual Membership fee as defined at the AGM of each year.
- (i) **Life Members:** Life Members shall be entitled to all rights and privileges of the Club and shall receive a Badge approved by the Board signifying their Membership or any other club symbol approved by the members.

11.2 Honorary Membership

Honorary Members may be elected for a period of 12 months subject to being nominated and seconded at an AGM and endorsed by two thirds majority of the members with voting entitlement. (Vice Presidents, VIPs and Patrons)

11.3 Duties and Privileges of Members:

All financial Active, Active Reserve, Junior, Cadet, Associate, Long Service, Honorary Life Members and/or Officers shall have the right to attend and vote at the Annual General Meeting, General Meetings and Special General Meetings.

All Members shall abide by the Constitution and By-Laws of the Club.

11.4 Renewal of Membership:

A Member shall annually apply for renewal of Membership by submission of the prescribed form (if any) and payment of the prescribed fee within one month after the Annual General Meeting each season as defined by the Association for insurance purposes.

Should the application for renewal of Membership be refused, the Member shall have the right of appeal in writing through the DA for consideration of the Board.

Any Member who fails to renew his/her subscription by the required date shall lose all rights and privileges in the Club and shall cease to be a Member. In these circumstances, application for Membership or re-acceptance is permitted, provided the prescribed form is submitted, accompanied by the current fees and that the Board shall have the sole right to grant or refuse such application.

Any Member failing to apply for renewal of membership as described by the club shall forfeit their Membership.

11.5 Member Liability

Members of the Club should have no liability to contribute towards the payment of debts and liabilities of the Club or the costs, charges and expenses of winding up the Club except to the amount of unpaid Membership Fees.

11.6 Life Membership

The Club shall have the power to elect Life Members from Members who have at least 10 years Membership with the Club and who have rendered special service to it. Life Members can only be elected at the Annual General Meeting and the vote shall be two-thirds majority of the Members present and entitled to vote providing that the name has been first nominated at a Board Meeting and approved by a two-thirds majority of the Board at a subsequent Board Meeting, and such nomination shall be submitted 2 months before the Annual General Meeting. Life Members shall be exempt from active duty and the payment of Annual Fees. Not more than two appointments shall be made in one season.

11.7 Eligibility of Clearance Members

Clearance of persons to and from the Club shall only be permitted in strict accordance with the Association's Rules and Regulation.

11.8 Effect of Membership

Members acknowledge and agree that:

- (a) this Constitution constitutes a contract between each of them and SLSA and that they are bound by the Constitution and the Regulations;
- (b) they shall comply with and observe this Constitution and the Regulations and any determination or resolution which may be made or passed by the Board or any duly authorised committee;
- (c) by submitting to this Constitution and the Regulations they are subject to the jurisdiction of Nth Curl Curl SLSC and SLSA;
- (d) the Constitution and Regulations are necessary and reasonable for promoting the objects of Nth Curl Curl SLSC and SLSA and particularly the advancement and protection of surf life saving as a community service; and
- (e) they are entitled to all benefits, advantages, privileges and services of SLSA membership.

11.9 Subscriptions

The joining and annual fees shall be determined at each Annual General Meeting.

11.10 Season

Shall be as defined in the latest revision of the Association's manual or amendments and or special requirements.

Section C ADMINISTRATION

12 Management Structure

12.1 Board of Directors, Delegates and Club Officers

The Board of Directors should be consistent with the following:

President of the North Curl Curl Surf Life Saving Club (“PNCC”)

Child Protection Officer

O.H.& S Officer

Deputy President – Board Elect

Director of Surf Life Saving (“DSL”)

Director of Surf Life Saving Instruction (“DSI”)

Director of Junior Activities (“DJA”)

Director of Surf Sports (“DSS”)

Beach and Craft Delegate

Surf Boat Delegate

Director of Club Administration (“DA”)

Director of Club Finances (“DF”)

Director of Marketing (“DM”)

The Board of Directors hold their position on an honorary basis.

The Board may at its discretion approve the payment for work performed by non board members in carrying out duties on behalf of the Club.

12.2 President

To preside over and chair all Board of Directors meetings and be responsible for the Membership of the Club, including all businesses and activities pertaining to the Club and shall have a vote and casting vote.

12.3 Deputy President

- (a) To support the President and act on behalf of the President, when requested by the President. The Deputy President shall be elected annually by and from the incoming board.

(b) Deputy President shall have only one vote except when holding the “Chair”.

12.4 Director of Surf Life Saving (Club Captain)

As Defined by Duties as per Section 13.01.

12.5 Director of Surf Life Saving Instructor (Chief Instructor)

As Defined by Duties as per Section 13.06.

12.6 Director of Junior Activities (Chairman Junior Activities)

As Defined by Duties as per Section 13.30.

12.7 Director of Surf Sports

As Defined by Duties as per Section 13.11. (Surf boats, Surf Craft, Swim, Beach and Club Competition)

12.8 Director of Club Administration (Secretary)

As Defined by Duties as per Section 13.03.

12.9 Director of Club Finances (Treasurer)

As Defined by Duties as per Section 13.05.

12.10 Director of Marketing

As Defined by Duties as per Section 13.22. (Sponsorship, publicity, Club liaison, uniformity of presentation, public relations.)

12.11 Child Protection Officer

As required by Law.

12.12 Craft Captain Delegate

As Defined by Duties as per Section 13.14.

12.13 Boat Captain Delegate

As Defined by Duties as per Section 13.12.

12.14 OH & S Office

As required by Law & SLSA regulations.

12.15 Directors Areas of Responsibility

The responsibilities of each directorship is be as follows:

- DSL** Vice Captain - Patrol Captains, First Aid Officer, Radio Officer, Junior Captain, Gear Steward, IRB Captain (Voting for position at AGM)
- DSI** All instructors SLSC
- DJA** Secretary JA, Age Managers
- DSS** Race Secretary, Beach Captain. All Competition & Trainers
- DM** Social Secretary, Publicity Officer, Sponsorship, publicity, Club liaison, uniformity of presentation, public relations.
- DA** Assistant Secretary, Delegates, Auxiliary organisations.
- DF** Assistant Treasurer,

Each Director must hold a meeting with the elected officers under their area of responsibility within one month of the Annual General Meeting. At this meeting they will prepare a plan for the coming season including an operational budget detailing expenditure requirements for that season.

12.16 Composition of the Board;

- (a) seven (7) Directors;
- (b) two (2) Section Delegates who will be elected; (Non voting)
- (c) the President.

12.17 Meetings

The Board shall meet at least once in every calendar month excluding the months when a General Meeting is held. The meeting dates shall be determined at the first meeting of the Board and such dates shall be placed on the notice board at least 7 days prior to the meeting. A quorum for the meeting shall be 5 Board/Committee Members and if a quorum is not present after 30 minutes of the starting time the meeting shall lapse and be deferred one week to the same time and place. Directors must attend 60% of all meetings.

12.18 Order of business

The Order of business shall be:

Apologies

- Reading and Confirmation of previous Minutes
- Business arising out of the Minutes
- Correspondence
- Finance
- Membership Reports
- Delegates Sub-Boards and other Reports
- Notice of Motion
- General Business

12.19 Motions and Amendments for Club Meetings

Any Member proposing a motion or an amendment shall state its nature before addressing the meeting thereon.

The mover of a motion shall not occupy more than 10 minutes or any other speaker more than 5 minutes provided that the meeting may, by resolution without debate, grant an extension of time to any speaker.

No Member may speak more than once on a motion except with the Chairman's permission in explanation or reply or to ask a question provided that he may speak again on an amendment to the motion.

The mover of a motion's right of reply shall be exercisable at the end of debate.

The mover of an original motion must get the consent of his/her seconder and the approval of the meeting before making any alteration to the wording of his/her motion.

Any Member may move an amendment to a motion, provided it is not a direct negative of the motion proposed to be amended.

The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment and vote in favour of it.

A particular Member may vote or second one amendment only to each motion, but may speak on amendments moved by others.

An amendment having been moved, it shall not be permitted to move any further amendment, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at the one time.

If there is an indication of more than one amendment to be brought forward, the mover of the original motion may elect to reply at the end of the debate on the first amendment.

The mover of an amendment has no right of reply.

A Member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of debate.

Amendments shall be put to the Meeting before the motion is put, and shall be submitted to the meeting in the order in which they are received.

When an amendment is carried the motion as amended become the motion before the meeting.

Motions and amendments can be withdrawn only when a majority of those present at the meeting consent. A motion for withdrawal is open to debate, which however must be confined to the matter of withdrawal.

If after a motion has been determined, it is to be considered in the general interest that the matter should be reopened for discussion before the termination of the same meeting, the meeting may, by unanimous vote, order its recommittal.

12.20 Voting

Only members who have paid the appropriate fee (if fees are applicable) for their category of membership shall be eligible to vote at any Annual General or Special General

Meeting. At an Annual General Meeting, if the appropriate fee has been paid (if fees are applicable) for the previous season then the member is entitled to vote.

Voting shall be by the voices, or at the discretion of the Chairman or at the request of any Member, by the show of hands or by secret ballot if the majority of the eligible Members **present agree.**

Any Member, supported by not less than three other, may call for a division in which case Members shall move to the right or left of the Chairman, as directed by him.

In the event of a division any Member declining to vote shall elect to retire behind the Chairman or have his/her vote counted in the negative.

The Chairman may appoint tellers or scrutineers to assist him in counting votes.

12.21 Voting at AGM

Nominations for office shall be made in writing by a proposer and seconder who must be voting Members with written consent of the nominee and delivered to the Director of Administration 21 days prior to the Annual General Meeting and be listed as a General business item. Where no written nominations are received verbal nominations may be taken at the meeting. Where a nomination has been received in writing, no nominations shall be taken off or from the floor.

At each year's AGM Members shall vote for a board of directors, Delegates and club officers who shall support their Directors:

President (PNCC)

Directors of Surf Life Saving (Club Caption) (DSL)

Director of Surf Life Saving Instructor (Chief Instructor) (DSI)

Director of Junior Activities (DJA) (Chairman as elected at the Junior Activities AGM)

Director of Club Administration (Secretary) (DA)

Director of Club Finances (Treasurer) (DF)

Director of Surf Sports (DSS)

Director of Marketing (DM)

Boat Captain Delegate

Craft Captain Delegate

12.22 Proxy voting.

- (1) Proxy voting shall be permitted at all General Meetings provided an approved and executed proxy form is lodged with the Director of Club Administration (Secretary) (DA) at or before the commencement of the meeting. No Member entitled to vote shall exercise more than one (1) proxy vote at any one time.
- (2) The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll. A member shall be entitled to instruct, in writing, his/her proxy to vote in favour of or against any proposed resolutions. Unless otherwise instructed the proxy may vote as the proxy thinks fit.
- (3) A Director can appoint a proxy to represent them at Board of Directors meeting with no voting rights.

12.23 Conflicts

A Director, notwithstanding the interest, may be counted in the quorum present at any meeting but cannot vote in respect of any contract or arrangement in which the Director is interested. If the Director votes, the vote shall not be counted.

12.24 Notice of Motion

Notice of any motion intended to be moved at any meeting of the Club or against a previously carried resolution must be given in writing along with a statement of its intent by the mover to the Director Administration at least 14 days prior to the date of such a meeting, so as such notice may be promulgated to Members.

Notices of motion can be put at an AGM at the discretion of the Chairman of the meeting. For a motion to be successful, it must have a simple majority.

12.25 Alteration to Constitution and Rules

This Constitution shall be altered only in the following manner:

- (a) notice of the proposed alteration shall be given in the manner provided for Notice of Motion, but shall specifically state that it is a motion to alter the Constitution (either by amending or repealing an existing provision thereof, or by adding a new provision);

the Notice of the proposed alteration shall be included in the Notice calling the meeting (whether Special or General) at which it is to be submitted as a "Notice of Motion to Alter the Constitution". Members shall have 21 days prior notice of such meeting.

- (b) A two thirds majority vote of eligible members present must be achieved in order to pass a motion.

12.26 Dissolution

North Curl Curl SLSC can only be dissolved by Special Resolution.

13 Duties of Officers

13.1 The DSL

The Director of Surf Life Saving:

- (a) Shall possess a Bronze Medallion awarded by the Surf Life Saving Association of Australia or Government regulated simulator award.
- (b) shall have full control of all Members on the beach and in the Clubhouse and shall be Chief Beach Inspector;
- (c) shall have the power to refuse the use of any Club property to any Member as he deems fit;
- (d) shall arrange for general practices and training at scheduled times during the season as are considered necessary. With all active members to attend,
- (e) shall be responsible for the efficiency of the Patrols and keep a record of same.
- (f) shall act as Chairman at any meeting in the absence of the President and Vice President;
- (g) shall call on any Member to perform such duties as he deems necessary in the interests of the Club; and
- (h) shall carry out duties as required as the convenor of the Patrol Sub-Committee.

13.2 The Vice-Captain

The Vice-Captain:

- (a) shall assist the DSL in the discharge of his/her duties and in his/her absence shall have like authority;
- (b) shall supervise the work of the Gear Stewards and report to the DSL the loss of, or damage to, the Gear; and
- (c) shall carry out the duties required as a Member of the Patrol Sub-Committee.

13.3 The DA:

The Director of Club Administration:

- (a) shall be responsible for the pursuance of the affairs of the Club generally;
- (b) shall prepare and submit a draft Annual Report to the Executive Committee for its approval at least one month prior to the date of the Annual General Meeting, together with an appropriate Agenda paper for such Annual General Meeting;
- (c) shall forward a copy of the Annual Report to all Members with a notice of the Annual General Meeting;
- (d) shall receive monies on behalf of the Club and account for all monies to the DF;

- (e) shall attend to all correspondence and take charge of all papers; and
- (f) shall post notices in the Clubhouse of all matters in relation to the Club as directed by the Committee.

13.4 The Assistant Secretary and Registrar:

The Assistant Secretary and Registrar:

- (a) shall act under the instruction of the DA and shall assist when required in the discharge of his/her duties;
- (b) shall act as DA during the absence of that officer;
- (c) shall record the proceedings of all General and Committee Meetings which must be read and confirmed at the next General or Committee Meeting as the case may be;
- (d) shall have charge of the registration of Members and shall attend to all matters pertaining thereto;
- (e) shall carry out duties as required as a Member of the Patrol Sub-Committee; and
- (f) shall record all awards won by Members and all life saving work done and rescues effected by Members.

13.5 The DF

The Director of Club Finances:

- (a) shall be responsible for and have control of depositing all monies received and shall issue receipts on the proper printed receipt forms of the Club;
- (b) shall have discretionary power to make emergency payments by cheque limited to \$1000 after consultation with the Club President;
- (c) shall keep proper books of account and at each Committee Meeting shall submit a financial statement to date at such meeting;
- (d) shall annually prepare and have duly audited a statement of income and expenditure and balance sheet for the current financial year to be presented to Members with the Annual Report; and
- (e) shall prepare a list of Members for the November Management Meeting and advise same on non-financial Members.

13.6 The DSI

The Director of Surf Life Saving Instruction

- (a) shall be qualified by holding an Instructor's Certificate of the Association;
- (b) shall arrange classes of instruction and training of Members and shall make regular reports of their progress to the Management Committee;

- (c) shall arrange for the appropriate Association examinations;
- (d) shall report all awards gained to the Management Committee; and

13.7 The Assistant Chief Instructor.

The Assistant Chief Instructor must hold the Instructor's Certificate of the Association or be in the process of gaining same and shall assist the DSI in all of his/her duties.

13.8 The Chief Gear Steward

The Chief Gear Steward:

- (a) shall act under the direction of the DSL or Vice-Captain and
- (b) shall see that the Club's life saving gear is kept in a state of efficiency.

13.9 The Gear Stewards

The Gear Stewards shall act under the instruction of the Chief Gear Steward in the maintenance of the Club's life saving gear.

13.10 The Gymnasium Manager: (Responsible to O.H.& S. Officer)

- (a) shall be responsible for the welfare and presentation of the Clubhouse sports gear and gymnasium equipment; and
- (b) shall act under the direction of the DSL and on his/her behalf may refuse any Member the use of such equipment.

13.11 The DSS

- (a) The Director of Surf Sports ;
Responsibilities / Function – Ref Job Description

13.12 The Boat Captain Delegate:

- (a) shall be responsible for the care and upkeep of oared surf boats as defined by the Association;
- (b) shall be in charge of oared surf boats as defined by the Association and responsible for any necessary transport (ie trailers etc);
- (c) Shall endeavour as far as possible to instruct Members as surfboat crews.

13.13 The Boat Vice Captain: (Responsible to Boat Captain Delegate)

The Surf Boat Vice Captain shall assist the Surf Boat Captain in the discharge of his/her duties and have like powers and authorities in the Surf Boat Captain's absence.

13.14 The Craft Captain Delegate:

- (a) shall be responsible for the care and upkeep of all Craft as defined by the Association;
- (b) shall be in charge of all Craft as defined by the Association and responsible for any necessary transport (ie trailers etc);
- (c) shall endeavour as far as possible to instruct Members in Craft techniques.

13.15 The Craft Vice Captain: (Responsible to Craft Captain Delegate)

The Board and Ski Vice Captain shall assist the Board and Ski Captain in the discharge of his/her duties and have like powers and authorities in the Board and Ski Captain's absence.

13.16 The IRB Captain: (Responsible to DSL)

- (a) shall be responsible for the care and upkeep of mechanically powered rescue craft owned by the Club;
- (b) shall organise for the instruction of eligible Members to obtain awards pertaining to power boat operation;
- (c) shall ensure that an IRB is in a state of readiness as defined by the Association during Patrol hours and liaise with **D.C.**
- (d) shall ensure that an IRB and crew are available to lay and stand by the buoys for all surf competitions and examinations conducted by the Club at least ten minutes prior to the specified commencement time of such events(s).

13.17 The IRB Vice Captain:

The IRB Vice Captain shall assist the IRB Captain in the discharge of his/her duties and have like powers and authorities in the IRB Captain's absence.

13.18 The Race Secretary: (Responsible to DSS – Director Surf Sports)

The Race Secretary:

- (a) shall be responsible for all Club competitions and act as Club's Handicapper;
- (b) shall keep a complete record of Club competition results and furnish DA with a copy of same;
- (c) shall liaise with DSL and DF to determine Club Championship participants eligibility; and
- (d) shall assist in appointing of officials for Club Championships and all Club events and arrange the format of same.

13.19 The Assistant Race Secretary:

The Assistant Race Secretary shall assist the Race Secretary in the discharge of his/her duties and shall have like authority in the Race Secretary's absence.

13.20 The Auditor:

The Auditor shall audit the books of the Club and shall certify to the correctness of the statement of receipts and payments as prepared by the Honorary Treasurer for submission to the Members at the Annual General Meeting.

13.21 The Delegates

The Delegates:

- (a) shall represent the Club at prescribed meetings of the Association;
- (b) shall present a report of matters pertaining to Club's interests at Committee Meetings; and
- (c) shall ensure alternate delegate attends Association meetings in the event of the Delegate's inability to attend a meeting.

13.22 The Public Relations Officer: (Responsible to DM – Director Marketing)

The Public Relations Officer shall be responsible for promoting the interests of the Club through any media and the co-ordinating of all sponsorship activities.

13.23 The First Aid Officers: (Responsible to DSL)

The First Aid Officers:

- (a) Shall be a holder of a current first aid certificate and any other required qualifications.
- (b) shall have charge of the Club's casualty room;
- (c) shall be responsible under the authority and control of the Patrol Sub-Committee and supply of first aid equipment.

13.24 Junior Captain: (Responsible to DSL)

Junior Captain:

- (a) shall be elected from the Active Members of the Club and shall be a Junior member as defined by the Association;
- (b) shall assist the DSL in the discharge of his/her duties; and
- (c) shall represent the interests of the Junior and Cadet Members of the Club.

13.25 The Caretaker (Board Appointment) & (Responsible to PNCC)

The Caretaker:

- (a) shall report to the Board of Directors ensuring the general maintenance and cleanliness of the Clubhouse is organised and carried out;

- (b) shall co-ordinate with the DM and keep records of all bookings and usage by external groups of the Clubhouse facilities as the Board sees fit; and
- (c) shall provide to the DF financial records pertaining to the usage of the Clubhouse facilities relevant to the maintenance and cleanliness of same.

13.26 The Radio Officer: (Responsible to DSL)

The Radio Officer:

- (a) shall be responsible for the care and upkeep of Club radios;
- (b) shall liaise with the DSI to obtain awards involving radio operation; and
- (c) shall ensure that a radio communication system is in a state of readiness as defined by the Association during Patrol hours.

13.27 The Trustees

The Trustees of the Club shall be the remaining Life Members of the Club. If the Board is dismissed by the Members, the Trustees shall administer the Club. In the event of such dismissal the Trustees shall call an Annual General Meeting within 14 days.

13.28 Child Protection Officer (Board Appointment)

As defined by Law.

13.29 Club Officers (Non Board Positions)

The Vice-Captain;

The Assistant Secretary and Registrar and Minutes Secretary;

The Assistant Instructor;

The Chief Gear Steward;

The Sports Gymnasium manager;

The IRB Captain;

The IRB Vice Captain;

The Race Secretary;

The Assistant Race Secretary;

The Auditor;

The Delegates;

The Publicity Officer;

The Chief First Aid Officers;

The Junior Captain;

The Radio Officer;

The Trustees;

The Public Relations Officer;

The Club Historian (HON);

The Occupation Health & Safety Officer (By Law)

All competition sections within the club, will elect their individual captains and Team Leaders at a subsequent meeting convened by the DC within a Month of each year's AGM.

13.30 Director of Junior Activities

Shall be Chairman and be responsible for all business relating to the Junior Activities section of the Club. These activities will be performed in conjunction with the officers elected by that section of the Club from season to season. The DJA will represent the interests of the Junior activities section of the Club at the Board as well as representing the interest of the Board at the Junior Activities meetings.

Section D	Board of Directors Areas of Responsibility
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14 Board of Directors Areas of Responsibility

14.1 Vacancies in Board of Directors

If a Director shall fail to attend at regular Board meetings for 3 consecutive meetings, without leave of absence or should resign or be of unsound mind (or become bankrupt), the directorship will become vacant by the Board and the Board may appoint a successor to hold office on the Board in the capacity of the vacant directorship until the next AGM and until such appointment is made the continuing directors may act notwithstanding such vacancy.

14.2 Attendance at Board Meetings

President, 7 Directors and the Assistant Secretary (non voting position).

14.3 Voting rights

President, 7 Directors (President to have casting vote whenever required. The Vice President only entitled to Vote in the capacity of the original portfolio). Totalling a eight (8) voting board. Voting Proxies can be nominated in writing by a Director to the Board. The Boat Captain Delegate and Craft Captain Delegate are non voting position Board positions.

14.4 Meetings

The affairs of the Club shall be transacted at the following classifications of meetings:

Annual General Meeting;

General Meetings (ie Quarterly);

Special General Meetings;

Extraordinary Meetings;

Board of Management Meetings.

Notices for all General and Special General Meetings of the Club, shall be proclaimed and signed by the DA and such notice be given to Members at least 21 days prior to the date of such meetings.

The Annual General Meeting of the Club shall be held not less than 4 weeks or not more than 10 weeks prior to the commencement of the season to receive the Report and Balance Sheet for the past year to elect officers for the ensuring year and to transact such other business as may be brought forward. Fifteen Members shall form a quorum.

A General Meeting of Members shall be called during December and March in each season. Fifteen Members shall form a quorum.

By direction of the Board of Directors, and also upon receipt of a request in writing by fifteen Members stating the business then to be discussed, the DA shall call a Special Meeting of Members. Fifteen Members shall form a quorum. Only the business for which the meeting has been called shall be discussed.

Only Members (excluding non-financial or Social Members) are eligible to vote at any meeting of the Club.

14.5 Chairman

Except where otherwise provided the President shall be Chairman of all meetings. In the absence of the President at any meeting, the Vice President shall be the chairman. In the absence of the President and Vice President, the Director of Surf Life Saving shall be Chairman/Chairperson at all Board, Quarterly and AGM meetings.

14.6 Functions of the Board of Directors:

- (a) to expend the funds of the Club as it deems expedient in the interest of the Club;
- (b) to fill extraordinary vacancies which may occur amongst the Officers of the Club, such action to be confirmed or rejected at the next General Meeting of the Club;
- (c) to enforce the observance of the Rules and By-Laws of the Club and deal with any infringements thereof;
- (d) to make, amend, or rescind By-Laws, for the satisfactory working of the Club, with the Board's action is to be confirmed or rejected at the next General Meeting of the Club;
- (e) to appoint delegates and sub-Boards;
- (f) to suspend or expel any Member for breach of the Rules or By-Laws or on the ground of misconduct.

14.7 Club Finances

The funds of the Club shall be under the control of the Board of Directors and shall be deposited with financial institutions as agreed upon in the Club's name. All monies received shall be deposited without delay and payments made only by cheque, signed by two of the following officers:

DA (Director of Administration);
DF (Director of Finances); and
President (PNCC)

and then only after accounts have been passed for payment by the Management Board and certified by the Chairman of the meeting and recorded in the Minutes.

Section E Composition

15 Composition

15.1 Composition

The Club shall consist of Officers, Active, Active Reserves, Long Service, Life, Associate, Honorary, Cadet, Junior , Junior Activity Members and or any other approved SLSSNB ,SLSNSW and SLSA members as per their Constitution.

15.2 Auxiliary Organisations

The Board of Directors may authorise the formation of auxiliary organisations to function for such purposes and for such periods as may be determined from time to time.

All finances from these auxiliary sections will remain under the control of the DF.

The Board may at its absolute discretion approve Sub Clubs to be run in conjunction with the Surf Club.

15.3 Special Events and Projects

The Board of Directors will have the right to appoint special Sub-Boards or a Committee and positions to run and/or control special events in conjunction and liaison with the Board, if and when the occasion or need may require, ie sub-Boards.

Section F	Interpretation
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16 Definitions

Association: Surf Life Saving Australia Limited, or any Branch or State Centre affiliated hereto.

Branch: Surf Life Saving Sydney Northern Beaches Inc.

NSW State Centre: Surf Life Saving New South Wales Inc.

Club: The North Curl Curl Surf Life Saving Club Inc

Honorary Officers: The Club Auditors, Club Solicitor/s and the Vice Patrons shall be elected at the Annual General Meeting of the Club and or as decided by the majority of voting Members at the said AGM.

Member: Encompasses male and female Members.

Patrol: Male and Female Bronze Medallion or Surf Rescue Certificate holders as set out each season by the DLS, and SLSA.

Patrol Areas: Beach area allocated by the Council appointed Professional Life Guard and set out in accordance with local Government regulation.

APPENDIX A BY LAWS

By Laws shall be set by the Board of Directors for the general business and operations of the Club and endorsed/voted on by the members at each quarterly meeting or AGM.

1 Patrols

The Beach shall be patrolled by Members of the Club during the surfing season on Saturdays, Sundays and Public Holidays at a time set down by the Branch. Patrols shall be appointed by the Patrol Sub-Committee and shall be under the direction of the Patrol Captains, who shall be appointed Honorary Beach Inspectors responsible to the DSL. The DSL shall have power to call upon any Member to do Patrols.

Any Member unable to attend his/her allotted Patrol shall make the necessary provision for a substitute and complete the required substitute form and hand same to the DSL, Vice-Captain or the DA before the commencement of the Patrol.

Any Member who fails to perform their allotted duties, arrives late, leaves early, is not in regulation costume and cap ready for instant call during Patrol, leaves the Patrol area without the sanction of the Patrol Captain or fails to carry out the Patrol Captain's orders shall be reported immediately to the DSL for necessary action.

It shall be the duty of the Patrols to maintain for reason of health requirements (OH&S) to clean out the Club Captains Room and Club Patrol Gear Room as directed by the DSL.

Any Member committing a breach of the patrol rules shall be liable to a penalty as fixed to the Patrol Sub-Committee.

2 Patrol Rules and Duties

Patrol Duties shall commence and continue for the season as directed by the Northern Beaches Branch of the Association. The method of Patrol duties shall be determined by the Board at the commencement of each season.

- (a) Active Members shall attend Patrols on a rostered or appointed basis as provided;
- (b) Active Cadet Members shall be eligible for duties only commensurate with their qualifications;
- (c) a Member desirous of transferring from one Patrol to another shall only do so with the consent of the DSL;
- (d) it shall be permissible to appoint a substitute. The member requiring a substitute shall be responsible for the duties of that substitute's patrol on some other occasion during the season. If the substitute is not on the patrol roster, the member requiring this substitute should do a voluntary make-up patrol during the course of the season.

NOTE: The substitute must/should have the same qualifications, ie IRB Driver's Certificate, Crewmens etc;

- (e) representation at any carnival as a selected competitor or carnival official or at any demonstration or meeting of the Association does not constitute attendance and it shall be the responsibility of the individual to arrange substitution in these instances;
- (f) exemption for Patrol Duty may be granted by the DSL in special circumstances but for extended periods of exemption written application shall be made to the Board who shall decide the issue;
- (g) at each meeting of the Board, a report taken from the Patrol Register shall be tabled by the DSL or his/her Deputy, indicating any breaches that require investigation.

The first Patrol on duty shall see that all Life Saving Gear including operational IRB is placed in position on the beach and the last Patrol on duty (if not the same) shall return such gear to the Clubhouse or allocated areas.

The Patrol shall assemble in at the Club fifteen minutes before the appointed hour to commence duty.

A Member who is late for Patrol may be allotted a penalty time, by doing double at later time or as requested by the DSL.

Patrol Members shall wear Association Caps and any other dress as indicated by the Club.

Before the Patrol commences duty, the Patrol Captain shall detail the position each member is to take in the event of rescues, allocate qualified IRB personnel to the craft.

In the absence of the Patrol Captain, the Vice Captain shall hold like powers and authority.

Members on Patrol and activities of the Patrol are under the control and direction of the Patrol Captain and Members are remain in the Patrolled area unless extenuating circumstances arise and then must first obtain permission from their Patrol Captain. In the event of the Patrol having finished its term of duty and succeeding Patrol (if applicable) failing to relieve it, the Patrol Captain shall ensure that an adequate Patrol is maintained, whilst he reports to the DSL.

3 Patrol Sub-Committee

A Patrol Sub-Committee consisting of DSL, Vice Captain, Honorary Assistance Secretary and Junior Captain shall arrange and allot Patrols for the season.

Its duties shall be to interview Patrol defaulters and/or impose penalties as it sees fit.

Any case of contemplated suspension or expulsion must be referred to the Board of Directors for action.

The Patrol Sub-Committee shall keep a complete record of its activities and submit same to Board of Directors when called upon to do so.

4 Discipline of Members

(1) Where the Board is advised or considers that a Member has allegedly:

(a) breached, failed, refused or neglected to comply with a provision of this Constitution, the Regulations or any resolution or determination of the Board or any duly authorised Committee; or

(b) acted in a manner unbecoming of a Member, or prejudicial to the objects and interests of Nth Curl Curl SLSC and/or surf life saving; or

(c) brought Nth Curl Curl SLSC, or surf life saving into disrepute; the Board may commence or cause to be commenced, disciplinary proceedings against that Member, and that Member, will be subject to, and submits unreservedly to the jurisdiction, disciplinary procedures and penalties and the appeal mechanisms of SLSA as set out in the Regulations.

(2) The Board may appoint a Judiciary Committee, which need not be comprised of Members, to deal with any disciplinary matter referred to it. The Committee shall operate under the principles expressed and in accordance with, the Regulations.

5 Patrol Penalties

Patrol Penalties include:

- (a) failure to attend one or more rostered Patrols may attract a penalty Patrol to be done within one month of the missed Patrol;
- (b) failure to attend three rostered Patrols in one season may cause the Member to be brought before the Board to explain;
- (c) a Member or Members who enter false or unreal entries into the Patrol Register will be brought before the Board to explain and may attract a 3 month suspension from the Club;
- (d) all of the above penalties will be at the discretion of the Patrol Captain, DLS or the Board and issued without prejudice.

6 Club Championships

The Club shall, on the dates decided by the Management Committee, circumstances permitting, hold annual competitive events to determine the champions of specific lifesaving activities it deems fit to contest.

All championship events shall be conducted as deemed in any one year by the Board.

All competitors in Club Championships must be the holders of the appropriate Association award for the particular age group contests. Competition events shall be conducted as per age group and gender categories, as defined in SLSA Surf Sports Manual (32nd Edition), Section 2.3 , Competition Categories and Provisos. Competitors may compete in one or any number of individual championships events, within their eligible age groups, to be eligible for Club Championship points, for that age group.

All competitors in the Club Championships must be Members of the Club and be eligible to start.

All competitors must have pre qualified by competing in and completing one Sunday swimming event and sprint event in each calendar month in period from the beginning of the season and the month immediately prior to the holding of the first event of the Club Championships.

For competitors joining the club after the start of the season, they are bound by the same qualifications, starting from the first month of joining the club.

Fourteen days prior the date set down for the Club Championships a programme of events shall be placed on the notice board, stating the nature, date and starting time of such events.

Points allotted to determine Championships shall be:

1st	5 points
2nd	3 points
3rd	2 point
4 th	1 point

All championships shall be conducted in accordance with Competition Regulations stipulated by the SLSA Surf Sports Manual.

7 Club Handicap Competition

- (a) Weekly handicap events will be conducted to the format as determined by the Race Secretary prior to the start of the season and have that approved by the Board of Directors;
- (b) all Junior and Active Members shall, at their discretion, compete in and complete at least one beach and swimming event in each calendar month;

8 Trophies

The Board shall allot annually trophies or open orders for the Championship and handicap events.

The Board shall be empowered to disqualify the winner or placegetters in any Club event for failure to carry out to this satisfaction the Patrols allotted, or for a breach of the Club's Rules or By-Laws.

9 Club Gymnasium

The Clubs Gymnasium shall be the responsibility of the Board in its implementation and usage.

10 Associate member

May be granted by the Club to persons who may or may not be holders of an Association award, shall further carry a joining and/or annual Membership fee as defined at the AGM of each year. Active Members who shall have competed three years active Membership and, through business or other reasons, are unable to carry out Patrol duties, may, at the discretion of the Board be admitted as Associate Members on the payment of Membership fees. Application shall be made in writing.

Provided that a candidate for Membership under the age of 30 years is unable to obtain a Bronze Medallion by reason of some physical incapacity, they may be admitted as an Associate Member if, in the opinion of the Board, is able to render the Club service in an official capacity. The number of Associate Members shall not exceed 50% of the Active Membership of the Club. Life Members shall be counted as Active Members for the purpose of this clause.

11 Work Place environment

Any person who is gainfully employed, casually employed or voluntary helping without reward is to be an Associate Member, as a minimum, of Nth Curl Curl SLSC.

12 Job Descriptions

(12. 1) Director of Surf Sports

Title:	Director of Surf Sports – North Curl Curl SLSC
Reports to:	President
Date:	September 2005
Role purpose: The purpose of the Director of Surf Sports is to co-ordinate and oversee all aspects i.e. coaching and competition within North Curl Curl SLSC including, the Boat section, Swim Board and Ski section, the March Past, Beach, R&R and Junior Activities and is responsible for representing the interests of the competition sections of the club at Board level. The Director of Surf Sports is responsible for organising both external & internal competition, carnival entries, team management, competition accomodation, implementation of Development Camp, Newsletter competition reports and intra club competition. In addition the Director of Surf Sports is responsible for distributing relevant carnivaL/competition information to competition section heads.	
Dimensions: (E.g. budget, number of direct/ indirect reports) \$500 delegated authority for minor equipment replacement and carnival / competition entries	
Key Responsibilities, Performance Objectives & Performance Measures (to be agreed)	
Chair Competition Sub Committee – Director of Surf Sports is responsible for establishing and chairing the competition sub committee, which represents all competition sections within the club	

Performance Objectives:

- Competition Sub – committee to meet once a month or where appropriate to raise and discuss competition issues that may require a decision at Board level, i.e. request for purchase of equipment
- Provide Surf Sports report on operations monthly to Board of Directors

Measurement: Sub-committee & Member feedback – Board of Directors observation

Coaching – Director of Surf Sports is responsible for co-ordinating and sourcing where possible appropriate coaching personnel to assist with the development of NCC SLSC's senior competitor's i.e. over 14 and above.

Performance Objectives:

- Sourcing relevant coaches for respective competition area where possible
- Ensure these coaches are appropriately accredited
- Provide support and assistance to coaches where necessary

Measurement: Completion of above to Board of Directors Satisfaction, observation, coaches feedback,

Competition Information – Director of Surf Sports is to responsible for obtaining all information & correspondence regarding upcoming SLSA competitions / carnivals and distributing this information to relevant competition section heads as well as making this information available to club members where appropriate.

Performance Objectives:

- Obtain and distribute information to section heads within a timely manner (within 24 hrs if urgent)
- Provide competition information to all club members via club notice board or newsletter

Measurement: Observation, member & sub-committee feedback

Carnival Entries – Director of Surf Sports is responsible for ensuring that all carnival entries including late entries are submitted to relevant body conducting event including associated entry fees.

Performance Objectives:

- Clearly defined internal carnival entry system is established so that there is no excuse for carnival competitors not to be entered in respective competition (before 1 Dec 05)
- Carnival entry system clearly communicated to all competition section heads and advertised on notice boards and in club newsletter
- All Carnival entries are submitted to relevant SLSA bodies by nominated deadline
- Appropriate late entries are submitted at Carnivals in a timely fashion

Measurement: Completion of above tasks to satisfaction of Board of Directors, Surfs Sports sub committee feedback, competitor feedback

Team Management – Director of Sports will be NCC SLSC's Official Team Manager at all senior (not responsible for junior activities) external competition events. Director of Surf Sports can delegate this responsibility where required and appropriate.

Performance Objectives

- ❑ Assist all competitive teams at carnivals with official issues, i.e entries, protests, reporting of competitors for races and advise competitors of any timetable changes
- ❑ Ensure that all sections of competition i.e Boats, Beach, March Past, Beach, R&R and Swim Board and Ski have appropriate team management personnel in place where possible (especially at major championship carnivals)

Measurement: Completion of above tasks to satisfaction of Board of Directors, Surfs Sports sub committee feedback, competitor feedback

Competitor Accommodation - Director of Surf Sports is responsible for organising & co-ordinating appropriate accommodation for competitors at major championship carnivals where accommodation is required. This responsibility can be delegated where appropriate however the Director of Surf Sports has overall responsibility.

Performance Objectives

- ❑ Identify and book appropriate accommodation requirements for club's external teams at, State, Australian and World Titles were appropriate.
- ❑ Communicate accommodation and payment details to all competition sections of club within a timely manner
- ❑ Manage relationship effectively with accommodation providers and report back to Board of Directors any issues

Measurement: Completion of above tasks to satisfaction of Board of Directors, Surfs Sports sub committee feedback, competitor feedback

Intra Club Competition – Director of Surf Sports is responsible for co-ordinating Sunday events and organising a Handicapper and or race starter / officials to assist with the running of Sunday events

Performance Objectives

- ❑ Ensure smooth running of Sunday events and that appropriate handicapping is worked out for Sunday morning competitors
- ❑ Active promotion of Sunday Events and increase of patronage where possible
- ❑ Innovation of Sunday events (prize for surf race winner – lunch voucher to value of \$10 from Kiosk)

Measurement: Completion of above tasks to satisfaction of Board of Directors, Surfs Sports sub committee feedback, competitor feedback

Development Camp – Director of Surf Sports is responsible for organising & co-ordinating the annual Development Camp. This camp is primarily aimed at assisting the transition of U14 club members into the Senior Club’s ranks.

Performance Objectives

- ❑ Organising all aspects of Development Camp, i.e. Location, accommodation, coaches, participants and appropriate support staff

Measurement: Completion of above tasks to satisfaction of Board of Directors, Surfs Sports sub committee feedback, participant feedback feedback

Newsletter Competition Reports – Director of Surf Sports is responsible for co-ordinating all competition reports for submission to NCC SLSC’s monthly newsletter.

Performance Objectives

- ❑ Submission of quality monthly reports to Club Newsletter on a timely basis

Measurement: Completion of above tasks to satisfaction of Board of Directors, Surfs Sports sub committee feedback,

(12. 2) OH & S Officer

Title: Occupational Health & Safety Officer (OH&S)

North Curl Curl SLSC

Reports to: President

Date: September 2005

Prepared by:

Agreed by:

Role purpose: The role of OH&S Officer is to ensure that North Curl Curl Surf Life Saving Club complies with all the relevant legislative requirements as stipulated by the Federal OH & S Act (2001) and NSW WorkCover Authority. The OH&S Officer is responsible for identifying and advising the Board of Directors and club members of potential OH&S risks and working with the Board of Directors or nominated Club members to mitigate these risks as well as overseeing the Injury reporting process. Additionally the OH & S will provide the Board of Directors with O H & S guidance pertaining to events conducted by NCC SLSC.

Dimensions:

(E.g. budget, number of direct/ indirect reports)

N/A

Key Responsibilities, Performance Objectives & Performance Measures (to be agreed)

Compliance with Occupational Health and Safety Act (2001)

OH & S Officer is responsible for ensuring that North Curl Curl SLSC upholds its duty of care

to all its members and employees through compliance with the Occupational Health & Safety Act (2001) and associated WorkCover NSW regulations.

Performance Objectives:

- ❑ Ensure NCC SLSC complies with above legislation
- ❑ Reports OH & S breaches to in a timely manner to Board of Directors
- ❑ Completes monthly OH & S issues report for submission to monthly Board Meeting
- ❑ Keep Board of Directors advised of relevant changes to OH & S & WorkCover regulations

Measurement: Achievement of above objectives to standard required by Board of Directors, observation, member feedback.

Education of Members: OH & S Officer is responsible for overseeing the education of OH & S practices and processes in all areas of club activities to club members. For Example; safe lifting techniques in IRB or Boat area, Gym.

Performance Objectives:

- ❑ Development & implementation of OH & S awareness campaign – eg: poster's around clubhouse, articles in club newsletter detailing topical OH&S issues if relevant, discussions with section heads (to be implemented by XX date)
- ❑ Development and implementation of Manual Handling training program (by XXX date)

Measures: Achievement of above objective to the satisfaction of Board of Directors

Identification of OH & S Risks: OH & S Officer is responsible for identifying and overseeing the identification of potential OH & S risks to club members of NCC SLSC. Identified risks are then reported to Board of Directors or relevant section head with suggested solutions to address identified risk.

Performance Objectives:

- ❑ Identified OH & S risks to be reported to Board of Directors or relevant section head in a timely manner (ASAP if serious risk or 48 hrs if medium risk) with suggested solutions.
- ❑ OH & S Officer ensures that a comprehensive risk assessment of NCC SLSC operations is completed at least once per season. This risk assessment is then reported to Board of Directors with a prioritised list of identified risks accompanied by suggested solutions where possible.

Identification of OH & S Risks – Performance Objectives (cont)

- ❑ Risk Assessment to be completed by XX date

Measurement: Achievement of above objectives to the satisfaction of Board of Directors

OH & S Risk Minimisation: OH & S Officer is responsible for developing and implementing appropriate risk minimisation plans and solutions to OH & S risks that have been identified in

risk assessment and making appropriate recommendations to Board of Directors.

Performance Objectives:

- ❑ Development and implementation of risk management plan by XX date
- ❑ Responsible for overseeing solutions as identified in risk management plan and reporting to Board of Directors if sections of club do not comply accordingly

Measurement: Achievement of above objectives to the satisfaction of Board of Directors

OH & S Injury Reporting - OH & S Officer is responsible for managing the internal injury reporting process and ensuring that all club members when injured complete WorkCover incident and injury reports. Undertake investigation of reported incident or injury and take required preventative actions against future occurrence.

Performance Objectives:

- ❑ Ensure all members are aware of internal injury & incident management system – (posters, education etc)
- ❑ Ensure where possible that all sections heads, patrol captains etc know where incident and injury reports forms are located.
- ❑ Undertake comprehensive investigation of injuries reported and make appropriate recommendations i.e. action plan, to Board of Directors within timely manner.

Measurement: Achievement of above objectives to the satisfaction of Board of Directors

OH & S Event Guidance: OH & S Officer is to provide Board of Directors or relevant section heads / club members with OH & S guidance pertaining to club events as required.

Performance Objectives:

- ❑ OH & S Officer to be available to give guidance when required where possible

Measurement: Achievement of above objectives to the satisfaction of Board of Directors

(12.3) Caretaker

Title: Caretaker – North Curl Curl SLSC

Reports to: President

Date: September 2005

Role purpose: The purpose of the Caretaker’s position is to provide primary on-site presence where possible at North Curl Curl SLSC during weekdays and after hours and to be responsible for the following functions ; security of the clubhouse and storage sheds, upkeep of club house and surrounding grounds, facilities management – hall & BBQ hire, receipt of deliveries for clubhouse, co-ordination of all maintenance requests to building with Warringah Council and tradesman as required, Licensee of bar and maintain associated bar stock

requirements and also OH&S Risk identification

Dimensions:

(E.g. budget, number of direct/ indirect reports)

\$250 delegated authority for minor maintenance and equipment replacement

Key Responsibilities, Performance Objectives & Performance Measures (to be agreed)

Primary Presence – Caretaker is to be primary on-site contact where possible to the general public during weekdays and after hours i.e. answers general incoming public enquiries, membership enquiries (phone) and direct where unable to answer to appropriate Director.

Performance Objectives:

- ❑ Caretaker to be accessible at least 50% of nominated time either in person or by phone, particularly after hours.
- ❑ Caretaker to demonstrate excellent customer service and portray appropriate image while representing North Curl Curl SLSC

Measurement: Member and customer feedback

Security of Clubhouse - Caretaker is to responsible for security of clubhouse & surrounding grounds, making sure that clubhouse, gym, kiosk & storage sheds etc are locked when not in obvious use by members.

Performance Objectives:

- ❑ Caretaker is to complete at least 2/3 (morning & evening) daily security rounds, making sure that clubhouse, gym, kiosk & storage sheds etc are locked when not in obvious use by members and is responsible for notifying relevant Director of any continual security breaches i.e. Board and ski sheds left open by team members
- ❑ Caretaker is responsible for testing security system once a month.
- ❑ Caretaker is required to contact Police or other nominated persons if clubhouse is under security threat.

Measurement: Observation, member feedback

Upkeep Of Clubhouse And Surrounding Grounds – Caretaker is responsible for the general cleanliness of the clubhouse including the members male and female toilets, kitchen and bar area, the hall, both balconies, first aid room, the entrance area and the external grounds e.g. BBQ and surrounding grass area, gardens around entrance to club.

Performance Objectives:

- ❑ Internal male and female toilets - to be checked daily and cleaned daily if required. Toilets to be cleaned more often if required i.e. special function or in periods of high usage
- ❑ Kitchen to be checked daily and cleaned weekly or when not left in appropriate condition by club members or hall hirers
- ❑ Bar area to be checked and cleaned after each usage (if not cleaned satisfactorily by bar staff)
- ❑ Hall to be vacuumed at least once per week or when needed

- ❑ Hall furniture (tables) to be cleaned once per week or when needed (i.e. before function)
- ❑ Both balconies to be swept clean at least once per week or more often if needed on weekends
- ❑ First Aid Room to be checked for cleanliness once per week in summer and cleaned appropriately if patrols have not cleaned to satisfactory level
- ❑ Member's hot showers – This area to be cleaned once a week or more if needed during periods of high usage.
- ❑ BBQ area, surrounding grass area, and gardens around entrance area, to be mowed & maintained as required ensuring a neat presentation at all times.

Measurement: Completion of above tasks to satisfaction of Board of Directors, observation, member and general public feedback

Facilities Management - Hall & BBQ area hire responsible for being first point of contact i.e. organising hall or BBQ booking, explaining hall & BBQ hire policy and fees as well as showing potential customers the facilities on offer. Also responsible for providing customers with access to hall when required on day of booking, giving them a brief orientation on how to operate key equipment i.e. bar or oven / dishwasher if required. At the end of hire, Caretaker is responsible for completing inspection report for customer before their security bond is refunded by club.

Performance Objectives:

- ❑ Excellent customer service (courteous, helpful and professional manner) at all times while representing North Curl Curl SLSC

Facilities Management Performance Objectives (cont)

- ❑ Ensure that kitchen and bar is stocked appropriately with equipment & utensils etc before function
- ❑ Ensure tables, chairs and stools are in appropriate working order & organise repairs when necessary
- ❑ Assist Hall & BBQ Hire customers with reasonable request/issues when possible on day of hire if available

Measurement: Achievement of above to satisfaction of Board of Directors, observation, member and general public feedback (i.e. Feedback from Hall & BBQ area hirer's through completion of evaluation form)

Receipt Of Deliveries For Clubhouse – Generally be available where possible to receive goods or alternatively organise with suppliers or club members to be available at a convenient time to receive goods and sign for goods delivered.

Performance Objectives:

- ❑ Be available to receive goods at least 50% of nominated times
- ❑ Caretaker to demonstrate excellent customer service and portray appropriate image while representing North Curl Curl SLSC

Measurement: Member and customer / supplier feedback

Co-ordination of Maintenance Requests with Warringah Council & Tradesman as required – act as primary point of contact co-ordinating maintenance requests with Warringah Council and for Tradesman / contractors carrying out building works, maintenance or emergency repair work to clubhouse and or surrounding grounds.

Provide Council and tradesman access to relevant parts of clubhouse and supervise work if necessary. Caretaker will also sign-off that work is complete if necessary.

Report to appropriate Board member any issues arising from above works.

Performance Objectives :

- Manage Council maintenance requests within a timely manner (24hrs if urgent)
- Manage other minor repairs and building works within a timely fashion & within budget if required
- Caretaker to demonstrate excellent customer service and portray appropriate image while representing North Curl Curl SLSC

Measurement: Member and Council/ customer / tradesman / supplier feedback

OH&S Risk identification – Caretaker is responsible for identifying and where possible minimising any potential Occupational Health & Safety risk within the clubhouse, surrounding storage sheds, BBQ area and associated grounds. Caretaker shall report potential OH&S hazards to nominated club OH&S officer.

Performance Objectives :

- Regular inspection of all areas of club house for potential risk to both Caretaker and club members (at least weekly, and more often in periods of higher usage)
- Active minimisation of identified risks if able to

Measurement : Achievement of performance objectives to satisfaction of OH&S Officer & Board of Directors, observation, member and feedback

(12.4) Cadet Manager

Title: Cadet Manager (U15 to U17) – North Curl Curl SLSC

Reports to: President

Date: September 2006

Prepared by: NCC Board of Directors

Confirmed by: 2006-2007 Board of Directors

Role purpose: The purpose of the Cadet Managers position is to provide an effective link and support mechanism to assist U14 (Nippers) to make a smooth transition into the senior ranks of North Curl Curl SLSC.

Key Responsibilities, Performance Objectives & Performance Measures (to be agreed)

- ❑ Develop and implement a retention plan in consultation with Director of Surf Life Saving, Director of Education and Director of Surf Sports.
- ❑ Work to improve communication with the Board of Directors with issues being faced by (U15 –U17) members, i.e. transition into senior club, patrols, education/training for awards, competition
- ❑ Act as central point where members or their parents can contact and ask questions etc about club operations – assist in resolving any issues if required i.e. Patrol rosters, bullying
- ❑ Assist members who wish to compete for the club by introducing them to respective coaches/ section heads, and help them to organise gear
- ❑ Assist Director of Surf Sports and Board and Ski Section head with organisation of annual development camp
- ❑ Effectively manage this group at interclub carnivals, i.e. entries, transport, organisation, tents
- ❑ Report all damaged competition equipment to
- ❑ Ensure that there is a focus on the safety of these members whilst in the care of the club
- ❑ Provides monthly progress report (initiatives, issues or challenges) to Director of Surf Sport

Measurement: Achievement of above to satisfaction of Board of Directors, observation and member feedback

(12.5) Child Protection Officers (1 Male & 1 Female) as club positions.

Title: Child Protection Officers (Male-Female) – North Curl Curl SLSC

Reports to: President

Date: September 2006

Prepared by: NCC Board of Directors

Confirmed by: 2006-2007 Board of Directors

Role purpose: The purpose of the Child Protection position is to provide a safe environment for children instilling a firm and open commitment to child protection and adopting procedures and practices which will minimise the risk of a child being abused.

Key Responsibilities, Performance Objectives & Performance Measures (to be agreed)

Overview

Sport and recreation clubs and groups have a legal and moral responsibility to provide positive and safe environments for children.

This requires making a firm and open commitment to child protection and adopting procedures and practices that will minimise the risk of a child being abused, either physically or verbally.

Child protection involves keeping children safe from abuse and protecting them from people who are unsuitable to work with children. Child protection in sport and recreation enables children to participate in activities that are an integral part of their culture without being exposed to individuals who can damage their development and, in some instances take away their ability to enjoy the future.

This includes creating an environment where coaches and officials are committed to acceptable practice and where clubs endeavour to ensure that children are safe from any form of abuse

The Child Protection Officer needs to:

CO-ORDINATE THE NORTH CURL CURL SLSC CHILD PROTECTION ACTIVITIES AND NEEDS TO CONVEY A CLEAR MESSAGE ABOUT THE IMPORTANCE OF CHILD PROTECTION TO THE PEOPLE INVOLVED IN OUR SPORT.

Additionally they will,

- CO-ORDINATE NORTH CURL CURL SLSC RESPONSE TO CHILD PROTECTION
- ADMINISTER THE RECORD KEEPING ASSOCIATED WITH THE PROHIBITED EMPLOYMENT DECLARATIONS
- ENSURE WORKING WITH CHILDREN CHECK PROCESS IS FOLLOWED, AND
- ENSURE ALL PEOPLE INVOLVED IN THE NORTH CURL CURL SLSC ARE AWARE OF OUR CHILD PROTECTION POLICY AND RELEVANT CODES OF CONTACT
- Knows the DOC's helpline number 132111 and has copies of standard reporting forms
- Is aware of, or creates reporting procedures to deal with allegations of abuse,
- Promotes child protection awareness within the North Curl Curl SLSC
- Ensures children and adults within the North Curl Curl SLSC have someone to go to if they have concern or need information on child protection

Measurement: Achievement of above to satisfaction of Board of Directors, observation and member feedback

(12.6) Honorary Club Doctor.

NORTH CURL CURL SLSC

