

## RENEWING MEMBER INFORMATION KIT 2009-10

Ph: 4382 1514 Fax: 4382 4250  
Email: [office@avocabeachslsc.asn.au](mailto:office@avocabeachslsc.asn.au)  
[www.avocabeachslsc.asn.au](http://www.avocabeachslsc.asn.au)



Welcome to Avoca Beach Surf Life Saving Club 2009/10 season, and thank you for your ongoing involvement with this volunteer organisation that provides such a valuable community service.

### INFORMATION:

AB SLSC endeavours to keep all Members updated on new awards, carnivals, social events, fundraising events and patrolling information by way of regular newsletters. The best way to access information about the Club, is through the website: [www.avocabeachslsc.asn.au](http://www.avocabeachslsc.asn.au) or the Avoca Beach Surf Life Saving Calendar available on the net or through the website.

Information regarding patrol hours and rosters; carnivals; SLSA requirements, Policy Statements, Code of Conduct, OH&S, Incident Reporting Procedures can be found in the Members Manual and the SOPS (Standard Operating Procedures) Manual located in the Captains Office.

Copies of the Constitution are on the Club website or obtained from the Admin Office.

### Emails & Text Messages

To help us communicate with all our Members and to save money whilst helping the environment, please supply us with your email address so that the Club can email you newsletters and other information as it becomes available.

Please ensure you add the Club email address: [office@avocabeachslsc.asn.au](mailto:office@avocabeachslsc.asn.au) to your address book so that emails do not get rejected as spam.

Newsletters are regularly available from the Captains Office or are on the Notice Board. Newsletters will only be sent out in the mail if specifically requested.

The Club also has access to a text service facility, through which the Club can send out text messages as required.

If you do not wish to be contacted by the Club by either of these services, please let us know.

### GYM

The Club Gym is accessible only to financial Members of both the Club and the Gym. A separate gym levy is payable. Gym Membership is available from the Admin Office and runs concurrently with the Club Membership year.

Gym Members are requested to cooperate with the Gym Rules and Conditions and assist in keeping the Gym clean and tidy by ensuring they are sand free on entry to the gym and replacing the equipment used. The Gym is cleaned by volunteers so please, consider and assist them.

Non Members are not allowed in the gym.

### REGISTERING AND FORMS TO BE SIGNED

Club & Gym registrations for the 2009-2010 season are now being taken.

Club and Gym Membership for the past season expire on 9 November 2009 (3 months after the AGM) along with Members access privileges to the Clubhouse and its facilities.

All registrations received by the due date, i.e., prior to 9 November, receive as an incentive for prompt payment, a chance to win \$1000 with a SLS CC Ducks For Bucks Certificate.

When becoming a Member of Avoca Beach Surf Life Saving Club, all Members over the age of 18, and parents of those younger must sign the following forms:

- Membership Forms including the back of the form being the Insurance Form;
- Child Protection Forms, this is a requirement by law that all those who come in contact with children have this form signed. Forms need to be signed on an annual basis with every organisation which has involvement with children.

### ADMIN OFFICE

The Admin Office is open on Mondays, Thursday afternoons and Saturday mornings and is located on the ground level of the Clubhouse near the lift. Registrations, gym Memberships, can be organised at this time.

The Admin Assistant is there to provide administrative support to the AB SLSC Directors and Members and does not determine Club policies only assists in administrating them. Any issues on any policies are to be taken up with the Board of Directors.

Anyone wishing to conduct meetings or training sessions are requested to book their time with the Admin Office.

### CLUBHOUSE ACCESS

Access to the Clubhouse toilets and showers are via a pass-code system. All Members are to supply the Admin Office with their desired 6 digit pass-code, which should not begin with a zero, or be your birth-date.

Access to the Captains Office is also via a pass-code and this is available only to those who have reason to require it. If you feel you need access, please put this in writing to the Board of Directors.

Access to the craft areas of the Club and the front door is via the Biolock security system which operates on your scanned fingerprint.

Access is not generally given to the entire Clubhouse and anyone wishing to increase their access to other areas can submit their request in writing to the Board.

### PARKING

**Parking is permitted only in the designated car parks.** Parking is NOT permitted in the boat turning area immediately behind the Club Parking directly in front of the Clubhouse is, as indicated on the signs, for those on patrol duty at that time. Please be aware the Ranger does visit and does inflict fines.

## INSURANCE

All financial Members are covered by personal injury insurance. Any Member injured on patrol, at training or through Competition duties etc is covered by WorkCover Insurance. Claim forms can be downloaded from the Club website. Please contact the Admin Office for assistance or when forms have been completed.

## SPONSORS

Our Sponsors are an important part of our Club and Members are requested to support their services where possible and thank them for their contribution. A full list of sponsors are listed on the website and in each newsletter

## AWARDS:

As part of the Surf Life Saving Movement, various awards are available for you to undertake, and we encourage all our Members to achieve these awards. The following awards are offered through the Club:

- Bronze Medallion (15 years +) or Surf Rescue Certificate
- Advanced Resuscitation Certificate (ARC) (15 years +)
- IRB (Inflatable Rescue Boat) (17 yrs+) & IRB Crewman (15 yrs +)

Other awards available through the SLS Central Coast but need to be booked through the Club

- Level 1 Officials and /or Coaching Course
- Spinal Management
- Basic Beach Management
- Defibrillation Certificate
- Senior First Aid (Work Cover Accredited)
- Training Officer

Please contact the Club office or check the Club website for up to date information regarding awards.

## PATROLS

Patrolling the beach is the main function of the Club and we encourage our Members to participate in patrolling duties. Members that are unable to attend their rostered patrols are requested to organise a substitute patrol Member so that the beach can be patrolled and incidents kept to a minimum. We remind Members that the full patrol uniform, consisting of patrol cap – on head, DHL patrol shirt, and red shorts be worn at all times whilst on patrol.

### Patrolling Duties:

Duties while on patrol include monitoring the conditions of the beach from the rock pool in front of the Clubhouse to the walkway being the primary area, with particular attention to be given at all times to the area adjacent to the Rock Pool which is well known for its rips which have caught many unsuspecting swimmers; prevention of potential dangers to the beach going public; treatment of any injured person; provision of public information; care of equipment and any other duties deemed necessary by your Patrol Captain and Vice Captain.

Please remember you are the face of lifesaving whilst on patrol, and the public have high standards. Please be aware of your language, actions and general behaviour at all times.

Patrolling Members are required to sign on and off each patrol in the Patrol Log Book located in the Captain's Office, or with the Patrol Captain. Please fill out the book clearly: You are required to print your name (surname first) sign your name, type of patrol (Ros, Sub, or Vol) write your start time, and at the end of your patrol your sign off time.

If you are doing a substitute patrol, please fill in the person's name you are substituting for in the Rostered Column, then your name in the Substitutes column, your type of patrol is sub, so that hours are allocated correctly. A reminder to everyone that all Log Books are legal documents.

### Patrol Rosters, Awards & Membership Status

Patrol rosters are mailed to each patrolling Member before the start of the season, are on the Club website and on display in the Captains Office. Those Members, who have fulfilled their rostered patrol duties, are recognised at the end of season presentation.

Awards are determined as follows:

- **100% Patrol Excellence:** Members who have completed their entire rostered patrol hours on their rostered day, with no substitutions.
- **100% Patrol:** Members who have completed their entire rostered patrol hours by rostered, volunteer or substitution hours, and have organised substitutions when they have been unable to attend their rostered time.
- Any Member who has not arranged a substitute and has left their patrol short of Members, is automatically ineligible for any patrolling recognition.

### Static, Long Service Requests

If you are seeking an exemption from patrols, Long Service Membership (12 years of Active Service) or Reserve Active Membership (10 years of active service), then this must be submitted in writing to the Board of Directors for consideration.

If you are unable due to work commitments or other commitments to attend regular patrols and wish to become a Static Member, these too must be submitted in writing to the Board of Directors. Static Membership is not automatically renewed each year and must be requested annually. Please note you will still be required to complete 30 hours of patrol but it is done according to your availability. Time to time you may be contacted by the Club to assist with substitutions.

### Duty of Care / Public Liability

All Members have a duty of care for the public and fellow Club Members. Public Liability Insurance is cover which is available if a Member of the public or a Surf Life Saving Club Member takes legal action (civil) for alleged negligence against SLSA or its Members – including all financial AB SLSC Members.

If Members follow safety and precautionary measures set by SLSA, use SLSA approved equipment and remain vigilant the need for public liability insurance will be minimised. Any Member acting in a manner that constitutes wilful misconduct or wilful negligence may not be covered by insurance and could be personally liable for any loss or damage resulting from his/her actions.

A reminder to all Members that we are bound by the SLSA Codes of Conduct

Patrolling Members are provided with their own sun safe shirt which is to be worn whilst on patrol, sunscreen is found in the Captains Office and patrolling Members are encouraged to reapply this, keep up their fluid intake on a regular basis, and to make use of the shelters provided.

#### **ATV**

Only those Members who have a driver's license (provisional or full) and have completed the annual induction are able to drive the ATV.

#### **PROFICIENCIES**

All active Members are required to renew their **Bronze Medallion** and **Surf Rescue Certificate** qualifications annually. Re-qualifications are an excellent opportunity to refresh the core skills required of lifesavers: rescues, resuscitation techniques, ensure adequate fitness and remind life savers of legal and statutory requirements. A current proficiency is a requirement for all Competitors attending carnivals.

A Member's proficiency is valid from 1st January to 31st December each year. All other awards such as ARC, IRB driving & crewman's etc also need annual re-qualifications.

Requal dates will be advertised shortly via newsletter, website and noticeboards and Members are encouraged to attend as early as possible in the season.

#### **CODE OF CONDUCT**

Avoca Beach Surf Life Saving Club has its own Code of Conduct. Copies can be found on the web and around the Club. AB SLSC also endorses the Code of Conduct and Member Protection Policy as stated by Surf Life Saving Australia and is committed to the health, safety and well being of all our Members and to provide a safe environment for all those participating in surf lifesaving activities, particularly those under the age of 18. AB SLSC encourages all our Members to respect the rights, dignity and worth of all others, and to be fair, considerate and honest. A full copy of the Code can be found in the Captain's Office.

All SLSA Members, particularly age managers, coaches, officials, leaders, trainers and management personnel, have a responsibility to provide safeguards dedicated to the well-being of other Members. The abuse of youth Members, by other Members or external source, is not acceptable and SLSA encourages all incidents of such abuse as described above to be reported immediately to the appropriate authorities.

Abuse is defined as anything, which individuals or organisations do, or fail to do, that directly or indirectly harms people or damages their prospects of a safe and healthy development. This includes physical abuse, emotional abuse, inappropriate training, inappropriate touching, sexual abuse and neglect. (National Association for the Prevention of Child Abuse and Neglect, 2000)

#### **Grievance**

If a Member has a grievance with another Member or the Association, the Member will need to contact the Club Grievance Officer in a letter marked Private and Confidential, Grievance Officer and left with the Director of Administration, or the Admin Office

#### **COMPETITION**

Avoca Surf Life Saving Club has a long and proud tradition of competing in carnivals and events such as, Branch, Inter-Branch, State, Inter-State, Australian and World Championships across age groups from Juniors (Nippers), Seniors and Masters.

Carnivals are available to all competitors up to the from Under 8 to 60 years +. However with the exception of Nipper carnivals, **patrol hour obligations (25 hours existing Members, up to 16 hours new Members) must be met** before being allowed to compete and competitors must have their relevant awards, including their annual requalification in either Bronze or Surf Rescue Certificate qualifications.

All Members must be full financial Members of the Club and have paid their Competition Levy prior to being entered into any carnival.

If a carnival falls on competitors rostered patrol day, then it is the Competitors responsibility to arrange a patrol substitution prior to the day of the patrol.

Those wishing to attend carnivals will need to notify their sectional captains, two weeks prior to the event.

Responsibility for notification of carnival attendances lies with the Competitor. Due to the administrative requirements, competitors cannot simply show up on the day.

Members are reminded that they must wear Club costume to all carnivals. These can be purchased from the Admin Office during office hours.

#### **Transporting Craft:**

Members are not reimbursed for transporting their gear to and from carnivals, the exception being those who tow a surf boat or the Club gear trailer to specified, pre-determined carnivals, and arranged prior to the events. Only these Members shall be entitled to reimbursement for fuel costs at a rate to be decided by the Club.

#### **Competition Training**

Training is conducted in most disciplines for all ages at various times throughout the week and is organised by the Surf Sports Panel. Please check the website & Competitor Noticeboard for the most up to date information.

Competitors are reminded that training whilst on patrol is only allowed after consultation and consent from the Patrol Captain. *Ski paddling and boat rowing/sweeping is not allowed whilst on patrol* - this is a SLS NSW directive.

#### **INTRA-CLUB COMPETITION (CLUB HANDICAPS)**

Club Handicaps – a great way to keep fit and have some fun! Club Handicaps are conducted on a Sunday for all Club Members at 11am. (Possible change in time to be advised) Events include long and short swim, board, run & ski. It is run on a handicap system with points awarded for 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> and tallied for the end of season awards. It is anticipated Handicaps for the season will commence late October.

#### **GOVERNANCE**

The Club is run by a Board of Directors who meets the first Tuesday of each month. If you wish to raise an item for discussion, please put this in writing to the Director of Administration, or leave at the Admin Office. There are also various other committees such as the Life Saving Committee, Surf Sports Panel, Gym Committee, House Committee, Special Events Committee. All personnel are listed on the Club website.

## SIPPERS

Sunday night Sippers – what a better way to wind up the weekend than with a few drinks on the Surf Club balcony! Sippers is generally held throughout the patrolling season on a Sunday afternoon at the Club from 5pm. Members attending are requested to assist with the clean up of their area by returning empty glasses and putting rubbish in the bin. Members who have completed their RSA course through the Club (or elsewhere) are asked to assist at the bar during Sippers.

## STAFF AT THE CLUBHOUSE

*Admin Assistant* – employed for 12-15 hours per week, to provide administrative support, registrations, Club bookkeeping, surf lifesaving database entries, newsletters and maintain website.

*Caretaker* – duties include maintenance of the Clubhouse and its surrounds, with particular attention to the Clubhouse showers and toilets and cement surrounds.

*Functions Manager* – who assists hirers with their access and final function details, organises set up and pack up and the cleaning and maintenance of the Function Centre.

## FEES FOR THE 2009-2010 SEASON

Active Member U18, Cadet, Award	\$45
Long Service, Reserve Active	\$45
Associate Member (must be over 35)	\$50
Gym Levy - Active Member	\$50
Gym Levy - Associate Member	\$100
Competition Levy	\$55
Female Swimming Costumes	\$45
Male Swimming Costumes	\$25
Competition and Patrol Caps	\$5

There is also a variety of Club uniforms, such as tee shirts, shorts, hats that are available for sale. Please contact the Admin Office for details.

## Levies

*Competition Levy* – this is payable by all competitors and assists with the payment of Carnival entry fees for local, State and Australian Titles, plus other designated specific carnivals. The Club heavily subsidises all entries for all competitors.

*Boat Levy* – this is payable by all boat rowers & pays for boat specific carnivals. Any residual helps cover the repairs and maintenance of the boats & trailer registrations etc.

*Aussie Levies* – For those Members attending the Australian Championships, there is an additional levy for their Aussie Uniform. Once again, both these are heavily subsidised by the Club

## BANK ACCOUNT DETAILS FOR DIRECT DEPOSITS:

Please clearly indicate your surname and what you are paying for  
Westpac, Gosford. BSB: 032 523, Account: 133394

## Avoca Beach SLSC Member Safety and Wellbeing

### Code of Conduct

---

A Member of Avoca Beach SLSC will:-

1. Agree to abide by the Code of Conduct
2. Be Responsible for the Use of Club Facilities in such a manner as:-
  - a. All financial Members of the Club will have access to the shower and toilets via the Footwash Access Point. Members from the various sections of the Club will have access made available to them for their sectional requirements;
  - b. All requests for increase in access areas are to be submitted in writing to the Board of Directors for approval;
  - c. Non Members are not permitted access to the Club facilities;
  - d. Non Members are not permitted access to any Club equipment unless as part of a Club event or authorised by the Board of ABSLC;
  - e. Members who engage in anti-social behaviour, wilful damage to Club property or bring the Club into disrepute, or assists a non-Member to breach the Code of Conduct or Access policy may, at the discretion of the Club Board, have their access to the Club denied, either temporarily or permanently;
  - f. Access to the Training Room, will be at the discretion of the Director of Lifesaving and/or Patrol Captains for Members to carry out lifesaving patrol duties or training sessions in such a way so as not to cause disruption or interference with the activities in the Function Centre.
  - g. Minors are not permitted in the Function Centre unless under the direct supervision of a responsible adult.
3. Abide by the Dress Code for Function Centre areas consisting of:
  - a. Footwear is to be worn at all times;
  - b. Clothing to include top and bottom for both sexes (note beach towel does not constitute clothing)
  - c. No wet clothing is allowed at any time.
4. Abide by the SLSA Code of Conduct & Member Protection Policy:
  - a. To respect the rights, dignity and worth of others;
  - b. To be fair, considerate and honest in all dealing with others;
  - c. To assist in providing a safe and supporting environment for all our Members and guests.
5. Behaviour in Function Area:
  - a. No vigorous games are permitted in the Function Centre, including all ball games;
  - b. Hirers of Function Centre are responsible for their guests;
6. All areas of the Club are Smoke Free, including balconies, stairwells, or entrance areas.