

AVOCA BEACH SURF LIFE SAVING CLUB INC.

By-Laws

Made under the Constitution of Avoca Beach Surf Life Saving Club Inc.

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BY-LAWS
OF
AVOCA BEACH SURF LIFE SAVING CLUB INC.

1. GENERAL

1.1 Authority

- (a) These Regulations are made under Rule 25 of the Constitution of Avoca Beach Surf Life Saving Club Inc. ("the Constitution"). They contain directions and requirements that are binding on the Club and all Members but are not of a nature that justifies inclusion in the Constitution.
- (b) These Regulations must be read in conjunction with, and are subject to, the Constitution.
- (c) These Regulations are made for the primary purpose of providing a safe, fair and effective framework for the governance, administration and conduct of surf lifesaving activities within the Club. They are not made for any anti-competitive purpose, including deterring or preventing any person from participating in any competition or activity conducted by the Club.
- (d) Unless the context otherwise requires, words and expressions used in these Regulations have the same meaning as those defined in the Constitution.
- (e) Any ruling made by the Board regarding the interpretation of these Regulations shall be final and binding for the purpose of the matter under consideration.
- (f) Where any provision of these Regulations is inconsistent with the Constitution or any mandatory regulation, policy or directive of Surf Life Saving Australia (SLSA), Surf Life Saving New South Wales (SLSNSW), Central Coast Branch or any other governing authority, the higher governing document shall prevail.

2. MEMBERSHIP

2.1 Member Responsibilities

All Members must:

- (a) comply with the Constitution, these Regulations, Club Policies and all lawful resolutions of the Board;
- (b) comply with the regulations, policies and directives of SLSA, SLSNSW and Central Coast Branch;

- (c) conduct themselves in a manner that upholds the objects, values and reputation of the Club;
- (d) behave honestly, respectfully, safely and with integrity towards all members, volunteers and the public;
- (e) comply with all reasonable directions issued by authorised Club Officers;
- (f) protect and appropriately use Club property, facilities and equipment;
- (g) maintain any awards, qualifications or proficiencies required for their membership category or Club duties; and
- (h) contribute to Club activities and undertake the duties applicable to their membership category, including patrol obligations where required.

2.2 Rights of Financial Members

Subject to these Regulations, Club Policies, operational requirements, security arrangements and any restrictions determined by the Board, only current financial Members may:

- (a) access Club facilities;
- (b) use Club equipment and assets for authorised Club purposes;
- (c) participate in official Club training sessions conducted at Avoca Beach or any other approved training venue; and
- (d) participate in Club activities appropriate to their membership category.

Club equipment remains the property of the Club at all times and may only be used by appropriately qualified Members, or with the approval of the relevant Director or authorised Officer.

Participation in Club training is subject to:

- (a) any qualification or eligibility requirements;
- (b) compliance with safety requirements and risk management procedures;
- (c) the directions of instructors, trainers, assessors or patrol personnel; and
- (d) the availability of suitable equipment and resources.

2.3 Variations to Membership Obligations

(a) Static Patrol Status

The Board may grant Static Patrol Status upon written application where employment, study, health, family commitments or other exceptional circumstances prevent a Member from undertaking their normal patrol roster.

A Member granted Static Patrol Status remains responsible for completing the required number of patrol hours during the patrol season at times approved by the Director of Life Saving or their delegate.

The Board may approve, refuse or impose conditions upon any application.

(b) Leave of Absence

The Board may grant Leave of Absence to an Active Member upon written application where circumstances prevent the Member from participating in Club activities for part or all of the patrol season.

The Board may approve, refuse or impose conditions upon any application.

(c) Award Members

Award Members may be called upon to undertake patrol duties or other Club responsibilities appropriate to the qualifications they hold.

(d) Associate Members

Associate Members shall pay the joining fee and annual subscription determined by the Board for that category of membership.

(e) Dual Membership

The following provisions apply to Members holding membership with more than one Surf Life Saving Club:

(a) A Member may be admitted to another Club only in accordance with the clearance provisions contained in the applicable SLSA Regulations.

(b) Competition eligibility, transfers and any associated restrictions shall be governed by the current SLSA Regulations.

(c) Members holding dual or multiple Club memberships remain responsible for fulfilling their obligations to Avoca Beach Surf Life Saving Club unless otherwise approved by the Board or permitted under SLSA Regulations.

(d) Patrol obligations and patrol recognition shall be administered in accordance with the applicable SLSA, SLSNSW and Branch requirements.

(e) Members holding dual membership remain eligible to compete in Avoca Beach Surf Life Saving Club events, subject to the applicable SLSA Regulations.

2.4 Awarding of Life Membership

(a) Life Membership is the highest honour that may be bestowed by the Club and may be awarded to a Member who has provided exceptional and sustained service to Avoca Beach Surf Life Saving Club.

(b) A nomination for Life Membership must:

- i. be submitted in writing on the prescribed Life Membership nomination form;
- ii. be endorsed by two (2) Active, Reserve Active, Long Service or Life Members; and
- iii. be received by the Director of Administration by 31st of May.

(c) Upon receipt of a nomination, the Director of Administration shall refer the nomination to the Life & Distinguished Membership Committee for consideration, investigation and assessment of the nominee's service and contribution to the Club.

(d) The Life & Distinguished Membership Committee shall make a recommendation to the Members regarding whether the nomination should proceed to the Annual General Meeting.

(e) A nomination for Life Membership must be approved by not less than four-fifths (4/5) of Members entitled to vote and voting at the Annual General Meeting by secret ballot.

(f) Upon election, the recipient shall be recognised as a Life Member of Avoca Beach Surf Life Saving Club and shall be presented with an appropriate Life Membership award at a Club presentation function.

2.5 Life & Distinguished Membership Committee

(a) The Life & Distinguished Membership Committee shall consist of five (5) Members comprising:

- i. three (3) Life Members; and
- ii. two (2) Members of the Board of Directors.

(b) The three (3) Life Members of the Committee shall be chosen by asking the Life Members to self nominate when a Life Member committee is needed. If there are more than four (4) self-nominations, a draw out of the hat will take place.

(c) The two (2) Board of Directors representatives shall be appointed annually by the Board and confirmed at the Annual General Meeting.

(d) The duties of the Life & Distinguished Membership Committee shall include:

- i. receiving and reviewing nominations for Life Membership and Distinguished Membership;
- ii. investigating the service history, contribution and standing of nominees;
- iii. determining whether nominations meet the requirements set out in these Regulations; and
- iv. providing recommendations to the Board and Members.

(e) Endorsed Life Membership nominations shall be provided to the Director of Administration or President no later than thirty (30) days prior to the Annual General Meeting for inclusion in the Annual Report.

2.6 Awarding of Distinguished Membership

(a) Distinguished Membership may be awarded to recognise Members who have demonstrated significant and sustained service to Avoca Beach Surf Life Saving Club but whose contribution does not meet the criteria for Life Membership.

(b) A nominee for Distinguished Membership must:

- i. have completed a minimum of fifteen (15) continuous years of service as an Active Member, Reserve Active Member, or Office Bearer of the Club; and
- ii. have maintained a record of service and conduct consistent with the values and expectations of the Club.

(c) Nominations for Distinguished Membership must be submitted to and endorsed by:

- i. the Life & Distinguished Membership Committee; and
- ii. the Board of Directors.

2.7 Insurance

(a) The Club shall maintain appropriate insurance coverage to protect the Club, its Members, Directors, Officers, volunteers and activities conducted under the authority of the Club.

(b) Without limiting clause (a), the Club shall maintain insurance coverage including, but not limited to:

- i. Public Liability insurance;

ii. Association Liability insurance, including Directors' and Officers' Liability insurance; and

iii. any other insurance required by Surf Life Saving Australia, Surf Life Saving NSW, the relevant Branch, or any other governing body with which the Club is affiliated.

(c) The Board of Directors shall ensure that insurance policies are reviewed regularly to confirm that the level of cover remains appropriate having regard to the Club's activities, assets, operations and obligations.

(d) The Club may obtain and maintain additional insurance policies where the Board considers such insurance necessary or desirable for the protection of the Club, its Members, property or activities.

(e) No Member, Director, Officer, coach, official or volunteer shall represent that they have authority to bind the Club to any insurance arrangement or commitment unless authorised by the Board of Directors.

(f) Members participating in Club activities shall comply with all applicable insurance requirements, policies, procedures and risk management obligations established by the Club, Surf Life Saving Australia, Surf Life Saving NSW or any affiliated body.

(g) The Club shall maintain appropriate records of all insurance policies, renewals, claims and related documentation in accordance with the Club's financial management obligations.

3. MEMBERSHIP APPLICATION

(a) Any person seeking membership of Avoca Beach Surf Life Saving Club shall submit a completed Membership Application in the form prescribed by the Club from time to time.

(b) The Director of Administration or Registrar shall review all Membership Applications to ensure they are complete and comply with the requirements of the Club, Surf Life Saving Australia, Surf Life Saving NSW and any affiliated body. Subject to compliance with these requirements and any authority delegated by the Board, the Director of Administration or Registrar may approve Membership Applications as they are received.

(c) A report detailing all Membership Applications approved since the previous Board meeting shall be presented to the Board of Directors at each Board meeting for review. The Board may request further information regarding any application, review any approval, or take such action as it considers appropriate in accordance with the Constitution, Rules, Regulations and Policies of the Club.

(d) Where an application does not meet the requirements for membership, or where acceptance is not considered to be in the best interests of the Club, the application may be declined by the Director of Administration or Registrar in accordance with delegated authority, or referred to the Board of Directors for determination.

(e) Membership shall take effect once the application has been approved, all applicable membership fees have been paid, and all required documentation, qualifications, declarations and compliance requirements have been completed.

(f) An applicant may be recorded as a Probationary Member or Applicant Member during the period between submitting an application and approval of membership, in accordance with the Club's Rules, Regulations and applicable Surf Life Saving requirements.

(g) Applicants shall receive confirmation of their approved membership through the Club's membership administration system, including any automated notification issued through SurfGuard.

(h) The Board may determine conditions applicable to any category of membership, including participation requirements, patrol obligations, proficiency requirements, codes of conduct, and compliance with Club policies and procedures.

(i) All Members and applicants for membership must comply with the Constitution, Rules, Regulations, Policies and lawful directions of the Club, together with the rules, regulations and policies of Surf Life Saving Australia and Surf Life Saving NSW.

3.1 Membership fees for the 2026/27 Season:

Active Member	\$60
Associate Member	\$120
Nipper	\$100
Nipper parent	\$60
Gym Member	\$320

All active patrol members, including active reserve and long service members receive free gym membership.

All members receive a 10% discount at The Surf Club, Avoca Beach. Member discount does not apply on any Public Holiday.

4. PATROL OBLIGATIONS

(a) All Members who are required to undertake patrol duties shall participate in beach patrols and other lifesaving activities of the Club in accordance with the requirements of Surf Life Saving Australia (SLSA), Surf Life Saving NSW (SLSNSW), the relevant Branch, and the Club's approved patrol arrangements.

(b) The Board of Directors shall ensure that the Club maintains an appropriate patrol structure and roster to meet its lifesaving obligations and operational requirements.

(c) The Director of Lifesaving shall be responsible for the administration, coordination and management of Club patrol operations, including:

- i. preparing and managing patrol rosters;
- ii. appointing Patrol Captains and other patrol personnel;
- iii. ensuring patrol members are appropriately qualified, proficient and equipped; and
- iv. monitoring patrol compliance and reporting matters of concern to the Board of Directors.

(d) Patrol Captains shall be responsible for the effective conduct, supervision and performance of their allocated patrol teams and shall be accountable to the Director of Lifesaving.

(e) Members required to undertake patrol duties shall:

- i. complete patrols as allocated on the approved patrol roster;
- ii. attend patrol at the required time and remain for the duration of their allocated duty;
- iii. perform all duties in accordance with SLSA, SLSNSW and Club policies, procedures and directions; and
- iv. comply with the lawful instructions of the Patrol Captain and Club officers.

(f) The Club shall publish and communicate the patrol roster prior to the commencement of each season. Members are responsible for ensuring they are aware of their patrol commitments and shall not be relieved of their obligations due to failure to receive individual notification.

(g) A Member unable to attend an allocated patrol shall notify the Director of Lifesaving, Patrol Captain or nominated Club representative as soon as practicable and, where required, arrange an approved substitute in accordance with Club procedures.

(h) A Member remains responsible for ensuring that any substitute arrangement has been approved and communicated to the relevant Patrol Captain. Failure to attend an allocated patrol without an approved replacement may result in disciplinary action by the Board of Directors.

(i) No Member shall leave an allocated patrol area during their period of duty without the approval of the Patrol Captain or person responsible for patrol supervision.

(j) All patrol members shall wear SLSA -approved patrol uniform and equipment

(k) Members undertaking patrol training, assessments or other activities while on patrol shall only do so with the approval of the Patrol Captain and must continue to meet all patrol supervision and safety requirements.

(l) Any Member who fails to satisfactorily complete patrol obligations may be reported by the Director of Lifesaving to the Board of Directors. The Board may take such action as it considers appropriate, including counselling, suspension of privileges, disciplinary action or referral to applicable SLISA disciplinary processes.

(m) Members participating in Surf Sports competition or other Club activities remain responsible for meeting their patrol obligations. Failure to complete rostered patrol duties without an approved substitution may result in disciplinary action.

(n) Patrol obligations associated with competition eligibility, representative duties or other SLISA activities shall be undertaken in accordance with current SLISA and SLSNSW requirements.

(o) Exemptions, variations or reductions to patrol obligations may only be granted where permitted under SLISA/SLSNSW requirements and approved by the appropriate Club authority.

5. JUNIOR ACTIVITIES

(a) A Junior Activity Member is a category of membership as defined in the Club's Constitution and shall be subject to the Constitution, Rules, Regulations, Policies and lawful directions of the Club, together with the requirements of Surf Life Saving Australia (SLISA), Surf Life Saving NSW (SLSNSW) and the relevant Branch.

(b) The Club's Junior Activities Program shall operate under the authority of the Board of Directors and shall provide junior members with opportunities to develop surf awareness, lifesaving skills, fitness, teamwork and participation in Surf Life Saving activities.

(c) The Director of Junior Activities shall be elected or appointed in accordance with the Club Constitution and shall be responsible to the Board of Directors for the administration, management and delivery of the Junior Activities Program.

(d) The Director of Junior Activities shall establish a Junior Activities Committee to assist with the planning, coordination and operation of the Junior Activities Program.

(e) The Junior Activities Committee shall comprise such positions and members as determined by the Director of Junior Activities and approved in accordance with Club governance requirements. The Committee may include, but is not limited to:

- i. Deputy or Vice Chairperson;
- ii. Competition or Surf Sports Coordinator;

iii. Administration Secretary;

iv. other coordinators or representatives required for the effective operation of the Junior Activities Program.

(f) The Junior Activities Committee shall meet regularly during the season and at other times as required. The Committee shall be responsible for assisting the Director of Junior Activities with:

i. planning and delivery of Junior Activities;

ii. communication with junior members and their parents or guardians;

iii. coordination of training, competition and participation activities;

iv. ensuring compliance with Club, SLSA and SLSNSW requirements; and

v. promoting a safe, inclusive and positive environment for junior members.

(g) All Junior Activities shall be conducted in accordance with applicable child safeguarding requirements, including SLSA and SLSNSW policies, Working with Children Check requirements, Member Protection obligations and Club policies.

(h) The Director of Junior Activities and Junior Activities Committee shall ensure that all coaches, water safety personnel, officials, volunteers and other persons involved with Junior Activities hold the appropriate qualifications, accreditations, checks and approvals required by the Club and governing bodies.

(i) Any procedures, guidelines or operational requirements developed for the Junior Activities Program shall be submitted to the Board of Directors for approval where they affect Club governance, member obligations, risk management or compliance requirements.

(j) The Junior Activities Committee shall not make rules or regulations inconsistent with the Club Constitution, Rules, Regulations or policies. Any amendments affecting the governance or operation of the Club shall be approved by the Board of Directors before implementation.

6. BLAZERS

6.1 Club Blazer

(a) The Club Blazer is an item of Club recognition and shall only be worn by Members who are entitled to do so under these Regulations or as otherwise approved by the Board of Directors.

(b) The Club Blazer shall:

i. be in the official Club colours;

- ii. display the official Club badge on the left breast pocket; and
- iii. comply with any uniform, branding or presentation standards determined by the Club.

(c) The following Members shall be entitled to wear the Club Blazer:

- i. Life Members;
- ii. Active Members;
- iii. Reserve Active Members;
- iv. Long Service Members; and
- v. such other categories of Members as approved by the Board of Directors.

(d) A Member who achieves significant recognition in Surf Life Saving competition or Club service may be entitled to additional embroidery, insignia or identification on the Club Blazer where approved by the Board of Directors.

(e) A Member who wins, or is a member of a team that wins, a recognised SLSA, SLSNSW, Branch or equivalent championship event may be authorised to display the relevant achievement on their Club Blazer in accordance with Club uniform standards.

(f) No Member shall purchase, alter or arrange production of a Club Blazer displaying Club insignia without approval from the Club or the authorised Club representative.

(g) The Director of Administration, or other person authorised by the Board, shall manage the ordering and approval process for Club Blazers.

7. STANDARD AGENDA FOR BOARD MEETINGS

The following shall be the standard agenda format for meetings of the Board of Directors. The Chairperson may vary the order of business or include additional items where considered necessary for the effective governance and operation of the Club.

7.1 Opening and Governance Matters

- (a) Opening of Meeting
- (b) Attendance and Apologies
- (c) Declaration of Conflicts of Interest and Disclosures
- (d) Confirmation of Quorum - more than 50% of board members

- (e) Confirmation and Adoption of Previous Meeting Minutes

7.2 Business Arising and Correspondence

- (a) Business Arising from Previous Minutes
- (b) Action Items and Outstanding Matters
- (c) Correspondence Inward and Outward

7.3 Financial Management

- (a) Treasurer's / Director of Finance Report
- (b) Financial Statements and Reports
- (c) Accounts for Payment and Approval of Expenditure
- (d) Approval of Financials, Budget, Financial Planning and Other Financial Matters

7.4 Reports and Operational Matters

- (a) Reports from Directors
- (b) Reports from Committees, Sub-Committees, Delegates and Representatives
- (c) Lifesaving, Patrol and Member Safety Reports
- (d) Surf Sports and Competition Reports
- (e) Junior Activities Report
- (f) Workplace Health and Safety Report
- (g) Child Safety, Member Protection and Welfare Report
- (h) Risk Management and Compliance Report

7.5 Governance and Decision-Making

- (a) Questions Relating to Current Business
- (b) Consideration of Adjourned Motions
- (c) Motions of Which Due Notice Has Been Given
- (d) Notices of Motion

(e) Confidential or In-Camera Matters (where required)

7.6 General Business and Close

(a) General Business

7.7 Board Minutes and Member Access

(a) Minutes of Board Meetings are confidential governance records of the Club and are not provided to Members in full unless required by law or otherwise resolved by the Board.

(b) The Board may, at its discretion, approve the release of extracts, summaries or minutes relating to specific matters where it considers it appropriate and in the best interests of the Club.

(c) A Member may submit a written request to the Board seeking access to minutes or information relating to a particular matter. The Board shall determine the request having regard to confidentiality, privacy, legal obligations, commercial sensitivity and the interests of the Club.

(d) Nothing in this Rule prevents the Board from reporting decisions, outcomes or other information to Members through Club communications where it considers it appropriate to do so.

7.8 Confidentiality

(a) Board Members are required to maintain the confidentiality of all discussions, documents, reports and information considered by the Board in the course of Board Meetings, except where disclosure is authorised by the Board, required by law or necessary in the proper performance of their duties.

(b) No Board Member shall disclose confidential information obtained through their position for personal benefit or to the detriment of the Club.

(c) Any person attending a Board Meeting who is not a Board Member, including invited guests, advisers, consultants, employees or other attendees, shall also maintain the confidentiality of all discussions, documents and information to which they are exposed during the meeting, unless authorised by the Board or required by law.

(d) The obligation of confidentiality continues after a person ceases to be a Board Member or otherwise ceases to attend Board Meetings.

(e) The Chairperson may require invited guests or other attendees to acknowledge and agree to these confidentiality obligations before participating in a Board Meeting.

8. RULES OF DEBATE AT GENERAL MEETINGS

- (a) Any Member wishing to speak at a General Meeting shall address the Chairperson and shall do so in a respectful and orderly manner.
- (b) A Member shall not speak more than once on any question, motion or amendment, except:
- i. to provide an explanation;
 - ii. to exercise a right of reply as the mover of a substantive motion; or
 - iii. with the permission of the Chairperson.
- (c) A Member who has seconded a motion or amendment may speak in support of that motion or amendment during the debate.
- (d) The mover of a substantive motion shall have the right of reply before the motion is put to the vote.
- (e) No Member shall use offensive, disrespectful, defamatory or inappropriate language, or make personal reflections or allegations against another Member.
- (f) A Member speaking shall confine their remarks to the matter under discussion and shall not deliberately introduce irrelevant matters or question the motives of another Member.
- (g) Unless otherwise determined by the Chairperson or the meeting:
- i. the mover of a motion shall not speak for more than five (5) minutes; and
 - ii. any other speaker shall not speak for more than three (3) minutes.
- (h) The meeting may, by resolution without debate, extend the speaking time of any Member.
- (i) When the Chairperson rises during debate, the Member speaking shall immediately cease speaking and allow the Chairperson to address the meeting.
- (j) No Member shall interrupt another Member while speaking except on a point of order.
- (k) A Member may raise a point of order during debate. The Member speaking shall cease until the point of order has been determined.
- (l) A Member raising a point of order shall clearly and concisely state the procedural issue. The Chairperson shall rule on the point of order without unnecessary debate.
- (m) A Member may move a motion of dissent from the ruling of the Chairperson. The mover shall briefly state the grounds for dissent. The motion shall then be dealt with in accordance with accepted meeting procedure.

(n) A Member may move that debate on a matter be adjourned. If carried, consideration of the matter shall be resumed at a subsequent meeting. If lost, debate shall continue.

(o) A Member shall not move the adjournment of debate solely to avoid further discussion after having spoken on the matter.

(p) At any time during debate, a Member may move:

“That the question be now put.”

If properly seconded and carried, the motion under debate shall immediately be put to the vote. If lost, debate shall continue.

(q) An amendment may be moved to any substantive motion. The Chairperson shall first put the amendment to the meeting.

(r) If an amendment is carried, the amended motion shall become the substantive motion before the meeting.

(s) A further amendment shall not be moved while an amendment is already before the meeting, but notice may be given of an intention to move a further amendment after the existing amendment has been determined.

(t) The Chairperson shall not accept an amendment that is a direct negative of the original motion or that would substantially change the nature of the motion.

(u) The mover of a substantive motion may only alter the wording of the motion with the consent of the seconder and the approval of the Chairperson.

(v) The Chairperson shall have a casting vote where permitted by the Club Constitution and where votes are otherwise equal.

(w) If the Chairperson has a personal interest, conflict of interest or the matter directly affects the Chairperson, the Chairperson shall vacate the chair for that matter. The meeting shall elect a Chairperson for the purpose of dealing with that matter.

(x) In the absence of the Chairperson and Vice Chairperson, the Members present shall elect a Chairperson for that meeting or portion of the meeting.

(y) Voting at General Meetings shall be conducted by:

i. voices;

ii. show of hands; or

iii. another method determined by the Chairperson or required under the Constitution.

(z) Any Member may request a division. A division shall be conducted in a manner determined by the Chairperson to accurately record votes.

(aa) A secret ballot may be requested by Members where permitted under the Constitution or where the Chairperson determines that a secret ballot is appropriate.

(ab) The Chairperson may appoint one or more tellers to assist with counting votes taken by show of hands, division or secret ballot.

(ac) Unless a poll, division or secret ballot is properly requested, the Chairperson's declaration that a resolution has been carried or lost shall be accepted as conclusive.

9. STANDARD RULES AND REGULATIONS

(a) All Members shall comply with:

- i. the Club Constitution, Rules and Regulations;
- ii. policies, procedures and lawful directions issued by the Club;
- iii. the rules, regulations and policies of Surf Life Saving Australia (SLSA), Surf Life Saving NSW (SLSNSW) and the relevant Branch; and
- iv. all applicable legal and regulatory obligations.

(b) Any Member alleged to have breached these Rules and Regulations, the Club Constitution, Club policies, or applicable SLSA/SLSNSW requirements may have the matter dealt with in accordance with the applicable disciplinary and judicial procedures, including those prescribed by SLSA and SLSNSW.

(c) Members shall conduct themselves in a manner that reflects the values of Surf Life Saving and the Club, including respect, integrity, inclusion, safety, teamwork and responsible behaviour.

(d) No Member shall make public statements, provide information to media outlets, or represent the Club publicly on behalf of the Club without prior authorisation from the Board of Directors or an authorised Club representative.

(e) Members may communicate personal views or opinions but shall not represent those views as being those of the Club unless authorised to do so.

(f) Club equipment, facilities, resources and assets shall only be used for Club purposes or other purposes approved by the Board of Directors.

(g) No Member shall use Club equipment or resources for personal purposes where such use is unrelated to Club activities, including (but not limited to):

- i. first aid equipment or supplies except for approved lifesaving, training or emergency purposes;
- ii. Club tools, equipment or property for private work;
- iii. Club facilities or equipment for unauthorised commercial or personal benefit.

(h) Members using Club property shall do so responsibly and shall report any damage, loss or safety concerns to the appropriate Club officer.

Members who are using club equipment either for Surf Sports training or Surf Sports competition are responsible for any damage or repairs at their expense.

(i) Active Members undertaking Club duties, patrols, training or operational activities shall have priority access to Club facilities and amenities where required for Club purposes.

(j) The Clubhouse and Club facilities shall be available for Members and approved Club activities in accordance with arrangements determined by the Board of Directors.

(k) The Board of Directors may establish conditions regarding access to, booking of, and use of Club facilities, including access by visitors, external organisations or community groups.

(l) All Members shall assist in maintaining the cleanliness, presentation and security of Club facilities and shall leave areas, equipment and amenities in a suitable condition for other Members.

(m) The Clubhouse and associated facilities shall remain available for lifesaving operations, training, education, meetings, competitions and other Club activities as required by the Director of Lifesaving, Director of Education, their delegates, or authorised Club representatives.

(n) No dogs or animals are permitted within Club facilities unless:

- i. they are an approved assistance animal; or
- ii. otherwise authorised by the Board of Directors.

(o) Members shall not engage in conduct that is disruptive, offensive, unsafe, intimidating or likely to interfere with the enjoyment, comfort or safety of other Members, visitors, volunteers or members of the public.

(p) Members are expected to assist Club officers in preventing inappropriate conduct and maintaining a safe, inclusive and respectful Club environment.

(q) Breaches of these Rules and Regulations may result in action being taken by the Board of Directors or referral to the appropriate disciplinary process.

10. MEMBER SAFETY AND WELLBEING – CODE OF CONDUCT

10.1 Purpose

The purpose of this Code of Conduct is to promote a safe, respectful, inclusive and enjoyable environment for all Members, participants, volunteers, parents, officials, employees, contractors and visitors of Avoca Beach Surf Life Saving Club ("the Club").

All Members must comply with this Code, the Club Constitution and Regulations, the policies of Surf Life Saving Australia (SLSA), Surf Life Saving NSW (SLSNSW), and all applicable legislation.

10.2 General Standards of Behaviour

Members will:

- (a) treat all people with dignity, courtesy and respect;
- (b) contribute to a safe, welcoming and inclusive Club culture free from bullying, harassment, discrimination, abuse, intimidation and victimisation;
- (c) act honestly, ethically and with integrity at all times;
- (d) comply with lawful directions issued by Club Officers, Patrol Captains, Coaches, Age Managers, Officials and authorised representatives;
- (e) promote the reputation and objectives of the Club and Surf Life Saving;
- (f) behave responsibly both within the Club and when representing the Club at competitions, patrols, training, social functions and community events;
- (g) take reasonable care for their own safety and the safety and wellbeing of others;
- (h) comply with all Child Safe, Member Protection, Work Health and Safety, Risk Management and Integrity policies.

10.3 Child Safety

The safety and wellbeing of children and young people is the highest priority of the Club.

All Members, parents, carers, volunteers and officials must:

- (a) support a child-safe environment;
- (b) place the welfare of children above all other considerations;
- (c) comply with all Working with Children Check requirements applicable to their role;

(d) immediately report concerns regarding child safety, abuse, neglect or inappropriate behaviour in accordance with Club and SLSA reporting procedures;

(e) never engage in behaviour that could reasonably be interpreted as grooming, exploitation, abuse or inappropriate conduct towards a child.

10.4 Parent and Guardian Responsibilities

Parents and guardians play an essential role in supporting Junior Activities, Surf Sports and Club participation.

Parents and guardians are expected to:

(a) actively support their child's participation in a positive manner;

(b) respect the decisions of coaches, officials, age managers, patrol personnel and volunteers;

(c) encourage participation, enjoyment, learning and personal development ahead of winning;

(d) model respectful behaviour at all times, including online and through social media;

(e) support a harassment-free, discrimination-free and child-safe environment;

(f) raise concerns through the appropriate Club processes rather than publicly or during activities;

(g) support the Club through volunteering wherever possible.

10.5 Behaviour Standards

Members must not:

(a) engage in bullying, harassment, discrimination, abuse or intimidation;

(b) behave in a manner likely to bring the Club or Surf Life Saving into disrepute;

(c) misuse alcohol or prohibited substances while undertaking Club activities;

(d) misuse Club property or facilities;

(e) damage Club property intentionally or through reckless behaviour;

(f) allow unauthorised persons access to secured Club facilities or equipment;

(g) engage in offensive, threatening or violent behaviour;

(h) use social media or electronic communications to harass, intimidate or damage the reputation of another person or the Club.

10.6 Use of Club Facilities

Members using Club facilities shall:

- (a) use Club property responsibly and only for approved Club purposes;
- (b) comply with all access, security and facility management procedures determined by the Board;
- (c) maintain the cleanliness and security of Club facilities;
- (d) ensure children are appropriately supervised at all times;
- (e) wear appropriate attire in Club facilities, including suitable footwear and clothing;
- (f) comply with any conditions relating to the use of training rooms, gymnasium, function areas and operational lifesaving facilities.

Access arrangements, electronic security systems and authorised areas may be determined by Board policy from time to time.

10.7 Smoke, Alcohol and Drugs

- (a) Smoking and vaping are prohibited within all smoke-free areas of the Club and any other locations designated by law or Club policy.
- (b) Alcohol shall not be consumed contrary to licensing requirements, Club policy or where it adversely affects the safety of Members or Club operations.
- (c) Members must not participate in patrols, training, competition or other operational activities while impaired by alcohol or drugs.

10.8 Online Conduct

Members must use social media and electronic communications responsibly.

Members must not:

- (a) publish material likely to damage the reputation of another Member or the Club;
- (b) disclose confidential Club information;
- (c) post images or information involving children contrary to Club policy;

(d) engage in cyberbullying or inappropriate online behaviour.

10.9 Reporting Concerns

Members are encouraged to report concerns regarding:

- (a) child safety;
- (b) bullying or harassment;
- (c) discrimination;
- (d) member welfare;
- (e) breaches of this Code; or
- (f) unsafe practices.

10.10 Complaints Managers

The Club appoints Complaints Managers to oversee the management of concerns and complaints raised under the Club's Member Protection, Child Safe, and Complaint Management procedures.

Complaints Managers are responsible for:

- receiving and managing reports and concerns;
- ensuring matters are handled confidentially, fairly, and appropriately;
- maintaining records and escalating matters where required; and
- providing relevant updates and reports to the Board on complaints activity, trends, and significant matters.

Reports to the Board will protect the privacy of those involved, with identifying information only provided where required for governance, risk management, or legal obligations.

Members may submit concerns through the following Club email contacts:

- Member Protection: memberprotection@avocabeachslsc.asn.au
- Child Safe: childsafe@avocabeachslsc.asn.au
- Complaints: complaints@avocabeachslsc.asn.au

10.11 Breaches of this Code

Alleged breaches of this Code may be managed in accordance with the Club Constitution, Club Regulations, the SLSA National Integrity Framework and applicable disciplinary procedures.

Depending on the seriousness of the matter, outcomes may include:

- (a) education and guidance;
- (b) informal resolution;
- (c) formal warning;
- (d) suspension of privileges or membership;
- (e) referral to Surf Life Saving NSW or Surf Life Saving Australia;
- (f) termination of membership or other disciplinary action permitted under the Constitution.

11. Support and Coaching for Avoca Beach Surf Sports 2026/27

11.1 Entries

All Craft, Masters, Nippers and Boat Competitors pay their own entry fees except for State and Australian Championships. Avoca Beach SLSC will pay 100% of entry fees for State and Aussie Carnivals.

If the competitor entered does not compete at State and Australian Titles, they will be required to pay back the amount the Club has outlaid for the competitor.

All entries need to be paid to the Club before the event via a JOT form.

11.2 Representative Team Levies

Interbranch and State Team levies will be reimbursed up to \$200 per competitor by the Club, and no more than 50% of the total levy will be reimbursed.

Australian Team levies will be reimbursed on a case-by-case situation.

Trans-Tasman levies will be reimbursed up to \$200 per competitor by the Club, and no more than 50% of the total levy will be reimbursed.

All levies need to be paid to the Club before the event.

Any other Team levies not listed above will be dealt with on an individual request to the Board.

11.3 Coaching - UNDER REVIEW

The Club will have the following coaches:

- Head Coach Water
 - Development Coach Craft X 1

- Beach Coach
- Boat Coach (program writing)

The above is in principle agreement, but coaching positions could change.

The Head Coach is paid annually on an agreed amount.

The Development and Beach Coaches are paid per session at \$60 per session

These coaches are entitled to have up to \$200 per night reimbursed to cover accommodation costs for Australian Titles. They can only claim this money for the days the competitors they look after are competing. That is the night before and night following the last day of their competition. Receipts of accommodation being covered must be produced.

Boat Sweeps are entitled to have up to \$200 per night reimbursed to cover accommodation cost for competition. They are entitled to claim up to 12 nights off accommodation during the season. They can only claim this money for the days the competitors they sweep are competing. That is the night before and night following the last day of their competition. Receipts of accommodation being covered must be produced.

Boat sweeps who sweep 5 or more crew are entitled to a \$1000 credit at the Surf Club Avoca Beach.

Boat sweeps who sweep 3 to 4 crews are entitled to a \$500 credit at the Surf Club Avoca Beach.

11.4 Transport of Craft to and from Carnivals

Members who tow Surf Club trailers to and from carnivals are entitled to be reimbursed under the following conditions:

- The carnival is located outside the boundaries of the Central Coast.
- The Club will provide a set figure to specific locations, so members are aware how much they are entitled to.
- The Board may vary this from time to time, understanding the large differences in weight from a full Boat Trailer to that of the full Craft Trailer. To make this clear, the full Craft Trailer will be far heavier than a Boat Trailer.
- This policy will change when transporting equipment to Western Australia and other states apart from Queensland.
- See 11.7 for towing reimbursements and values.

11.5 Competitor Levies

Will not apply to the patrolling competitive member from Avoca Beach.

All members competing for Avoca Beach and are patrolling at another beach must complete at least 12 hours of Patrol hours on Avoca Beach.

If this is not achieved, the member will pay their own entry fee.

11.6 Fundraising

All sections of the Club are encouraged to fundraise. The money raised may be used to offset the cost of the entry fees, once agreed with the Board of Avoca Beach SLSC.

There are many opportunities to fundraise throughout the season, such as raffles on the beach, raffles in the club, bucket brigades.

The money raised through these fundraising activities goes into one pool of money where equipment purchases and or other such items can be purchased with the approval by the Board.

11.7 Towing Reimbursements

(Taken from the current JOT Form)

- Sunshine Coast one way \$400
- Sunshine Coast both ways \$800
- Swansea/ Newcastle one way \$40
- Swansea/ Newcastle both ways \$80
- Sydney/ Bate Bay one way \$50
- Sydney/ Bate Bay both ways \$100
- Gold Coast one way \$350
- Gold Coast both ways \$700
- Other locations Distance travelled X 0.375/km
 - Fuel receipts must be supplied or no reimbursement given
 - Toll receipts must be supplied or no reimbursement given

12. JOB DESCRIPTIONS

Job Descriptions may be reviewed from time to time by the Board of Directors as and when required. Click on the link to view:

12.1 [The President](#)

12.2 Vice President - House

12.3 Vice President - Sponsors

12.4 Director of Administration

12.5 Director Of Youth Development (Junior Activity Chair)

12.6 Director Of Lifesaving

12.7 Director of Finance

12.8 Director Of Surf Sports

12.9 Director Of Education

12.10 Club Officers/Captains

The following Officers shall be appointed by the Board to assist in the running of the club. The Board may request from the floor at an Annual general meeting expressions of Interest for the following roles, or may appoint them as they see fit:

12.11 Vice Director Of Life Saving (2)

- Will assist with the duties of the Director of Life Saving.
- There are two 'vice director of life saving' both reporting to the Director of Life Saving

(a) Patrols

- Enter all patrols, patrol dates in the system prior to season commencement;
- Enter patrol hours, surf conditions, beach population and rescues on a weekly basis;

Provide a list of patrol hours at the start of the season and at regular intervals so competitors can keep track of their hours;

(b) Awards

- Following advice from the Education Officer, enter all examinees and exam details into database and ensure that the Proficiency Sheets and Form 14 are ready for the Examiner to fill in at the end of each exam;
- On receipt of completed Proficiency Test Records and Form 14, enter results and award numbers into database and forward to Branch copies of completed Proficiency Test Records;
- Maintain a list of all Awards and ensure Certificates and Medallions are received.

12.12 Inflatable Rescue Boat (IRB) Captain (Life Saving)

- Shall be qualified and currently proficient as an IRB Driver in accordance with the manuals of SLSA;
- Shall be responsible for the supervision of all IRB drivers and crew in consultation with the Director of Life Saving;
- Shall bring any problems or issues to the attention of the Director of Life Saving;
- Shall be responsible for the care and upkeep of the club's IRBs, motors and tools required for maintenance;
- Shall maintain a sufficient quantity of fuel and spare parts at the Clubhouse to enable all patrols and any reasonable emergency to be satisfactorily be completed;
- Shall be responsible for the arrangement and coordination of training for all IRB related awards;
- Upon request of the Director of Life Saving attend lifesaving meetings.
- Have the end of year report ready one month after completion of the season for inclusion in the Annual Report.

12.13 Boat, Ski, Board, IRB (Competition), Masters, Beach & Water Captains

- Shall be responsible for the care, housing, maintenance of all craft and equipment and tools;
- Ensure members are aware of training structure;
- Ensure that there are adequate craft maintenance sessions;
- Ensure all members have obtained their necessary awards and re-qualifications;
- Ensure all members are kept up to date of forthcoming competitions and entry form cut-off dates;
- Help ensure entries are available for the Carnival Entry Coordinator;
- Shall bring any problems or issues to the attention of the Director of Surf Sports;
- Ensure members of each section assist in the various fundraising events (bearing in mind each section retains a portion of that what is raised);
- Ensuring that their respective sectional sponsors are promoted and sponsorship agreements are fulfilled.
- Be aware of their sections financial position;

- Have the end of year report ready one month after completion of the season for inclusion in the Annual Report.

12.14 First Aid Officer

- Shall be responsible for equipment in the First Aid Room, keep all first aid material replenished and in good order.
- Shall keep a correct record of cases treated and material used.
- Shall submit an annual report at the termination of each season and hand to the Director of Administration a summary of the condition and quality of all first aid equipment.
- Prior to the start of each season complete an inspection and inventory of First Aid equipment, ensuring all equipment in optimum condition for the start of the season and meets the requirements of SLSA and Surf Life Saving NSW.
- Ensure all First Aid equipment is maintained in an optimum and safe manner all time for the remainder of the season.
- Bring any problems or issues to the attention of the Director of Lifesaving.
- Upon request of the Director for Lifesaving attend lifesaving meetings.

12.15 Radio Officer

- Prior to the start of each season, complete an inspection and inventory of radio equipment ensuring all equipment is in optimum condition for the start of the season.
- Ensure that all radio equipment is maintained in an operational and safe manner at all times for the remainder of the season.
- Bring any problems or issues to the attention of the Director of Lifesaving;
- Upon request of the Director of Lifesaving attend lifesaving meetings.
- Shall submit an annual report at the termination of each season and hand to the Director of Administration a summary of the condition and quality of the radio equipment.

12.16 Gym Coordinator

- Shall be responsible for the purchase care, housing and maintenance of all health equipment and the management of the facility;

- Endeavour to make members aware of Government regulations in regards to Work Health & Safety (WHS) issues and provide signage as to the proper use of gym equipment
- Ensure members are aware of facility availability;
- Ensure respective sponsors are promoted and sponsorship agreements are fulfilled;
- Beware of the financial situation of the gym;
- Shall be responsible to the Director of Administration.

12.17 Carnival Entry Coordinator

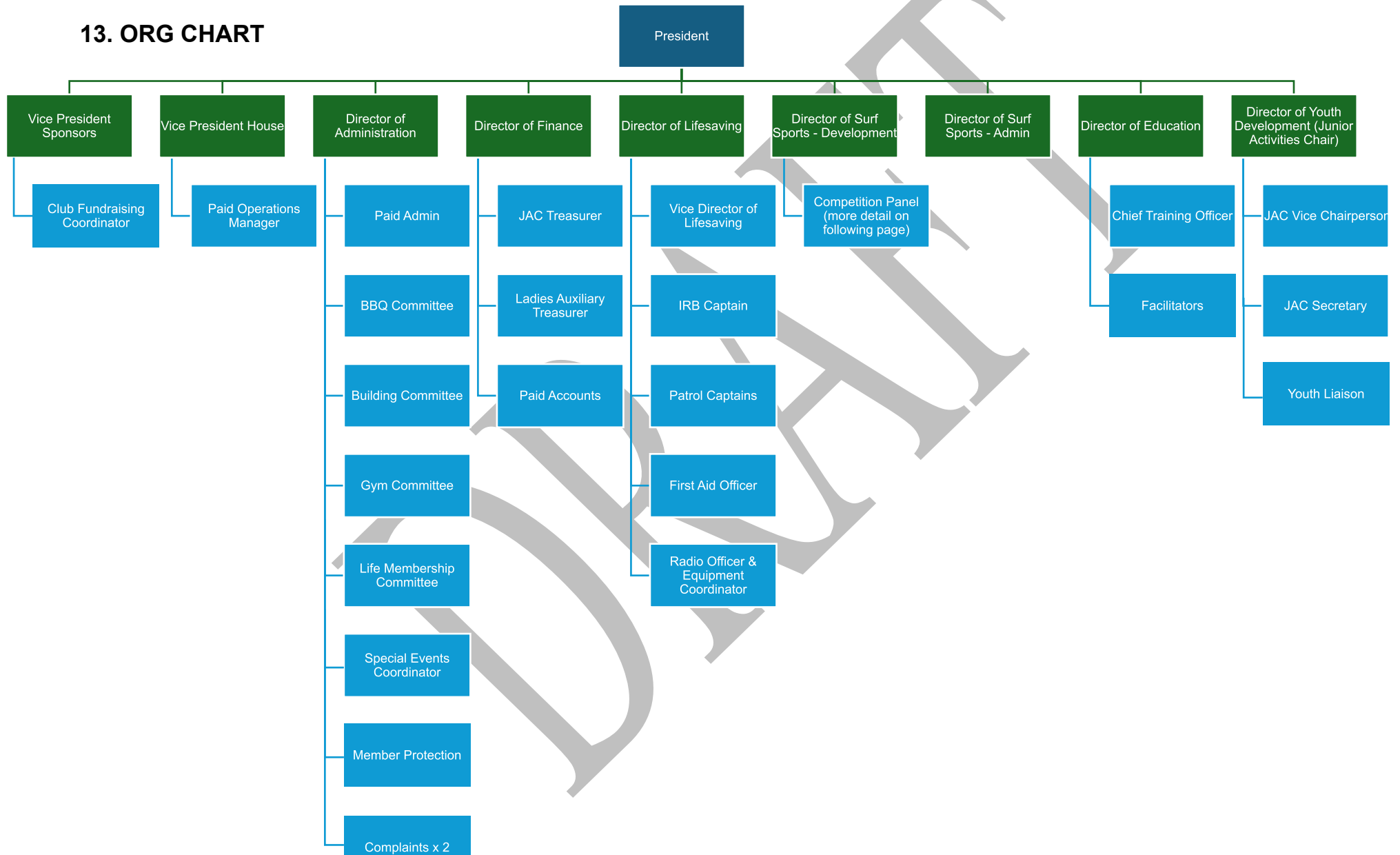
The Carnival Entry Coordinator shall:

- Work with the Director of Surf Sports, coaches and sectional heads to ensure that all competitors wishing to compete are correctly entered in forthcoming competitions.

12.18 Youth Training Captain (Head Coach, Nippers)

- Prior to the start of each season, complete an inspection and inventory of competition equipment, ensuring all equipment is in optimum condition for the start of the season.
- Ensure that all competition equipment is maintained in an operational and safe manner at all times for the remainder of the season.
- Liaise with the Director of Youth Development and the Nipper Executive regarding training schedules and requirements;
- Ensure that all SLSA requirements are met with regards to training requirements.

13. ORG CHART



13.1 Surf Sports Committee detail

