

**STOCKTON SURF LIFE SAVING CLUB INC.**

***REGULATIONS***

**As adopted by members  
on the 19 June, 2011**



**Founded 15 January, 1908**

**ABN: 81 952 288 466**

**Inc Number of Assoc: Y 10721-05**

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**\* SECTION 1: CONSTITUTION**

**(See separate document)**

## **SECTION 2: REGULATIONS**

### **PART 7 – STANDING COMMITTEES**

#### **52. CONSTITUTION AND RULES COMMITTEE**

- (a) A Constitution and Rules Committee of five (5), two (2) of which shall be the President and Director of Administration, shall be elected as required at a General Meeting or a Management Committee Meeting of SSLSC. All matters affecting the Rules, By Laws and Regulations of SSLSC shall be referred to this Committee for report and recommendation to SSLSC.
- (b) Every notice of rescission of a motion and all matters affecting the Rules of the Stockton Surf Life Saving Club Inc. shall be referred to this Committee for report and recommendations.
- (c) Recommendations which involve an alteration to the Rules, By Laws and Regulations shall be given effect to as provided in Rule 68 and Rule 69.
- (d) Motions to alter the Rules or objects may only be passed by a two-thirds majority of voting Members present or by proxy at a Special General Meeting or Annual General Meeting of the Club, of which not less than 21 days written notice specifying the intention to propose the resolution as a special resolution was given.
- (e) Any such alterations shall take effect when made and be promulgated and incorporated in the printed Rules Handbook.
- (f) Wherever any Rule or By-Law of this Club shall conflict with the HSLC Constitution or By-Laws, the latter shall prevail.
- (g) Three (3) members shall form a quorum. The minutes of the Committee must be approved by the Management Committee.

#### **53. MERITORIOUS AWARDS COMMITTEE**

- (a) The Meritorious Awards Committee of eight (8) members shall be limited to the **Executive Committee**. The Committee shall investigate and report on all claims of members for recognition under the Rules governing the issue of meritorious awards of SLS A. The recommendations of such committee shall be submitted to the first following meeting of the Management Committee
- (b) Five (5) members shall form a quorum
- (c) Applications must be lodged with SSLSC within sixty (60) days. Applications shall indicate that an award could be pending and investigations are proceeding.

#### **54. LIFE MEMBERSHIP AND HONOURS COMMITTEE**

- (a) The Life Membership and Honours Committee shall examine each nomination for Life Membership of the Club and decide whether the nomination has sufficient merit to warrant presentation to the Annual General Meeting. A Committee of five (5)

consisting of the President and one (1) other Executive member plus three (3) Life Members elected as required at a General Meeting or a Management Committee Meeting of SSLSC shall constitute the Life Members and Honours Committee. Three (3) members shall form a quorum.

- (b) Nominations for life membership of SSLSC shall be submitted to the Director of Administration in writing. Nominations are to be signed by at least two (2) members. Nominations are to be retained by the President or Director of Administration and are to remain confidential until a determination is made by the Committee
- (c) The President shall act as convener and Chairperson of the Committee and in his absence the Committee shall elect another member of the Committee as Chairperson.
- (d) In order to be elected a Life Member, the nominee must receive at least two-thirds support of the Committee.
- (e) In the event of the President of SSLSC being nominated for Life Membership, his duties and functions shall be performed by an Executive member elected for that purpose.
- (f) Recommendations by the Committee for Life Membership shall be forwarded for consideration at the next Annual General Meeting. For the criteria for Life Membership of the club refer to Rule 16.8.

## **55. SELECTION COMMITTEES**

- (a) A **Selection Committee** of five (5), two (2) of which shall be the Director of Surf Sports and Club Coach, shall be elected at a General Meeting or a Management Committee Meeting of SSLSC as required. It shall be responsible for the selection of the SSLSC representative teams and composite team events and the competition representatives in competition representation only. Three (3) members shall form a quorum.
- (b) Any other type of representation from time to time shall be dealt with by the Executive Committee.
- (c) The management of Representative and Touring Teams will be elected by the Management Committee according to the needs of the competition to be entered.
- (d) **Junior Activity** selection shall be under the control and jurisdiction of the Director of Junior Member Services, the Junior Activities Superintendent and a maximum of three (3) Age Supervisors. Three (3) members shall form a quorum.

## **56. JUDICIARY COMMITTEE**

The Judiciary Committees of SSLSC shall, reside over all matters pertaining to conduct of members and patrol violations.

- (a) The Judiciary Committee shall consist of three (3) members appointed for that purpose from time to time and for the time being by the Director of Administration.
- (b) If any person nominated is ineligible or unable to act as a member of the Judiciary Committee then the Director of Administration may appoint an alternate member to that Committee.

- (c) Three (3) members shall form a quorum.
- (d) The Report and Findings of the Judiciary Committee shall be tabled at the first meeting of the Management Committee after the proceedings before the Judiciary Committee are concluded.
- (e) The procedure of the Judicial Committee in all proceedings shall be as the particular Judicial Committee shall determine in each case, but subject to this power to regulate its own procedure it shall:
  - (i) Generally conform with the procedures stated in this part of these Regulations;
  - (ii) In any case where it is considered necessary the Judicial Committee or a member thereof may convene a pre-hearing conference which may include a member against whom a complaint has been made and/or their representative or any other person or body whose participation is considered desirable;
  - (iii) The Judicial Committee shall have power to postpone or adjourn a hearing at which disciplinary proceedings are to be heard. The Judicial Committee shall endeavour to ensure that disciplinary proceedings are not heard in the absence of a person the subject of any complaint, but nothing in this rule or otherwise shall prevent a Judicial Committee hearing in determining disciplinary proceedings in the absence of a member concerned where the member or person elects not to attend the meeting;
  - (iv) The Judicial Committee shall be entitled to receive all evidence [including evidence in writing] notwithstanding the evidence may not be legally admissible;
  - (v) The Judicial Committee may direct the attendance at the meeting of any member the subject of a complaint or any witness. In any case where a direction given by the Judicial Committee is not complied with, the Judicial Committee may refuse to allow the evidence of the member or witness to be given in any other form;
  - (vi) Unless it otherwise directs the procedure of the Judicial Committee at the hearing will be as follows:
    - (a) The Chairman will explain the procedure to be followed;
    - (b) The complaint against the member will be read;
    - (c) Evidence from the member and from any witness to be called, will be heard;
    - (d) Submissions will be heard;
    - (e) The Chairman, where necessary, will hear the case in the absence of the member concerned;
    - (f) The Judicial Committee's deliberations on its decision shall be in private;
    - (g) No member of the Judicial Committee shall comment to the media on the decision of that body but the Chairman may;

- (i) Release a copy of that decision to the media when it is available;  
or
- (ii) If a full written decision is not immediately available, release to the media a brief resume of that decision;
- (iii) A decision of the Judicial Committee constituted under these regulations shall be the decision of the majority of the Committee. Only the decision of the majority of the Committee may be notified under these regulations as the formal decision of the Committee but nothing in this regulation shall prevent the Committee recording a decision notified is a decision of the majority of the Committee;
- (iv) No proceedings heard by the Judicial Committee shall be quashed or held invalid by reason only of any defect, irregularity, omission or other technicality provided there has been no miscarriage of justice.

## **57. HOUSE AND BUILDING COMMITTEE**

- (a) The House and Building Committee shall consist of Executive Committee and elected Members as required. These Members, two of whom shall be the Hall Manager and the Social Secretary, will be elected as required at a Management Committee Meeting.
- (b) The House and Building Committee shall be responsible for all matters affecting the Club House, club buildings, fixtures and fittings.
- (c) The House and Building Committee shall be responsible for investigation into club renovations and extensions.
- (d) The House and Building Committee shall be responsible for the project management of any such works on the SSLSC clubhouse and its facilities.

## **PART 8 - PATROLS**

### **58. PATROL HOURS**

- (a) The Patrol Season shall be from the first Saturday in the spring public school holidays to the last Sunday in the Autumn public school holidays or, in special circumstances, as directed by the SLSNSW and agreed to by SSLSC.
- (b) SSLSC shall perform rostered patrols during the Season on Saturday, Sunday and Public Holidays as agreed to by SSLSC, unless otherwise authorised by HSL.
- (c) The compositions and hours of duty of beach patrols will be determined prior to the season beginning and notified to all members ensuring proper surveillance and protection is afforded to beach users.

### **59. PATROLS**

- (a) Members of SSLSC shall patrol Stockton Beach as per the Lifesaving Agreement and as directed by HSL, SLSNSW and SLA and agreed to by SSLSC.

- (b) Patrols shall be appointed by the Director of Life Saving and assisted by the Lifesaving & Gear Coordinator and shall be under the direction of the Patrol Captains selected by the Director of Life Saving.
- (c) All patrol members shall be notified of their patrol obligations prior to the commencement of the forthcoming season. A patrol roster shall be displayed on the club notice board, and any other forms of communication afforded to SSLSC, and the plea of not having received notice of such duties shall not be deemed as excuse for failure to attend thereto.
- (d) The Management Committee Meeting may grant leave of absence of patrols on the grounds of sickness, other areas of duress or continuous absence from the District. All requests for leave of absence must be in writing from the member and forwarded to the Director of Administration. Members granted leave through absence from the District must resume patrols upon returning to the District. The Management Committee may at its discretion require any member to whom leave has been granted to make up such time missed from patrol duties as it see fit.
- (e) Patrol penalties shall come under the jurisdiction of the Judiciary Committee

## **60. PATROL REGULATIONS AND DUTIES**

- (a) Patrols shall assemble at the club premises thirty (30) minutes prior to the appointed time to commence duty.
- (b) Prior to the patrol commencing duty the Patrol Captain shall detail the position each person is to take in the event of emergencies and rescue.
- (c) Members of patrols are not allowed to leave their designated patrol area unless in extenuating circumstances and then must first obtain permission from their Patrol Captain.
- (d) Patrol Captains are held responsible for the efficiency of their patrol and are requested to hand to the Director of Life Saving the names of the absentees from their patrols and bring under his notice any irregularities, such as being late, leaving early, not being in uniform and being unready for instant call while on patrol. In the event of the Director of Life Saving not being available any such names shall be handed to the Life Saving & Gear Coordinator.
- (e) Patrol members may appoint a substitute in their place when unable to attend their patrol. The Member appointing the substitute shall be responsible in the event of the substitute not attending.
- (f) In the event the patrol having finished its term of duty and the succeeding patrol failing to relieve it, the Patrol Captain shall leave sufficient members on patrol to carry on while he reports to the Director of Life Saving or Life Saving & Gear Coordinator.
- (g) The first patrol on duty shall see that all life saving equipment is placed in an adequate position on the beach.
- (h) The last patrol on duty shall return all such life saving equipment to the clubhouse, stored as directed by the Director of Life Saving in a clean, safe and operational

condition and must ensure that the club house and all gear rooms are clean, locked and secure.

- (i) Any faulty or defective equipment shall be removed from service and reported to the Director of Life Saving or Life Saving & Gear Coordinator immediately.
- (j) Patrol members whilst on duty, must at all times wear SLSA approved clothing that is deemed necessary for the completion of patrol duties.
- (k) Patrol Captains on the completion of their respective patrols must complete in detail all patrol logbooks and all relevant logbooks provided for that purpose.
- (l) All active members of SSLSC, including members of rostered patrols, shall pass an annual proficiency test, the requirements for such test being those laid down by SLSA
- (m) Any Patrol member failing to carry out a rostered patrol without appointing a substitute, or who fails to fulfil a duty allocated by the Patrol Captain shall be required within 7 days to explain in person, or in writing the reason to the Director of Lifesaving, who shall determine what action, if any, shall be taken over the matter. **All missed patrols must be made-up before the Member's next rostered patrol**, or the club shall direct the Director of Administration to notify the Member in writing that he/she has been cited to appear before the Judiciary Committee. The Judiciary Committee shall hear and give judgement on the patrol breach and shall impose whichever penalty it deems appropriate under Rule 10.
- (n) Duties of Patrol Captains shall be:
  - Check and have all appropriate lifesaving equipment placed on the beach;
  - Allocate duties to each patrol member;
  - Ensure that the last patrol on duty each day returns all equipment to the gear rooms in a clean and serviceable condition;
  - Enter appropriate information in patrol, IRB and radio log books;
  - Supervise the signing of the patrol log book at the commencement of and completion of patrols;
  - Deal with the general public in a civil and discrete fashion;
  - Ensure that the morning patrol cleans the club change rooms at the beginning of their patrol;
  - Ensure that the afternoon patrol cleans the club change rooms at the completion of their patrol;
  - Be conversant with the Local Government Ordinances relating to the powers of the SSLSC and NCC life guards;
  - Report any patrol defaulters to the Director of Life Saving or Lifesaving & Gear Coordinator;
  - Ensure that a full patrol remains on the beach until relieved or patrol is completed.
- (o) Duties of Patrol Members shall be:
  - Must ensure that they are at the beach and ready for duty and suitably attired 30 minutes prior to the rostered starting time for their patrols;
  - A Member unable to attend a rostered patrol may arrange a substitutes provided the substitute has no less SLSA qualifications;
  - No Member of a patrol shall be permitted to leave the beach during the period of duty without the permission of the Patrol Captain;



- Members of patrols shall perform any duty allocated by the Patrol Captain in the actual work of lifesaving or any other task deemed necessary for the efficient patrolling of the beach;
- Members of patrols who are candidates for any SLSA award will be granted leave to attend classes on notification to the Director of Life Saving or Life Saving & Gear Coordinator;
- Life saving practice shall be carried out from time to time under instruction from the Patrol Captain or Patrol Captain's nominee.

## **PART 9 - COMPETITION**

### **61. CARNIVAL ENTRIES**

- SSLSC cannot compete at any surf carnival if they do not have a properly constituted patrol on the beach.
- SSLSC shall have power to regulate all club competitions and displays within the Club.
- SSLSC shall have power to allocate and appoint officials to control such competitions or displays held within SSLSC.
- SSLSC may appoint referees, judges and other officials and may make rules for such competitions or displays held within the club respecting their power and duties.
- SSLSC may appoint as an official (other than examiner, referee or judge) any person (whether a member of any Club, or HSLC, or not) provided that it is satisfied that they have special knowledge qualifying them for such position. Any such person so appointed shall thereupon become and be a member of SSLSC for the time they occupy such position.
- An examiner, referee or judge in any club competition or display held within the club must be a duly qualified member or an accredited official.
- No competitor shall participate in any carnival, competition, procession or display conducted by or on behalf of any outside person or organisation unless such member has first obtained the written permission from SSLSC or completed a SLSA carnival entry and has been authorised by the Director of Surf Sports.
- In relation to trophies, prizes (cash or kind) and eligibility of member/s representing a section of SLSA to compete for or accept such trophies or prizes, the SLSA Regulations shall apply.

### **62. CLUB CHAMPIONSHIP EVENTS**

- The Club Competition Coordinator shall coordinate all aspects of the club championships.
- The Club Competition Coordinator shall consult with the Director of Surf Sports to select relevant dates for the championship events.
- The number of rounds that the championships shall consist of shall be put to the Management Committee prior to a calendar being issued.

- (d) The Club Competition Coordinator shall put to the Management Committee the surf sports disciplines to be included in the championships.
- (e) **The overall championship shall include, but not be limited to, a swim event, a running event and a craft event at minimum.** Individual championships may be held each surf sports discipline at the discretion of the Club Competition Coordinator.
- (f) The dates for championships once finalised shall be distributed to all members by the various means available to SSLSC.
- (g) The club championship rounds shall be set on dates that will, where possible, accommodate all surf sports disciplines.

## **63. TOURING TEAMS**

Touring teams will be selected as per section Rule 55 of this constitution.

### **63.1 Touring Team Manager**

- (a) The Executive may call for nomination for a manager of a touring team as the need arises.
- (b) Nominations are to be submitted to the Management Committee for endorsement.
- (c) The manager shall be responsible to the Executive for organisation and management of the team selected to represent SSLSC.
- (d) The duties and responsibilities of the manager shall be determined by the Executive in accordance with the requirements and nature of the tour and team selected.
- (e) If deemed necessary by the Management Committee, the Tour Manager's expenses will be met to enable him/her to visit the championship venue to make sure suitable arrangements for accommodation and training facilities are available and satisfactory.
- (f) The Touring Team Manager shall assist the Director of Surf Sports with organisation of accommodation and transportation of competition equipment.
- (g) The Touring Team Manager is responsible for coordinating any touring team fundraising activities.

## **PART 10 – MISCELLANEOUS**

### **64. GYMNASIUM**

- (a) No member under the age of 15 years shall train in or utilise in the gymnasium and its facilities.
- (b) Only current financial members of SSLSC are permitted to access and use the gymnasium facilities, and only when they have purchased a gymnasium key and paid any relevant fees.

- (c) An annual fee shall be paid by members to SSLSC to utilise the gymnasium as set down at the Annual General Meeting of SSLSC. This fee shall include a deposit for a key, which may be issued for access. The deposit shall at all times cover the cost of a replacement key.
- (d) Access to the gymnasium shall be twenty four (24) hours a day, unless directed otherwise by the Management Committee.
- (e) Members shall only be excluded from paying gymnasium fees and utilising the gymnasium facilities when;
  - (i) Under direct supervision of a club coach or trainer during specialist and one (1) off training sessions.
  - (ii) Special or specific team training sessions.
- (iii) When extreme weather conditions restrict team-training sessions.
- (f) Abide by all current OH&S regulations.

## **65. SALARIED STAFF**

The Executive Committee representing SSLSC, shall have the power to appoint, dismiss, define the duties of, and fix the rate of pay of, any salaried employee's of SSLSC, subject to ratification by the Management Committee.

## **66. SPONSORSHIP**

- (a) All sponsorship dealings and negotiations are under the coordination and control of the Sponsorship Coordinator. All dealings with prospective sponsors are to be progressed by the Sponsorship Coordinator once the initial contact has been made.
- (b) Sponsorship signage on the SSLSC clubhouse and its facilities shall be under the discretion of the Executive and Management Committee.
- (c) All sponsorship proposals shall be first endorsed by the Management Committee.
- (d) At no time shall rival enterprises be approached causing conflict between existing sponsors, unless authorised by the Sponsorship Coordinator.

## **67. KIOSK**

- (a) The management of the Kiosk shall fall under the Director of Club Services.
- (b) The rent and subsequent incomes from the lease of the SSLSC Kiosk shall be authorised by the Management Committee.
- (c) All monies and rent fees shall be forwarded to the Director of Finance
- (d) Any such lease arrangement shall be authorised in writing as per the Kiosk lease contract document.

## **68. EXAMINATIONS**

- (a) Proficiency dates are to be set prior to the season in consultation between the Director of Lifesaving and HSLs.
- (b) Any requests for proficiency tests outside designated proficiency dates, must be approved by the Director of Lifesaving and submitted in writing to the Director of Lifesaving of HSLs.
- (c) Paperwork for all examinations is to be provided to the HSLs Office at least fourteen (14) days before the examination.
- (d) Exams are to be rostered in conjunction with the HSLs Office..
- (e) All Examinations should be coordinated through the HSLs Office.

## **69. REGISTRATION DAYS**

- (a) Registration days are to be held annually prior to the commencement of the forthcoming season and after the Annual General Meeting.
- (b) The number of registration days and dates are to be set by the Management Committee.
- (c) The dates and timing for the registration days shall allow satisfactory timing for the completion and delivery of patrol rosters.

## **70. EQUIPMENT SPONSORSHIP**

- (a) Equipment sponsorship shall be determined by the Management Committee of SSLSC in consultation with the relevant sponsor.
- (b) Half share sponsorship of equipment between SSLSC and club members shall be determined by the sponsorship agreement.

## **71. NAMING OF SSLSC EQUIPMENT**

- (a) Members who may be eligible for the naming of equipment after them will be at the discretion of the Executive Committee.
- (b) Eligible members names shall be submitted in writing to the Executive Committee.
- (c) The Executive Committee shall have the authority to maintain the name on the relevant equipment confidential until such time as the time of the unveiling ceremony.

## **72. AUDITORIUM HIRE**

The Auditorium or any such facility of SSLSC may be hired under the rules and conditions of the Hall Hire Agreement.