

# WARRNAMBOOL SURF LIFE SAVING CLUB INC. THE BY-LAWS



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## SECTION 1 CONDITIONS PERTAINING TO OFFICERS AND MEMBERS.

### 1.1 *CODE OF CONDUCT*

All members, Directors and staff shall comply with the following Codes of Conduct;

#### 1.1.1 Individual members

- a) Shall respect the rights, dignity and worth of others;
- b) Be fair, equitable, considerate and honest in all dealings with others;
- c) Be aware of, and maintain an uncompromising adherence to, SLSA standards, rules, regulations and policies;
- d) Be professional in, and accept responsibility for actions;
- e) Make a commitment to providing quality service;
- f) Use facilities and equipment for their proper purposes, and care for and maintain such facilities and equipment correctly.
- g) Refrain from anything which may abuse, intimidate or harass others;
- h) Preserve and protect the standing and reputation of the Association;
- i) Understand the consequences of any breach of SLSA's Member Protection Policy or Codes of Conduct.

#### 1.1.1 Team Managers/Age Managers/Chaperones

- a) Shall abide by the "Code of Conduct" for Members;
- b) Be responsible for the overall welfare and well-being of team members and officials when travelling with a team;
- c) Maintain a duty of care towards team members and an accountability for the management of the team;
- d) Have a sound knowledge of SLSA policies, responsibilities (and competition rules where necessary), and ensure that the conduct of the team is in accordance with these policies and guidelines;
- e) Foster a collaborative approach to the management of the team.

#### 1.1.2 Coaches/Officials

- a) Shall abide by the Code of Conduct for members;
- b) Be responsible for matters concerning the coaching, training, development and competition of surf lifesavers;
- c) Maintain a duty of care towards others and an accountability for matters relating to training and competition;
- d) Have a sound working knowledge of SLSA policies, rules and regulations, officiating and coaching techniques;
- e) Ensure that any physical contact with others is:-

- f) appropriate to the situation
- g) necessary for the person 's development
- h) Provide a safe environment for training and competition.
- i) Be a positive role model for surf lifesavers and SLSA.

#### 1.1.3 Administrators/Directors/Officers

- a) Shall abide by the Code of Conduct for members;
- b) Be fair, considerate and honest with others;
- c) Operate within the rule of SLSA;
- d) Be professional in all actions. Language, presentation, manner and punctuality should reflect high standards;
- e) Resolve conflicts fairly and promptly through established procedures;
- f) Maintain strict impartiality;
- g) Maintain a safe environment for others;
- h) Show concern and caution towards others;
- i) Be a positive role model.

#### 1.1.4 Youth Leaders

- a) Shall abide by the Code of Conduct for members;
- b) Recognise the importance of, and encourage the development of members, encompassing camaraderie and team work;
- c) Treat members with respect and accept the duty of care for the welfare, safety health and happiness of members and conduct themselves responsibly;
- d) Be a role model to all members and conduct themselves in a manner befitting a leader with Surf Lifesaving;
- e) Adhere to all Association Policies and ensure that the duty of care to all members is met in these areas;
- f) Accept that adults in Surf Lifesaving do not involve themselves in unobserved activities with individual youth members;
- g) Realise that physical or verbal abuse, neglect or any other type of abuse, is unacceptable conduct by any member of the Association;
- h) Allow members the opportunity and access to gain valuable leadership qualities and skills through lifesaving and surf sports activities;
- i) Provide the best possible lifesaving and sporting activities for members with the view to encouraging and promoting long term active participation;
- j) Be reasonable in demands on members time, energy, enthusiasm and commitment;

- k) Ensure young members are involved in planning, leadership, evaluation and decision making processes at various levels within the Association;
- l) Ensure that equal opportunities for participation in lifesaving are made available to all members regardless of ability, race, colour, religion or sex.

## **1.2 LIFE MEMBERSHIP**

- a) Life Membership may be granted to any natural person who has rendered distinguished service to the Association and lifesaving, where such service is deemed to have assisted the advancement of the Association and lifesaving in Warrnambool be appointed as a Life Member. Distinguished service is seen as a minimum of fifteen (15) years' service to the Club, of which ten (10) years is considered to be outstanding. This requirement may be waived in exceptional circumstances.
- b) Nominations for Life Membership shall be submitted in writing on or before 1st April each year, in a sealed envelope or via electronic submission addressed to the Life Membership Chairperson. Qualified voting members only may nominate and second such nominations. The nominator and seconder may only attend the Life Member meeting to verbally support their written submission but will take no further part at the meeting unless they are a Life Member.
- c) The Life Membership Committee of the Club shall consist of all available Life Members with ten (10) members to form a quorum. (NB: The Chairperson of this Sub-Committee shall be nominated by the incoming Board at its first meeting following the Annual General Meeting.)
- d) The Life Membership Committee shall endorse or reject the nominations without being required to table an explanation. Approval must be by a two-thirds ( $\frac{2}{3}$ ) majority in attendance at the Life Members meeting. Nominations approved shall be submitted to the next Annual General Meeting of the Club
- e) Life Members shall not be called upon but may volunteer to perform patrol and/or other Club obligations and shall not pay an annual subscription fee.

## **1.3 LIFE MEMBERS FUNCTION**

The function of Life Members include but not restricted to:

- advocate on behalf of the WSLSC
- support the role of the BOM and member constituents
- to have a visible presence in all functional areas of the club

## **1.4 DUAL MEMBERSHIP**

- a) In relation to dual or multi-club membership, the following applies:
- b) Any member of a club can be admitted as a member of another club or clubs, providing such member has a "clearance" as provided for in "clearances" (By-Law 8.3).
- c) Any competing member must not participate in any inter-club competition as a representative of more than one club during any competition season unless and until their "competitive rights" have been transferred as provided for in "Competitive Rights Transfer" (By-Law 1.5).
- d) Any competing member who is a member of more than one club is entitled to compete in intra-club events of all such clubs.
- e) No Dual Member will be entitled to hold an elected club position.

## **1.5 COMPETITIVE RIGHTS TRANSFERS**

A member of an affiliated club who desires to transfer competitive rights to another affiliated club during the currency of a competition season must comply with the following conditions:

- a) The member desiring the transfer must apply for the transfer, after entering the relevant detail, lodge with the “losing” club and the relevant controlling authority.
- b) The losing club or its executive must, within fourteen (14) days of receiving the application, endorse or reject the application and, after recording the decision on the application, immediately forward the club’s decision to the controlling authority.
- c) If the losing club approves the application the controlling authority must endorse the application
- d) If the losing club rejects the application, the application must be considered by the controlling authority for a decision and such decision is final. The decision must be recorded and inform the winning and losing club and member.
- e) If the controlling authority does not receive a decision on the form from the losing club within 21 days of the receipt of the application, the application must be considered by the controlling authority for a decision. Any decision made at the meeting is final. The winning and losing club and the member must be advised of such decision.
- f) A member is permitted two competitive rights transfer per calendar year (i.e. 1 January to 31 December of that year). Any further transfer in that year may be processed but will only take effect (if approved) in the next calendar year. An exception to this will be bone fide relocation because of employment, study or family commitments. Such competitive rights transfers will be subject to consideration and approval by the relevant controlling authority of the member’s losing club.
- g) Any International Life Saving (ILS) ruling in respect of competition transfers, international transfers and World Championships events will be complied with.

## **1.6 MEMBERS CLEARANCES**

- a) Any member who desires to join another affiliated club but still retain membership of their existing club(s), and any person who has ceased to be a member of an affiliated club but who desires to join another affiliated club, must first obtain from their present affiliated club(s) or from the affiliated club of which they were last a member, a clearance which must clearly indicate:
  - (i) any awards that may be held by such person;
  - (ii) that such person is not in debt in any way to such affiliated club(s);
  - (iii) that such person is not expelled or under suspension from such affiliated club(s);
  - (iv) the destination of such person’s competition rights.
- b) The “losing” club or its executive must, within fourteen (14) days of receiving the application, approve or reject the application and after recording its decision on the application, immediately forward with the club’s decision to the controlling authority.
- c) If the “losing” club objects to the application, the application may be considered by the next level controlling authority for a decision. Such controlling authority decisions are final. The decision must be recorded and



advised to the winning club and member forthwith. A copy must be retained by the authority with a notation of the decision. The “losing” Club must be advised, in writing, of the controlling authority’s decision.

- d) If the controlling authority does not receive a decision from the “losing” club within twenty-one (21) days of the receipt of the application, it must be dealt with by the controlling authority for a decision. Any decision made is final. The “losing” club and the member must be advised of such decision in writing.
- e) Clearance of transferring members automatically takes effect from the date when the application is approved by the controlling authority, until such time; the applicant is not deemed a member of the winning club and should not undertake any lifesaving activity.

## **1.7 MEMBER PROTECTION**

- a) The WSLSC is committed to the health, safety and wellbeing of all members, and shall use its their best endeavours to ensure a safe environment exists for all members participating in surf life saving activities.
- b) The WSLSC shall not condone any form of discrimination, harassment or abuse of, or by, members.
- c) All WSLSC members shall abide by the relevant SLSA policies with respect to Member Protection, Equity and Harassment, and the Codes of Conduct as determined from time to time.
- d) All WSLSC members involved, either directly or indirectly in leading, chaperoning, coaching, instructing, examining, or supervising (or the like) youth members shall be screened in accordance with legislative and Association requirements as determined from time to time.
- e) All members shall immediately report any suspected breaches of the SLSA Membership Protection or Equity Policies or Codes of Conduct to the appropriate authority with WSLSC, or to the Life Saving Victoria Chief Executive Director. The Chief Executive Director shall, in accordance with Association policies and procedures, determine the most appropriate method of dealing with such reports.

## SECTION 2 OFFICERS (DIRECTORS) AND OTHERS (Duties)

### 2.1 POSITION DESCRIPTIONS

- a) President, see Appendix A – Position Descriptions
- b) Vice President see Appendix A – Position Descriptions
- c) Secretary, see Appendix A – Position Descriptions
- d) Club Captain, see Appendix A – Position Descriptions
- e) Director – Communications and Media, see Appendix A – Position Descriptions
- f) Director – Facilities, see Appendix A – Position Descriptions
- g) Director – Finance, see Appendix A – Position Descriptions
- h) Director – Junior Activities, see Appendix A – Position Descriptions
- i) Director – Life Saving, see Appendix A – Position Descriptions
- j) Director – MLD, see Appendix A – Position Descriptions
- k) Director -Surf Sports, see Appendix A – Position Descriptions
- l) Director – Training, see Appendix A – Position Descriptions
- m) Competition Officer, see Appendix A – Position Descriptions
- n) Functions Manager, see Appendix B – Duties and Tasks
- o) Chaplain, see Appendix B – Duties and Tasks
- p) Gym Supervisor, see Appendix B – Duties and Tasks
- q) Life Members Coordinator, see Appendix B – Duties and Tasks
- r) Member Protection Officer, see Appendix B – Duties and Tasks
- s) WHS Officer, see Appendix B – Duties and Tasks
- t) Social Secretary, see Appendix B – Duties and Tasks
- u) Apparel Officer, see Appendix B – Duties and Tasks
- v) Membership Registrar, see Appendix B – Duties and Tasks
- w) IRB Captain, see Appendix B – Duties and Tasks
- x) Gear Steward, see Appendix B – Duties and Tasks
- y) First Aid Officer, see Appendix B – Duties and Tasks

- z) Radio Officer, see Appendix B – Duties and Tasks
- aa) Competition Officer, see Appendix B – Duties and Tasks
- bb) Coaching Coordinator, see Appendix B – Duties and Tasks
- cc) Bar Manager, see Appendix B – Duties and Tasks
- dd) IRB Officer, see Appendix B – Duties and Tasks
- ee) Grievance Officer, see Appendix B – Duties and Tasks

## **2.2 STAFF APPOINTMENTS**

The Board of Management may appoint an Administrator and/or other paid employees for specific assignments.

## **2.3 ADMINISTRATION STAFF (ADMINISTRATOR)**

- a) The Administrator is a paid position and subject to the provisions of the Constitution and to the directions from time to time of the President and Board of Management, he/she shall;
- b) carry out and implement all decisions of the Board of Management Meetings, and within the scope of such decisions use his/her best endeavours to further the policies of the WSLSC and the advancement of Surf Life Saving;
- c) co-ordinate the activities of the WSLSC Directors and assist wherever possible or as directed;
- d) attend meetings and act as Minute Secretary for all General or Special General Meetings as well as the Board of Management Meetings;
- e) be responsible to the President on matters of day to day routine business;
- f) be available at all reasonable times for consultation with and assistance in matters which are within the jurisdiction of the WSLSC to the Directors and members;
- g) maintain appropriate contact with Life Saving Victoria;
- h) approach and develop WSLSC donors and sponsors with the assistance of appropriate Directors, and oversee all fund raising activities as directed by the Board of Management;
- i) in all aspects of his/her activities observe and comply with existing procedures of the WSLSC as regards correspondence and communications;
- j) prepare and issue notices and agendas for General Meetings of the Association, the Board of Management and the Executive;
- k) attend to the preparation and presentation of the Annual Report, or any other prepared matter for WSLSC distribution

Furthermore, the Administrator will regularly report against the following:

- l) Leadership,

- a) Strategic Planning,
- b) Operational Management,
- c) Risk Management,
- d) Organizational Effectiveness,
- e) Governance,
- f) Commercialization, Marketing and Communications,
- g) Stakeholder Management and
- h) Social, Environmental and Ethical Practices

## **2.4 COACHING APPOINTMENTS**

- a) All coaching appointments need to be funded by external sponsorship or fundraising activities.
- b) Coaching remuneration is not to exceed 8% of gross revenue from the preceding year or \$50K whichever is lower.
- c) Where practicable all coaching appointments will be funded by sponsorship or fundraising activities.
- d) All appointments need to provide coaching for all interested members (not only competitors)
- e) No coaching contracts to extend beyond 12 months without review
- f) All contracts to be reviewed on the basis of performance indicators, agreed at commencement of contract
- g) All appointments are to be based on merit, qualification and be approved by the full Board of Management.
- h) All coaches report through to the Director of Surf Sports.

## SECTION 3 COMMITTEES

### 3.1 GENERAL

- a) Composition and membership shall be as prescribed in the respective By-Laws.
- b) Membership may be drawn from members of the WSLSC.
- c) A member appointed to a Committee shall retain his appointment only whilst he retains his membership of the WSLSC provided that the Council may, at its discretion, remove any member from membership of a Committee.
- d) In the event of the absence of the Chairman from any meeting the meeting shall appoint one of its members to act during such absence.
- e) It shall be the duty of the WSLSC Secretary to refer for consideration and recommendation all matters as properly relate to the jurisdiction of each Committee.
- f) In the event of any matter coming within the jurisdiction of two or more Committees, the President may direct such Committees to jointly consider and report and/or recommend to the Management Committee thereon.
- g) Unless specified otherwise in these By-laws, a quorum for a meeting of a Committee shall be a simple majority of the members thereof, ie half the membership plus one (1).
- h) A Committee may, at its discretion, co-opt the services of any member of the WSLSC or other person to assist in its deliberations, but such co-opted member or person shall have no voting rights, except as may be determined by the Committee.
- i) Reports and recommendations of the Committees shall be presented in writing to the Secretary or appointing body.

### 3.2 LIFESAVING COMMITTEE

- a) The Lifesaving Committee shall comprise the Club Captain (Chairman), Director - Life Saving, Director - Training, Patrol Captains and other persons as determined by the Board of Management.
- b) It shall be responsible for;
  - (i) maintaining and improving lifesaving patrols and services;
  - (ii) conducting training, instructional and proficiency programs for members;
  - (iii) disseminating lifesaving information;
  - (iv) dealing with matters referred to it from the Board of Management or Life Saving Victoria;
  - (v) making recommendations relating to lifesaving to the Board of Management.
  - (vi) This Committee shall also have the power to investigate and penalise, if necessary, patrol defaulters and those accused of misdemeanours provided that such penalties may be the subject of an appeal.

(vii) Patrol Rules – See [Appendix E](#)

### **3.3 SURF SPORTS COMMITTEE**

- a) The Surf Sports Committee shall comprise the Director of Surf Sports, WSLSC Coaches, Team Manager(s) and other Directors and Officers as determined by the Management Committee.
- b) It shall be responsible for;
  - (i) promoting involvement in surf sports activities;
  - (ii) conducting training and coaching programs for members
  - (iii) dealing with matters referred to it from the Management Committee or Council making recommendations related to surf sports to the Management Committee.

### **3.4 JUNIOR ACTIVITIES COMMITTEE**

- a) The Junior Activities Committee shall comprise those members interested in;
  - (i) the conduct and co-ordination of all matters relating to Junior Activities.
  - (ii) providing for Junior members an educational experience in a wide range of subject and skills within the aquatic/marine environment.
  - (iii) preparing Junior members for their eventual transition to the marine and patrol environment of the Senior movement.
  - (iv) participating in such activities.
- b) Be represented on the WSLSC Management Committee by the Director of Junior Activities.
- c) Operate as provided for in [Appendix H](#).

### **3.5 FINANCE, AUDIT and FINANCIAL RISK COMMITTEE**

- a) It shall be responsible for the financial wellbeing of the WSLSC, its assets, financial risk management and business continuity as provided for in [Appendix I](#).

### **3.6 BUILDING COMMITTEE**

- a) The Building Committee shall comprise the Vice President, Director - Facilities Director and three other elected members who shall act on and investigate matters relative to the WSLSC Clubhouse precinct, including surrounds, when so directed by the WSLSC Board Of Management.
- b) It may roster members for assistance where and when required.
- c) It shall be responsible for;
  - (i) all functions conducted within the WSLSC Clubhouse
  - (ii) the care and maintenance of the building

### **3.7 SOCIAL COMMITTEE**

- a) A Social Committee shall organise and account for all social activities of the WSLSC and its members may be drawn from within the WSLSC or from outside supporters. Care should be taken over the use of other than WSLSC members and adequate WSLSC Insurance cover.

### **3.8 JUDICIARY COMMITTEE**

- a) The Judiciary Committee shall be appointed by the Board of Management at the WSLSC Annual General Meeting following a recommendation of persons submitted to the Board of Management and shall comprise a Chairman, a Secretary (who shall keep records of findings and decisions) and three **Associate** members. It shall function in accordance with the Rules of Procedure attached to the By-Laws as Appendix C
- b) Note: Executive Directors cannot be members of the Judiciary Committee.

### **3.9 SURF SPORTS SELECTION COMMITTEE**

- a) The Surf Sports Selection Committee shall comprise the Director of Surf Sports, Team Manager plus two (2) other elected members, not being Board of Management members.
- b) The Committee shall be responsible for selecting individuals and/or teams for surf sports competitions.

### **3.10 BY LAWS SUB COMMITTEE TERMS OF REFERENCE**

- a) See Appendix M

### **3.11 OTHER COMMITTEES**

- b) The WSLSC Management Committee may appoint other Committees, Sub-Committees, panels or groups to deal with particular items or projects from time to time;
- c) In such circumstances, the Management Committee shall clearly define the composition, responsibilities, and terms of reference of such Committees, panels, groups etc.

## SECTION 4 PROCEDURES AND RULES

### 4.1 ASSOCIATION POLICIES, RULES, REGULATIONS

- a) Association policies, rules and regulations, as issued from time-to-time by SLSA and or Life Saving Victoria are accepted as By-Laws of the WSLSC.
- b) Without limiting the current and future scope of SLSA and Life Saving Victoria Policies, Rules and Regulations, the WSLSC acknowledges and accepts the following SLSA and/or Life Saving Victoria Policies, Rules and Regulations;
  - (i) Surf Life Saving Training Manual
  - (ii) Competition Manual
  - (iii) Capital Expenditure
  - (iv) Business Development/Venture
  - (v) Member Protection
  - (vi) Competitive Rights, Obligations and Qualifications
  - (vii) Trophies, Prizes and Eligibility
  - (viii) Team Management
  - (ix) Membership Categories and Restrictions
  - (x) Membership Clearances
  - (xi) Competitive Rights and Transfers
  - (xii) Intellectual Property
  - (xiii) Sponsorship
  - (xiv) Visits and Tours

### 4.2 CORRESPONDENCE

- a) All correspondence from the Life Saving Victoria to the WSLSC, or from the WSLSC to the Life Saving Victoria, shall in the first place be received / transmitted through the WSLSC Secretary or WSLSC Administrator and no such correspondence shall be considered and/or attended to by the Life Saving Victoria unless and until it has been so transmitted; provided that the provisions of this By-Law shall not apply to correspondence which has been copied by the Life Saving Victoria to the Life Saving Victoria and WSLSC for attention and/or action on the following subject matters;
  - (i) Government subsidy and/or subsidy returns;
  - (ii) State or Local Government matters;
  - (iii) WorkCover, Public Risk and general Insurance matters;



- (iv) Large financial investments or borrowings
  - (v) WSLSC club house buildings, extensions or alterations;
  - (vi) Cancellation or suspension of membership;
  - (vii) Purchasing orders;
  - (viii) Hire of Life Saving Victoria gear, equipment or premises;
  - (ix) Constitutional matters;
  - (x) Response to Circulars;
- b) Any other matter which the Life Saving Victoria may, from time to time direct, be exempted from this By-Law as a matter of expediency.
- c) Upon receipt of any correspondence from the WSLSC, the State Chief Executive Director shall, at their discretion, either forward such letter to the Life Saving Victoria department concerned for appropriate action or return it to the WSLSC.

## 4.3 *INSURANCE*

### 4.3.1 General

- a) It is mandatory that the WSLSC and auxiliary organisations hold insurances approved by the Life Saving Victoria. In cases where Life Saving Victoria has appointed one or more Insurance Brokers and the WSLSC does not insure through such Brokers, the WSLSC shall submit such policies to Life Saving Victoria for approval.

### 4.3.2 Personal Accident Insurance

- a) Paid Staff and Employees – A WorkCover policy shall be effected by the WSLSC. With WorkCover Victoria to cover all paid staff of the WSLSC.
- b) Members – Personal Accident Insurance is granted under the Life Saving Victoria’s WorkCover policy for all registered members of Life Saving Victoria (except Junior Activity (Nipper) members aged 7 to 14 years – i.e. non BM holders whilst engaged in Surf Life Saving activities.
- (i) Cover/benefits - The benefits and conditions applying under the policy are described in the relevant Government Act and/or contracts of insurance
  - (ii) An application for compensation is valid and enforceable only if the application is lodged in accordance with policy requirements
  - (iii) Such cover provides for; payment of compensation to any member injured during the performance of any of his duties, or on a direct journey to or from their appropriate residence for the purpose of fulfilling those duties or whilst participating in life saving carnivals, carrying out administrative or instructional duties either in Victoria or temporary in any other State of the Commonwealth of Australia or its dependencies.
  - (iv) Indemnity in respect to any liability the Association might incur, to pay damages because of injury as specified above (except such an injury in respect thereof the Association is required b some other Act to

provide against such liability as prescribed by such other Act) or arising under circumstances created also independently of the WorkCover Act, a legal liability in the Association to pay damages in respect of that injury.

- c) Junior Activity Members (7-14 years) - A Personal Accident Policy shall be affected by Life Saving Victoria to cover all financial Junior Activity members (non-BM holders). The benefits cover exceptional items (refer Insurance Manual), e.g., Death, Liability, Medical (restricted), Dental, Ambulance.
- d) Volunteer Workers - A Personal Accident Policy shall be arranged by Life Saving Victoria to cover all persons engaged in voluntary work for the WSLSC, and/or who are not eligible for workers' compensation. The benefits cover exceptional items (refer Insurance Manual), e.g., death, liability, medical (restricted), dental, ambulance. A register of workers shall be established for each relevant activity which should be signed by all volunteer workers prior to commencement of work.

#### 4.3.3 Public Liability Insurance

- a) A Public Liability policy shall be negotiated by the Life Saving Victoria to cover the WSLSC and Auxiliary Organisations against legal action instigated by a member of the public during activities approved by the Life Saving Victoria.
- b) Whilst the cover can apply to normal Surf Life Saving Association activities, a separate cover may need to be taken out by the WSLSC or Auxiliary Organisations entering into some activity away from the WSLSC facilities or beach, such as a display or fundraising activity where the public are involved. The Insurance Brokers should be consulted in these situations.

#### 4.3.4 Insurance on Property

- a) Life Saving Victoria shall negotiate on behalf of the WSLSC insurance policies to cover loss or damage to its own property, or upon goods in transit destined for one of its affiliated bodies.
- b) It is mandatory for the WSLSC to hold **property** insurances to be held with a reputable Insurance company approved by the Life Saving Victoria, and it is a requirement that such policies, if not managed by Life Saving Victoria's brokers, be submitted to the Life Saving Victoria for its endorsement to ensure that the protection provided is adequate and serves the interest of the Association.
- c) WSLSCs and Auxiliary Organisations shall be responsible for the cost of their own insurance and shall be well advised to reassess values at least every second year.

#### 4.3.5 Directors and Directors Insurance

- a) A Directors & Directors policy shall be negotiated by the Life Saving Victoria to cover Directors of the Life Saving Victoria and its affiliated Regions and WSLSCs and auxiliary organisations against claims made against a Director during the policy period for a wrongful act.
- b) It is noted that this is a "claims made" policy, e.g., no claim can be made against the policy once it has expired or has been cancelled. Also, if a case exists where a claim may be possible, immediate notification must be given to the Life Saving Victoria's Insurance Broker.

#### 4.3.6 Professional Indemnity Insurance

- a) A Professional Indemnity policy shall be negotiated by Life Saving Victoria to cover members whilst engaged in authorised Association activities.
- b) The indemnity covers claims the insured is legally liable to pay for, e.g., breach of professional duty or by reason of any negligent act, error, or omission.

#### **4.4 AFFILIATION**

- a) The WSLSC and its affiliates agree;
  - (i) that they are bound by the Constitution and By-Laws and that the Constitution and By-Laws operate to create a single, uniform entity through and by which the objects of the WSLSC and Surf Life Saving are to be conducted, promoted and administered;
  - (ii) in all other respects the provisions of the WSLSC Constitution shall apply.

#### **4.5 HONORARIUMS**

- a) An Honorarium may be granted to a Director on the decision of the Board of Management. Any such Honorarium paid would be subject to Income Tax.

#### **4.6 STANDING ORDERS AT MEETINGS and RULES OF DEBATE**

##### **4.6.1 Standing Orders at Meetings**

- a) See WSLSC Constitution, 21. QUORUM AND PROCEDURE AT BOARD MEETINGS
- b) See WSLSC Constitution, 24. MINUTES OF BOARD MEETING

##### **4.6.2 Rules of Debate**

- a) See Appendix D

## SECTION 5 CLUB EMBLEMS, COMPETITIVE CONDITIONS

### 5.1 COLOURS AND BADGES

- a) The existing Club's colours, badges and competition cap design shall not be altered without re-endorsement of the Life Saving Victoria and the approval of the Association.
- b) The existing Club colours are:
  - (i) Maroon: #bc4323 and Yellow: #f37e32 with competition cap design depicted as:



### 5.2 COMPETITIONS

- a) WSLSC acknowledge that Life Saving Victoria shall have power to regulate all competitions between Club, and/or directly affiliated Clubs within its boundaries.
- b) The Club shall only participate in competitions endorsed by the Life Saving Victoria or SLSA.
- c) No Inter-Club competition shall be held without the approval of Life Saving Victoria.
- d) Life Saving Victoria, on a recommendation of the Surf Sports Committee, shall appoint Referees, Judges and other Accredited Officials and, subject to the Association's Manuals, may make special rules for such events.
- e) Wagering and/or gambling by persons competing or participating (e.g., as a competitor, coach, official, manager, organiser etc) in events conducted by the Association is not permitted. Such members proven to have gambled on an Association competition event in which they are involved, will be liable to appropriate disciplinary action.

### 5.3 CLUB CHAMPIONSHIPS

- a) The Club Championships shall be conducted annually on a date determined by the Board of Management no later than April 1 annually
- b) The list of events to be conducted at the Championships is as follows.

U'14, U'15 and U'17	U'19, Open and Masters
Board	Board
Swim (can be scored from the Iron)	Swim (can be scored from the Iron)
Iron	Iron
Flags	Flags
Sprint	Sprint
	Ski

c) Mandatory parameters are:

- Competitors can complete in own age group and Open (so max of 2 age groups).
- Competitors must have a current bronze medallion to compete in all age categories, excluding U'14.
- There must be a minimum of 3 competitors in age group category for an award to be presented.

d) Other

Depending upon competitor numbers, events can be considered to be combined as outlined:

- U14's & U15's together (in each of male and female):
  - U17's, U19's & Open together (in each of male and female):
  - Masters
- and
- the Swim can be run as part of the Iron (Swim would be the first leg of the Iron in this case)

e) Scoring

1st Place	6 Points
2nd Place	5 Points
3rd Place	4 Points
4th Place	3 Points
5th Place	2 Points
6th Place	1 Points
Note: For the Iron event points allocated will use a multiplier of 1.5 (ie 1st Place = 9 points)	

## 5.4 TEAM MANAGEMENT

- a) The WSLSC when participating in any carnival or similar function shall appoint a Team Manager of its competitors and other members of the WSLSC selected to represent and/or assist the WSLSC at such carnival.
- b) Every Team Manager so appointed shall be responsible for the proper conduct of himself and of the members under his control, and attend all briefings.
- c) A Manager shall, as far as practicable, remain with the party under his control during the entire period of his manager ship. In the event of the party under his control separating into sections the Team Manager shall be responsible for appointing a member of each and every section to act as his Team Manager of the section.
- d) In the case of mixed gender teams including minors, a chaperone or chaperones shall also be appointed.
- e) In the case of a carnival or similar function conducted under the control of the Life Saving Victoria or SLSA, the name of the Team Manager so appointed shall be notified with the Carnival entries, or, at the latest, before the commencement of the carnival.
- f) The Team Manager shall remain in attendance with his team during the course of such carnival or similar function and shall take action to ensure that competitors under his control report to the Check Marshal immediately they are called upon to do so.

- g) The Team Manager shall report to the Carnival Referee or other nominated official whenever called upon to do so by the Carnival Announcer or other authorised official and shall comply with the directions then given him.

## **5.5 COMPETITIVE RIGHTS, OBLIGATIONS AND QUALIFICATIONS**

- a) WSLSC members and competitors acknowledge and agree that competing in lifesaving events, contests, carnivals and competitions attracts certain rights and obligations, and requires certain qualifications. In relation to rights, obligations and qualifications the following shall apply:
  - (i) Inherent in membership of SLSA, but subject always to gaining the appropriate qualification as prescribed by SLSA and complying with the competition rules issued by SLSA, is the right to enter, participate in events, contests, carnivals and competitions conducted by SLSA.
  - (ii) WSLSC members are obliged to ensure they obtain and maintain the appropriate qualifications, including but not limited to, awards, age limits, patrols, proficiency tests, equipment and limiting disabilities, to enable them to enter and participate in WSLSC events, contests, carnivals and competitions.
  - (iii) WSLSC members acknowledge and agree that should they participate in, and/or use any SLSA equipment in any event, contest, carnival and competition, which has not been licensed, sanctioned or otherwise authorised by SLSA that they will attract disciplinary action under the Regulations which may result in forfeiture of their competitive rights.

## **5.6 TROPHIES, PRIZES AND ELIGIBILITY**

- a) In relation to trophies, prizes whether cash or kind and the eligibility of Individual Member/s representing a section of the Association to compete for or accept such trophies or prizes the following shall apply.
  - (i) WSLSC shall reserve unto itself the authority to determine, from time to time, conditions relative to the acceptability of trophies or prizes, reimbursement of accommodation, travel and other expenses, and eligibility to compete for trophies or prizes.
  - (ii) Wagering or gambling on any competition conducted by the Life Saving Victoria, SLSA or WSLSC is not permitted.
  - (iii) WSLSC or any affiliated WSLSC Association wishing to allocate any “cash prizes” for competition events shall seek the approval of Life Saving Victoria.
  - (iv) “Cash prizes” shall not be awarded by WSLSC for any event at an WSLSC or LSV/SLSA championship carnival.
  - (v) “Cash prizes” shall not be made available from WSLSC general funds, however, sponsor income may be distributed utilising the WSLSC banking account.
  - (vi) Notwithstanding the foregoing, sponsors should be strongly encouraged to provide items of lifesaving gear as prizes rather than cash but where “cash prizes” are presented they shall be portrayed as coming direct from the sponsors.

## 5.7 HONOR BOARDS and RECOGNITION

- a) In relation to Member Recognition the following positions / awards will be acknowledged on permanently displayed Honor Boards

<b>COMPETITION</b>	<b>LIFE SAVING AND ADMINISTRATIVE</b>
U15 Club Championship - Male	President
U15 Club Champions - Female	Secretary
U17 Club Champions - Male	Club Captain
U17 Club Champions - Female	Life Saver of the Year - Junior
Open Club Champions – Male	Life Saver of the Year - Senior
Open Club Champions - Female	Nipper of the Year
U15 Competitor of the Year	Club Person of the Year
U17 Competitor of the Year	President's Award
U19 Competitor of the Year	Life Member
Open Competitor of the Year	
Masters Competitor of the Year	
Most Carnival Points	

## SECTION 6 OTHER

### 6.1 *FINANCE CONTROL*

- a) See WSLSC Constitution Section 23.3 Financial Duties
- b) See WSLSC Constitution Section 28. APPLICATION OF INCOME
- c) See Appendix J

### 6.2 *AUDIT*

- a) See WSLSC Constitution Section 30. AUDITOR
- b) The books and accounts of the WSLSC and any affiliated auxiliary organisations shall be audited at such intervals as may be required **by law** and/or the appropriate State Government Department or Life Saving Victoria. Such audits shall be carried out by an auditor approved to operate in the State of Victoria.
- c) Auditors shall be appointed annually.
- d) To ensure the independence of the audit and therefore the integrity of the accounts, the following rules govern the appointment of an individual as an auditor. The Auditor;
  - (i) must be formally qualified
  - (ii) must be a member of a recognised professional accounting body
  - (iii) must not be a past or present employee of the entity being audited
  - (iv) must not be related to the WSLSC Treasurer or President of the entity being audited
  - (v) must not be related to any person employed as the Administrator or Accountant of the entity being audited
  - (vi) must declare if they are a past or present member of the entity being audited, and such declaration must be included in the minutes of the meeting at which the auditor was appointed

### 6.3 *FEES AND CHARGES*

- a) Fees may be payable annually for affiliation, examination, registration, carnival entry and other general lifesaving costs for the Club, and shall be determined by the Life Saving Victoria from time to time

### 6.4 *FUND RAISING*

- a) The WSLSC and any affiliated auxiliary organisation shall comply with the law with respect to fundraising.
- b) Fundraising authority is vested in the Board of Management which may allocate portions of its responsibilities pertaining to specific projects to the Finance, Social, and/or other special Committees to maintain, direct and/or develop these projects.



- c) The WSLSC is authorised to solicit monetary donation, canvass to any company, firm, newspaper or other business operation or trading or any person within the area of the WSLSC as defined. Similar fund raising shall be permitted outside these areas after prior negotiation and with approval of the Life Saving Victoria.
- d) The area of the WSLSC referred to in (c) above is all that area designated by the Life Saving Victoria.
- e) The Life Saving Victoria shall determine, from time to time, areas from within the area prescribed in (b) above, which shall be referred to as "WSLSC" Fund Raising Areas" and it shall be incumbent upon the WSLSC to adhere to this area in relation to fund raising activities within the designated area.
- f) In the event of any breach of the foregoing provisions of this By-Law, it shall be a condition of continuance of affiliation and/or membership that the WSLSC, member or group of members concerned shall forthwith surrender to the Life Saving Victoria all such monies, and their right thereto, obtained as a result of such breach and the Life Saving Victoria shall thereupon, at its discretion, determine how, and in what proportions (if any) such monies shall be applied. A right of appeal against any decision shall lie with the Life Saving Victoria.

## 6.5 CAPITAL EXPENDITURE

- a) The WSLSC shall notify the Life Saving Victoria of any proposed capital expenditure over \$50 000.00.
- b) Capital expenditure includes alterations, additions or improvements to existing facilities, acquisition of any land, buildings or other property, the building of any new facilities, the building or refurbishment of any other facilities either singularly or in partnership.
- c) Capital expenditure also includes capital expenditure to purchase or invest in any business venture, community project, or other project using WSLSC funds or borrowings. Such notification is to include;
  - (i) a brief outline of the proposed expenditure clearly stating the intended purpose
  - (ii) details of architectural plans (where necessary)
  - (iii) cost estimates with recommendation and justification (3 quotes)
  - (iv) details of recommendation of the above proposal in General Meeting Minutes
  - (v) latest financial information (Profit & Loss & Balance Sheet) prepared in accordance with accrual accounting requirements, and
  - (vi) any other information considered relevant
- d) where financing is required to support the capital expenditure, the WSLSC must provide details of the proposed financing arrangements, and appropriate financial data supporting the capacity to service the proposed debt.
- e) In the situation where future anticipated income (eg future distributions from meals and bar revenue) is being relied upon to service the debt, an independent professionally prepared financial analysis will also be required, including the following;
  - (i) a detailed business plan
  - (ii) cash flow projections for at least five (5) years
  - (iii) market survey/sensitivity analysis confirming the feasibility of the proposal

- (iv) funding arrangements.
- f) Such proposals shall be dealt with in the following manner;
  - (i) proposals shall be assessed by the Life Saving Victoria Board of Finance and Property upon receipt of all relevant information.
  - (ii) the Board may seek external advice.
  - (iii) any such approval (which may be granted or withheld conditionally or unconditionally at the Life Saving Victoria discretion) forms part of the Life Saving Victoria Policy of encouraging responsible financial and asset management, but should not be construed as express or implied advice, or any guarantee, that the proposal is technically, financially or otherwise feasible or responsible.
- g) If the Life Saving Victoria declines to issue and Approval to Proceed it may give reasons for doing so. However, in determining whether to take further action which might result in a subsequent approval by the Life Saving Victoria (for example following Life Saving Victoria's recommendation or conditions of approval), if the applicant must undertake any professional advice. Should the applicant proceed with the expenditure based on any recommendations or conditions made by the Life Saving Victoria, the risk that this might not be appropriate for your circumstances is accepted by the applicant.
- h) See [Appendix J](#) (Section 5) for Purchasing procedures.
- i) See [Appendix K](#) for WSLSC Tender Selection Procedures

## **6.6 TENDER PROCESS FOR GOODS AND SERVICES**

- a) See [Appendix J](#)
- b) See [Appendix K](#) for WSLSC Tender Selection Procedures

## **6.7 USE OF WSLSC GEAR**

- a) See [Appendix G](#)

## **6.8 USE OF WSLSC FACILITIES, KITCHEN, HALL, AMENITIES**

- a) See [Appendix F](#)

## **6.9 PATROL RULES**

- a) See [Appendix D](#)

## **6.10 MEDIA**

- a) The WSLSC President is the designated Club media spokesperson.
- b) The President may, on occasion, nominate a suitable and appropriate club member to represent the club to media.
- c) All media engagements will be reported to the Board of Management at the next Board of Management meeting following the media engagement.

## **6.11 MEMBER ATTENDANCE AT RELATED FUNCTIONS / ACTIVITIES**

- a) See Appendix L

## **6.12 PROCUREMENT PROCEDURES**

- a) See Appendix N

## **6.13 GYMNASIUM MEMBERSHIP, CONDITIONS OF USE AND GUIDELINES AND CODE OF CONDUCT**

- a) Gym membership will be granted at the discretion of the BOM to:

- Active Members and is inclusive of BOM and Life Members
- Club Members based on their voluntary role or contribution to the Club.

All membership is granted pursuant to meeting the gym, 'Terms and Conditions for Gymnasium Use' (see Appendix O), and 'Gymnasium Code of Conduct (see Appendix O)'.

- b) Membership Application Process

- (i) Applicants for gym membership must undertake a gym induction and complete the required membership documentation.
- (ii) Active members 16 years and over may be granted automatic membership by the nominated BOM Member.
- (iii) All members 18 yrs.+ must have a current Working with Children Check.
- (iv) Associate members who apply for membership based on their voluntary contribution to the club must submit the application paperwork to be endorsed by the BOM at the monthly board meeting and pay the set fee.
- (v) Once Membership has been granted access to the gym will be granted via privileges added to the club FOB.
- (vi) Membership will be subject to renewal on an annual basis.
- c) See Appendix O for:
- (i) Club Gymnasium Membership Form
  - (ii) Pre-Activity Questionnaire
  - (iii) Gymnasium Induction Form

## SECTION 7 Discipline, Penalties and Appeals (Refer Appendix C)

### 7.1 JURISDICTION

- a) 7.1-1 The penalising authority for the WSLSC shall be vested in the following;
  - (i) The Board of Management
  - (ii) The Judiciary Committee
  - (iii) The President
  - (iv) The Club Captain
- b) Should the WSLSC decide the alleged offence is beyond the responsibility of the WSLSC, the matter may be referred to the Life Saving Victoria for determination.

### 7.2 DISCIPLINE

- a) The WSLSC may penalise or refer to the Judiciary Committee, a member of any Auxiliary Organisation within its jurisdiction or any member of such who, in the opinion of the WSLSC has practised or counselled any unbecoming conduct or conduct which reflects upon the good name of the WSLSC, the Association or any or all of its Directors, whether at any competition, meeting, function or other activity, or at any other time.
- b) Penalty decisions shall be promptly conveyed in writing to the body or member concerned and it shall be incumbent on the WSLSC to give immediate effect to such decision, and to notify Life Saving Victoria.

### 7.3 PENALTIES

- a) Without limiting the scope of penalties that may be imposed, the form a penalty may take includes;
  - (i) Reprimand - with the offence being recorded in the books of the penalising body;
  - (ii) Suspension - may be applied as a complete or partial suspension of a member's privilege for a definite period or until a definite pre-set goal is reached, and partial suspension could well require the member to carry out all or part of his duties in the WSLSC without being able to avail himself of the normal facilities and privileges of a member. The extent or limit of the penalty must be set by the penalising authority imposing the said penalty, provided that a period of suspension shall not be longer than 5 calendar years from the date of the order.
  - (iii) Termination - WSLSC membership may be terminated because of the prevailing circumstances, and when the extreme action of expulsion is not warranted a member whose membership is terminated may re-apply for membership of the Association at some later time.
  - (iv) Expulsion - from "WSLSC Membership" would be applied only as a response to a very serious offence against the WSLSC, the Association or their principles or ideals.
  - (v) Fines - imposed in such amounts as the penalising authority thinks fit.
  - (vi) Such combination of any of the above as the penalising authority thinks fit.
  - (vii) Such other penalty or penalties as the penalising body thinks fit.

- b) Where an individual WSLSC member is suspended by the WSLSC, he shall forfeit either completely or partially, as may be decided, all privileges as a member of an affiliated WSLSC during the period of his suspension. In the case of complete suspension, a member shall forfeit all rights during the currency of his suspension. Partial suspension shall limit such member's participation in inter-WSLSC or Association activities but shall not interfere with his rights as a WSLSC member.

## **7.4 APPEALS**

- a) Any member penalised by a penalising authority for the WSLSC shall have the right to lodge an appeal against such penalty to the next highest penalising authority within the WSLSC provided that the appeal shall be lodged in writing to the WSLSC within fourteen (14) days of the notification of the penalty and shall set out clearly the grounds of the appeal. The appeal shall be placed before the next highest penalising authority within the WSLSC, and shall be dealt with in the following manner;
  - (i) dismissed and the penalty upheld;
  - (ii) dismissed and a heavier penalty imposed;
  - (iii) upheld and a lighter penalty imposed;
  - (iv) upheld and the appellant exonerated;
- b) Any member penalised by the WSLSC shall have the right to appeal to Life Saving Victoria against the penalty, provided that -
  - (i) such an appeal shall be allowed only after the party concerned has properly availed himself of the rights of appeal to the WSLSC as contained in the Constitution and By-Laws of the WSLSC;
  - (ii) the appeal shall be made within fourteen (14) days of the imposition of the penalty, or if the party concerned has exercised its right of appeal to the WSLSC within fourteen (14) days of the notification of the decision of such appeal;
  - (iii) the appeal shall be made through the WSLSC who shall forthwith refer the appeal to Life Saving Victoria, provided that the WSLSC may at the same time submit any representations on the appeal which it may wish to make;
  - (iv) upon the setting of an appeal hearing, Life Saving Victoria shall either itself or by its Judiciary Committee or by a Committee appointed for the purpose, hear the appeal and communicate its decision in writing to the appellant.
  - (v) pending an appeal hearing by the Life Saving Victoria or by the Life Saving Victoria Judiciary Committee or by a Life Saving Victoria Committee appointed for the purpose, the appropriate Life Saving Victoria representative, after written application by the appellant and only after good cause is shown, may suspend the operation of the penalty until the appeal is heard by the Life Saving Victoria.

## **7.5 REFERENCES**

- a) In addition to the matters set out in Section 7.2 (above) which are of a disciplinary nature, any interested party may submit a Reference or Grievance to the WSLSC upon any matter touching the affairs of the WSLSC, the Association and its members.

- b) Every Reference or Grievance shall be in writing setting out clearly the matters sought to be investigated by the WSLSC, and the Executive shall then decide where such Reference shall be directed.
- c) The hearing of a Reference or Grievance shall proceed in accordance with Appendix C to these By-Laws.
- d) The hearing of any appeal from a decision on a Reference or Grievance shall proceed in accordance with Appendix C to these By-Laws. (Refer to Clause 8 - Appendix C)

## APPENDIX A POSITION DESCRIPTIONS



President V2020  
Final.pdf



Vice President  
V2020 Final.pdf



Secretary V2020  
Final.pdf



Club Captain V2020  
Final.pdf



Director -  
Communications an



Director - Facilities  
V2020 Final.pdf



Director - Finance  
V2020 Final.pdf



Director - Junior  
Activities V2020 Fina



Director - Lifesaving  
V2020 Final.pdf



Director - Member  
& Leadership Develc



Director - Senior  
Sports V2020 Final.p



Director - Training  
V2020 Final.pdf



## APPENDIX B DUTIES AND TASKS



Competiton Officer  
V2020 Final.pdf



Functions Manager  
V2020.pdf



Club Chaplain  
V2020.pdf



Gym Supervisor  
V2020.pdf



Life Member  
Coordinator V2020.i



Member Protection  
Officer V2020.pdf



WHS Officer  
V2020.pdf



Social Secretary  
V2020 Final.pdf



Apparel Manager  
V2020.pdf



Member Registrar  
V2020.pdf

**IRB Officer - TBC**



Gear Steward  
V2020 Final.pdf



First Aid Officer  
V2020 Final.pdf



Competiton Officer  
V2020 Final.pdf



Coaching  
Coordinator V2020 I



Bar Manager  
V2021.pdf



IRB Officer.pdf



Grievance Officer  
circa 2022.pdf

## **APPENDIX C      JUDICIARY COMMITTEE (Rules of Procedure)**

### **1. DEFINITIONS**

In these Rules -

- 1.1 "The Committee" means the Judiciary Committee.
- 1.2 "Secretary" means the Secretary for the time being of the Judiciary Committee.
- 1.3 "Member" for the purposes of these rules of procedure means a member of the Association, and includes a WSLSC, subject to the jurisdiction of Life Saving Victoria or Life Saving Victoria by which the Committee shall have been appointed.
- 1.4 "Reference" includes any complaint against a member of the WSLSC brought by any person, and any dispute under the WSLSC's Constitution and/or rules. The term also includes Grievances brought by a member of the Association against another member.

### **2. JURISDICTION**

- 2.1 The Committee primarily has jurisdiction to hear a Reference of a disciplinary nature referred to it pursuant to By-Law 11.2.
- 2.2 The Committee may also hear References directed to it by the WSLSC Executive or Management Committees pursuant to By-Law 11.5.
- 2.3 Every reference directed to the Judiciary Committee shall be dealt with by that Committee or it may refer the conduct of the Reference to the Life Saving Victoria or Life Saving Victoria-
  - a) in whose area the matter for Reference arises, or
  - b) having the most direct interest in the matters raised by the referenceIf the Reference is referred to a Life Saving Victoria or Life Saving Victoria, that Life Saving Victoria or Life Saving Victoria shall appoint its Judiciary Committee to hear the Reference and proceed in the terms of Rule 3 set out hereunder.
- 2.4 Every person bringing a reference shall have a right to be heard by the Committee provided that-
  - a) he has an interest in the subject matter of the reference;
  - b) his reference is in clear and unambiguous terms.
- 2.5 In every case the committee is required to proceed in accordance with the rules of natural justice.

### **3. PROCEDURE**

The following procedures shall be followed by the Judiciary Committee

- 3.1 Upon receipt of a reference, the Chairman of the Committee or his Delegate may appoint an independent person to act as investigator upon the reference. Such appointment shall be in writing, enclosing a copy of the reference and instructing the investigator to make all relevant enquiries and prepare to assist the Committee within fourteen (14) days.
- 3.2 The investigator, if appointed, shall make all relevant enquiries and shall appear at the time and place appointed for the hearing by the Secretary of the Committee.
- 3.3 Upon receipt of a reference the Secretary shall forthwith appoint the time and place for the hearing suitable to the members of the Committee. He shall give at least seven (7) days notice of the hearing to all interested parties and such notice shall be in or to the effect of the following form;

WARRNAMBOOL SURF LIFGE SAVING CLUB

To: .....

Dear Sir,

You are hereby notified that a meeting of the Judiciary Committee of this WSLSC will be held at ..... on .....20.. at .....a.m./p.m. to enquire into the following matter, referred to the Committee by the WSLSC.

.....  
You are required to be (present) (represented) at that time and place together with such witnesses as you may desire to call.

(Mr/Ms ..... has been appointed pursuant to the WSLSC Constitution and By Laws as an independent investigator to make all relevant enquiries and to appear to assist the Committee at the hearing.) - Optional

The Secretary will, upon receipt of your request in writing, at least five (5) days before the day appointed for the investigation setting out the names and addresses of members of the Association who you desire to call as witnesses, require such members to be present at the investigation. If the time and place appointed are not suitable to you, you may apply for an adjournment by application in writing, to be in my hands at least three (3) days before the time appointed.

In any event, you are required to advise the committee of your intention to attend or not to attend as the case may be, 3 days before the hearing is due to commence.

You are not entitled to legal representation as of right but you may apply at the commencement of the enquiry for such representation, and the Committee may grant or refuse such application as it thinks fit. The same provisions shall apply where representation other than legal representation is required.

Yours faithfully,

Secretary  
Judiciary Committee

- 3.4 The Committee shall have power to require the attendance of any member at any hearing by the Committee. The Secretary shall give reasonable notice to a member informing him of the time and place of the hearing, and that he is required to attend.

- 3.5 In the case of a complaint against a member of the WSLSC who has been suspended, he shall remain under suspension until the decision of the Committee, unless the Chairman of the Committee decides otherwise.
- 3.6 The independent investigator if appointed by the Chairman of the Committee shall make enquiries within a reasonable time.
- 3.7 The Committee shall likewise conduct the enquiry within a reasonable time, subject to any reasonable application for an adjournment in writing and received by the Secretary at least three days before the time fixed for the enquiry.
- 3.8 No interested party shall be entitled to legal representation as of right at the Committee hearing provided always that an application may be made at the commencement of the hearing for such representation. The Committee may grant or refuse such an application as it sees fit. The same provisions shall apply where an application is made for representation other than legal representation, provided that where a minor (U18) member is charged it shall be mandatory for a parent/s or guardian, or an adult approved by the parent(s) or guardian to be invited to attend at all material times, and every effort should be made to encourage these persons to be in attendance in the interests of the minor (U18) member.
- 3.9 Any notice required by the Rules to be given by the Secretary shall be given in writing delivered personally or sent by prepaid post addressed to the member concerned. A notice given by post shall be deemed to have been given on the day following that on which it shall be posted.
- 3.10 Any member who fails without reasonable excuse to comply with the requirements of any notice addressed to him by the Secretary shall be subject to such action as the Executive of the WSLSC, shall, on the report of the Committee think fit.

#### **4. AT THE HEARING**

- 4.1 All interested parties shall be present at the hearing, provided that a hearing may proceed in the absence of an interested party only where the committee is satisfied by evidence that the party had due notice of the meeting and has chosen to be absent from the hearing, or the Committee agrees that it is in the best interest of the party not to be present.
- 4.2 A quorum of the Committee shall be three (3) members.
- 4.3 In the case of a complaint against a member, all witnesses other than the member concerned must remain out of the hearing until called upon to give evidence.
- 4.4 The independent investigator, if appointed, shall be present to assist the Committee.
- 4.5 The reference to the Committee shall be read by the Chairman.
- 4.6 The independent investigator, if appointed, shall present relevant evidence, including the calling of witnesses. Any submissions by the investigator, or documentary evidence submitted by him, shall be given whatever weight the Committee thinks fit, subject always to the consideration that oral evidence from a witness may be of more weight than other forms of evidence. If the independent investigator is not appointed, the Committee itself shall receive the evidence relevant to the reference.
- 4.7 The person who is the subject of the reference shall then present relevant evidence on his own behalf.
- 4.8 In all cases where witnesses are called they shall be examined by the party (if any) on whose behalf they have been called, and then cross-examined by the other interested parties to the reference. The party calling the witness shall have the right to re-examine the witness. The Committee members may ask questions of the witness, but no other examination or cross-examination of that witness shall be allowed except by leave of the Chairman.  
Such cross-examination may be conducted through the Chairman and/or by telephone or other multi-media as determined by the Committee.
- 4.9 The Committee may, in its discretion, refuse to admit evidence which is irrelevant or of so little weight as to be properly excluded.

4.10 At the conclusion of all the evidence, each interested party and the investigator, if appointed, may make submissions to the Committee in such speaking order as the Chairman may direct. Right of reply by any party shall be at the discretion of the Chairman.

#### **5. AT THE CONCLUSION OF THE HEARING**

- 5.1 The Committee shall meet in camera after the hearing has been completed and formulate its findings.
- 5.2 The findings of the Committee and the order or penalty agreed upon may be by the majority, with the Chairman having a casting vote in the event of a tied decision. The minority may furnish separate findings, but the majority findings and order or penalty shall be deemed to be the decision of the Committee.

#### **6. DETERMINATION OF ANY PENALTY**

- 6.1 The Chairperson or other member of the Committee shall deliver the Committee's findings in the presence of such interested parties who wish to attend.
- 6.2 If an adverse finding is delivered, the party against whom the finding has been made, shall be invited to make submissions on penalty.
- 6.3 The Committee shall make any determinations of penalty as may be required and it sees fit. If necessary, the Committee may meet again in camera to consider a penalty.

#### **7. NOTIFICATION**

- 7.1 The Secretary of the Committee shall forthwith give notice of the decision of the Committee to all interested parties, together with notice of any made order or penalty imposed, which upon being confirmed by the appointing authority shall become effective forthwith.
- 7.2 The Committee shall furnish its report at the first meeting of the appointing authority after the hearing is completed. That authority shall either confirm the decision of the Committee or proceed according to the next succeeding paragraph.
- 7.3 The decision of the Committee cannot be altered by the appointing authority, but a two-thirds majority of those present and voting at the meeting may return the reference to the Committee for further consideration or the hearing of additional evidence. The grounds of such return of the reference shall be clearly stated.
- 7.4 A person exonerated by the Committee may start under protest at any Carnival or Association event held before the meeting of the appointing authority at which the Committee's decision is presented for confirmation or return as the case may be.

#### **8. APPEALS**

- 8.1 Any person aggrieved by a decision of the Committee upon a Reference has a right to appeal to the next highest authority from that which appointed the committee which conducted the hearing within twenty-eight (28) days of being notified of a decision in writing.

## **APPENDIX D      STANDING ORDERS AT MEETINGS AND RULES OF DEBATE**

### **1. GENERAL**

- 1.1 The undermentioned Rules shall apply to the conduct of all meetings of the Council, and Committees.
- 1.2 For the purpose of these Rules, the word "member" shall refer to members of the WSLSC.

### **2. CHAIRMAN'S AUTHORITY**

- 2.1 Whenever the Chairman rises during debate, the member then speaking shall be silent and resume his seat.
- 2.2 In the case of any remark considered by the Chairman to be offensive or imputing improper motives, the Chairman may call upon a speaker to withdraw and apologise.
- 2.3 The Chairman may call a member to order. If such member persists in being disorderly, he may call upon such member to withdraw from the meeting.
- 2.4 It shall not be permissible to dispute the Chairman's rulings, or move a motion of dissent from his ruling, on matters of procedure and points of order.

### **3. DEBATE**

- 3.1 Any member desiring to speak shall stand up and address the Chairman.
- 3.2 If two or more members rise to speak at the one time, the Chairman shall decide which is entitled to priority.
- 3.3 The meeting may decide that a particular person shall or shall not be heard, provided that a motion of this nature shall not be debated.
- 3.4 No member shall interrupt another while speaking except to raise to a point of order.
- 3.5 No speaker shall digress from the subject under discussion.
- 3.6 No member shall use offensive or unbecoming words.
- 3.7 During the debate, a member may raise a point of order whereupon the member then speaking shall resume his seat until the point of order has been decided.
- 3.8 It shall be competent for any member to move a motion of dissent from the Chairman's ruling other than on matters of procedure and points of order. The mover of a motion of dissent shall concisely state his point. The seconder and Chairman only may then speak to the motion;
  - a) At any time during the debate, a member may move "that the question be now put" provided the Chairman is satisfied that reasonable time for debate of the original motion has been allowed. The motion shall be put without debate - it need not be seconded. This motion may be applied to an amendment, in which case it is the amendment which is immediately put to the vote. It shall not be competent for the mover, seconder or any person who has spoken to the original motion or amendment to move "that the question be now put".
  - b) If carried, the original motion shall be put to the vote without further debate except that the mover thereof shall have the right of reply; if lost, the debate may proceed.
  - c) A member may move the adjournment of the debate to a subsequent meeting. If the motion for adjournment is lost, the mover thereof shall not be allowed to speak again on the question under debate. If carried, the mover shall have the right of resuming the debate at the ensuing meeting and the mover of the original motion shall have the right of reply.

### **4. MOTIONS AND AMENDMENTS**

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

- 4.2 The mover of a motion shall not occupy more than ten minutes nor any other speaker more than five minutes; provided that the meeting may, by resolution, without debate, grant an extension of time to any speaker.
- 4.3 No member may speak more than once to a motion except with the Chairman's permission, in explanation or reply, or to ask a question provided that he may speak again on any amendment to the motion.
- 4.4 The mover of a motion's right of reply shall be exercisable at the end of the debate.
- 4.5 The mover of an original motion must get the consent of his seconder, and the approval of the meeting, before making any alteration to the wording of his motion.
- 4.6 Any member (other than as provided in Rule 4.7 herein) may move an amendment to a motion, provided it is not a direct negative of the motion proposed.
- 4.7 The mover or seconder of a motion may not move or second an amendment to it but may speak on any such amendment and vote in favour of it.
- 4.8 A particular member may move or second one amendment only to each motion, but may speak on amendments moved by others.
- 4.9 An amendment having been moved, it shall not be competent to move any further amendment, provided that notice may be given of intention to move a further amendment when the previous amendment has been determined. Only one amendment can be considered at the one time.
- 4.10 If there is an indication of more than one amendment to be brought forward, the mover of the original motion may elect to reply at the end of the debate on the first amendment.
- 4.11 The mover of an amendment has no right of reply.
- 4.12 A member who formally seconds a motion or amendment without speaking may speak in support at a subsequent stage of the debate.
- 4.13 Amendments shall be put to the meeting before the motion is put, and shall be committed to the meeting in the order in which they are received.
- 4.14 When an amendment is carried the motion as amended becomes the motion before the meeting.
- 4.15 Motions and amendments can be withdrawn only when a majority of those present at the meeting consent. A motion for withdrawal is open to debate, which however must be confined to the matter of withdrawal.
- 4.16 If, after a motion has been determined, it is considered in the general interest that the matter should be re-opened for discussion before the termination of the same meeting, the meeting may, by unanimous vote, order its recommittal.

## **5. VOTING**

- 5.1 Voting shall be by the voices, or at the discretion of the Chairman or at the request of any member, by show of hands or by secret ballot.
- 5.2 Any member, supported by not less than three others, may call for a division, in which case members shall move to the right or left of the Chairman, as directed by him.
- 5.3 In the event of a division any member declining to vote shall elect to retire behind the Chairman or have his vote counted in the negative.
- 5.4 The Chairman may appoint tellers to assist him in counting a vote.



## APPENDIX E PATROL RULES

The patrol season shall be as decided by the Life Saving Victoria, annually. The method of patrol duties shall be determined by the Management Committee prior to the commencement of each Season.

1. Active Members shall attend patrols as rostered or appointed provided that:-
  - a) Active Youth Member shall be eligible for duties only commensurate with their qualifications;
  - b) A member desirous of transferring from one Patrol to another shall do so only with the consent of the Captain of the WSLSC;
  - c) It shall be permissible to appoint a substitute, when unable to attend, the member appointing such substitute to be responsible in the event of the substitute not attending;
  - d) Representation at any Carnival as a Selected Competitor or Carnival Official or at any demonstration or meeting of the Association does not constitute attendance and it shall be the responsibility of the individual to arrange substitution in these instances;
  - e) Exemption for patrol duty may be granted by the Captain in special circumstances but for extended periods of exemption written application shall be made to the Committee who shall decide the issue;
  - f) At each Meeting of the Management Committee a report, taken from the Patrol Register, shall be tabled by the Club Captain or his deputy indicating any breaches that require investigation as provided for in By-Law 6/6.8.
2. The first Patrol on duty shall see that all lifesaving gear including operational IRB is placed in position on the beach and the last Patrol on duty shall return such gear to the appropriate WSLSC storage area.
3. The Patrol shall assemble in the WSLSC Patrol Tower five (5) minutes before the appointed hour to commence duty unless it is the first patrol of the day, in which case it shall assemble 15 minutes before the appointed hour.
4. A member who is late for Patrol duty or who misses a Patrol without notifying his Patrol Captain or the Club Captain may be allotted a Penalty Patrol or other duties at the discretion of the Club Captain. Failure to attend penalty patrol incurs automatic suspension until the next WSLSC Meeting.
5. Patrol members shall wear Association Caps and other dress as directed by the Association.
6. Before the Patrol commences duty, the Patrol Captain shall detail the position each man is to take in the event of rescues, allocate qualified IRB personnel to the IRB, and shall detail a member to tower or lookout duty.
7. In the absence of the Patrol Captain the Patrol Vice-Captain shall have like power and authority.
8. Members of Patrol and activities of the patrol are under the control and direction of the Patrol Captain, and members are not allowed to leave the patrolled area unless extenuating circumstances arise and then must first obtain permission from their Patrol Captain.
9. In the event of the Patrol having finished its term of duty, and the succeeding Patrol failing to relieve it, the Patrol Captain shall ensure that an adequate Patrol is maintained, whilst he reports to the Club Captain.
10. Patrol Captains are held responsible for the efficiency of their Patrols, and are required to record in the Patrol Register the names of absentees from their Patrols, and any irregularity such as being late, leaving early or not being in the regulation dress.
11. Patrol Captains shall regularly test their Patrol on their ability and knowledge of the resuscitation methods and rescue procedures utilising the gear on patrol.
12. A member shall obey his Patrol Captains, either in the actual work of lifesaving, or any other duty associated with the activities of the Patrol within the WSLSC. WSLSCs are reminded of requirements as

per the Association's Memorandum of Association, Articles of Association and Rules & Regulations - Patrol Exemption Policy

In relation to patrol duties the following shall apply:-

- a) Members, WSLSCs and the Association generally, must recognise the obligation of all members to perform patrol duties and/or other duties within the Surf Life Saving structure.
  - b) Exemptions from patrol, or other duties, may only be granted in the most exceptional of circumstances.
  - c) WSLSCs may provide exemptions for senior WSLSC Directors and persons whose WSLSC duties are such that exemption is provided in the WSLSC Constitution and By-Laws or, by special resolution of a General Meeting of the WSLSC.
  - d) The Association may provide exemption from all - or part - of WSLSC patrol duties for members of the Board of Surf Life Saving, senior Association Directors or, members of Association patrols or rescue services.
  - e) Under no circumstances shall competitors be granted patrol, or WSLSC duty exemptions, solely upon competition reasons.
  - f) Any patrol, or duty exemption, granted by a WSLSC - unless those provided for in (c) and (d) above must be immediately submitted for ratification to the Association (Life Saving Victoria or State) stating names and reasons for exemption.
13. Patrol Captains are required to ensure that the Patrol, Radio and IRB logs are completed.
  14. Patrol Captains are to ensure that motorised equipment is driven only by members with the appropriate licences.

NOTE: Providing the spirit of these Rules are not minimised in any manner, WSLSCs may see fit to provide for their own problems in relation to patrols.

## **APPENDIX F      WSLSC CLUB HOUSE RULES**

1. The benefits of WSLSC privileges shall be permitted only to members of the WSLSC and such Association visitors as are approved by the President, Club Captain and/or written approval of the Secretary.
2. Allocation of accommodation shall be determined by the President.
3. Junior Active members shall be permitted to stay in the WSLSC Club House on weekends during the season providing, there are two or more, and a Senior Active Member or Senior Committee member is present. Junior Active Members shall not be permitted to stay in the WSLSC Club House on weekends during the winter season unless a Senior Active Member or Senior Committee Member is present.
4. Any member who is desiring to stay at the WSLSC Club House other than weekends and Public Holidays shall make written application to the Secretary providing at least ten (10) days notice is given and providing that any such privilege shall not be extended beyond three (3) consecutive weeks.
5. Unseemly conduct likely to interfere with the comfort of other members of the WSLSC shall not be tolerated, and members are requested to assist in preventing such conduct.
6. Damage occasioned to WSLSC Club House facilities shall be subject to investigation and decision of liability by the WSLSC Executive.
7. Members shall use their individual efforts in preserving the cleanliness of the WSLSC Club House
8. Any refusal of WSLSC Club House duties shall be dealt with by the WSLSC Executive
9. Bad language shall not be tolerated in the WSLSC Club House.
10. Pets shall not be allowed in the WSLSC Club House
11. WSLSC Club House keys (Fobs) shall be in the control of the, WSLSC Administrator, WSLSC Secretary and Director - Finance.
12. Wet swimming attire and wetsuits shall not be permitted into the upstairs area nor allowed to remain in the toilets/bathrooms.
13. Foodstuffs shall not be brought onto WSLSC premises or stored or consumed therein except in the kitchen or such other areas as may be designated from time to time by the Board of Management.
14. Liquor may only be consumed in the WSLSC Club House at an organised function sanctioned by the Board of Management.
15. The First Aid Officer, his assistants and patients are the only persons permitted in the First Aid Room. First Aid equipment shall be used for first aid purposes only.
16. Junior (Nippers) members shall only be permitted in the upstairs area of the WSLSC Club House whilst under the supervision of a parent, Team Manager or whilst engaged in approved training.

## **APPENDIX G      GEAR RULES**

### **1. BOARD & SKI**

- 1.1 Board & Ski owned by the WSLSC or its members shall be stored under the control of the Craft Captain.
- 1.2 Members shall not use other members' Board & Ski without prior approval of the owner.
- 1.3 Members shall not use WSLSC gear without prior approval of the Craft Captain, , Club Captain or Director - Training, and be proficient in the use of the craft or under instruction of a Proficient Member.
- 1.4 The Skis and Boards shall never be launched or brought in near the marked surf bathing area or buffer area, nor where bathers are likely to be encountered.

### **2. SURF BOAT**

- 2.1 The Surf Boat shall not be used for any other purpose than Surf Life Saving and the practice thereof, and the instruction in rowing, except with the permission of the Executive committee.
- 2.2 No members of the WSLSC shall use the boat unless it is in charge of the Surf Boat Captain, Surf Boat Vice Captain or Club Captain, except that if these Directors or Office Bearers are unavailable, one of them may grant permission to a member of the WSLSC (who in his opinion is qualified to do so) to take charge of a Boat and such member shall be responsible to the Management Committee for the conduct of the crew and the manner in which the Boat is used while it is under his control and for each breach of the Surf Boat By-Laws.
- 2.3 Save in the case of rescues, No person other than WSLSC members, shall be allowed in a Boat, except with the approval of the Surf Boat Captain or his Deputies.
- 2.4 The Boat shall not be taken away from the area patrolled by the WSLSC without the special permission of the Management Committee except for the express purpose of rescuing persons in danger in the vicinity of that area or for training purposes or for Carnivals.
- 2.5 The Boat and gear shall be housed in the Boat shed provided for that purpose and securely locked up, or a designated storage place approved by the Management Committee. The Surf Boat crew shall be responsible for its return to the shed/storage place and shall report to the Committee in writing any damage to or loss of gear that may have occurred.
- 2.6 Members, except those on patrol, may be called upon to assist in getting the Boat in and out of the water, and a refusal to do so will be a matter for report to the Management Committee for action thereon.
- 2.7 No more than a boat crew of five (5) or less than that number shall be taken in a Boat unless under special circumstances.
- 2.8 The Boat shall never be launched or brought in near the marked surf bathing area or buffer area, nor where bathers are likely to be encountered.

### **3. POWER BOAT RESCUE CRAFT**

The IRB Officer shall:-

- 3.1 be responsible for the general maintenance and up-keep of all powered surf rescue craft and equipment.
- 3.2 at all times ensure that the IRB is ready for patrols and adequate fuel is on hand.
- 3.3 in consultation with Club Captain, be in charge of all powered surf rescue craft operations.
- 3.4 have an IRB in attendance at all examinations where directed by the Club Captain.
- 3.5 have an IRB in attendance at the buoys on all occasions that surf events or tests are being held.

## **APPENDIX H JUNIOR (NIPPER) ACTIVITIES COMMITTEE RULES**

### **1. APPOINTMENT, OBJECTS, COMPETITION, MEETINGS AND PROCEDURES.**

#### **1.1 Appointment**

The WSLSC, Board of Management shall endorse the appointment of a Junior Activities Committee (hereinafter referred to as the JAC), as provided for in By-Law 3.4 of current financial members of the WSLSC who are interested in the objects and duties of the JAC.

#### **1.2 The Objects and Duties of the JAC shall be:**

- a) the responsibility for the conduct and co-ordination of all matters relating to Junior Activities.
- b) to provide for Junior (Nipper) members an educational experience in a wide range of subjects and skills within the aquatic/marine environment.
- c) to prepare Junior (Nipper) members for their eventual transition to the marine and patrol environment of the Senior section of the Movement
- d) to provide for the instruction and the conduct of examinations of Junior (Nipper) members willing to gain the Junior Age Awards.
- e) to organise, in conjunction with the WSLSC, the instruction and/or examination of Junior (Nipper) members willing to gain the Resuscitation Certificate, and/or the Surf Life Saving Certificate of the SLSA of A.
- f) to provide rules and regulations for the conduct of Junior Activities for Junior (Nipper) members who have attained the age of seven (7) but who have not attained the age of fourteen (14) years as per Section 10 – Members, Sub Section 1(b) – Junior Members (“Nipper”)
- g) to endeavour to raise finance to provide for the foregoing objects.

#### **1.3 Management and Composition**

- a) The JAC shall be responsible for the management of Junior Activities and shall be comprised of current financial members who have applied to the Management Committee for membership of the JAC and been endorsed. Group applications are also acceptable.
- b) The Chairman of the JAC shall be a Director of the WSLSC and shall be elected at the AGM of the WSLSC
- c) The JAC shall elect all or any of the following Officers to conduct the activities of the JAC – Deputy Chairman, Secretary, Treasurer, Registrar, Education Officer, Carnival Nomination Officer, Clothing Co-ordinator, Awards Officer, Team Manager, Gear Steward, Chief Water Safety Officer, Canteen Co-ordinator and Age Group Managers.
- d) The JAC decisions shall be subject to ratification of the WSLSC and the general rules of Committee control as provided for in By-Law 6.1.
- e) An Executive shall be responsible for JAC decisions between JAC meetings, and shall be comprised of the Chairman, the Deputy Chairman, the Secretary, the Treasurer, the Registrar, the Awards Officer and the Team Manager.

#### **1.4 Meetings of the JAC**

- a) The Annual Meeting of the JAC shall be held prior to the WSLSC Annual General Meeting with the following agenda:
  - Attendances
  - Apologies
  - Annual Report of Activities
  - Endorsement of Director of Junior Activities
  - Nomination(s)
  - Election of Directors and Officers

- Meeting dates
- b) JAC meetings which shall be held at the discretion of the Chairman of the JAC with the following agenda-
  - Attendances
  - Apologies
  - Confirmation of Minutes of previous Meeting
  - Business Arising
  - Correspondence
  - Reports
  - General Business
- c) Executive Meetings may be held as required to deal with urgent matters providing decisions are subject to ratification by a JAC meeting, and if necessary, the WSLSC.
- d) Special Meetings with a specific agenda may be held at the discretion of the Chairman or the JAC.
- e) A quorum shall be as provided for in the WSLSC Constitution.
- f) Voting at meetings of the JAC shall be limited to currently endorsed members of the JAC

#### 1.5 Elections

- a) Nominations for the Election of Directors and Officers shall be in writing and signed by the nominee signifying his willingness to stand for election and lodged with the WSLSC Secretary three (3) weeks prior to the Annual Meeting of the JAC.
- b) If the number of candidates for any one office exceeds one, a decision shall be determined by secret ballot of the members present and voting at the meeting.

#### 1.6 Finance

- a) The WSLSC Treasurer, and where convenient assisted by the JA Treasurer, shall receive all monies, issue receipts and bank such monies to the account of the WSLSC to be used for WSLSC endorsed Junior Activities.
- b) Payment of accounts shall be effected by the WSLSC Treasurer, following checking of the accounts by the JA treasurer.
- c) Credit and Debit ledgers shall be established and maintained by the JAC to determine the financial standing of the JAC in relation to the WSLSC.
- d) The finance of the JAC shall be supported by means approved by the WSLSC which shall include a WSLSC budget allowance, donations, capitation levies, carnivals, socials and other functions.

#### 1.7 Competition

- a) The JAC shall have power to regulate all Intra-WSLSC competitions providing such competition has been approved by the WSLSC.
- b) No Inter-WSLSC contest or competition shall be held without the approval of the WSLSC and the Life Saving Victoria.
- c) All Junior competitors shall wear protective clothing approved by the Association in all water activities as directed by the Life Saving Victoria.
- d) A Sub-Committee comprised of the Age Managers and the Team Manager shall select the competitors and teams for all inter/intra WSLSC competitions and carnivals and may alter such selections at its discretion, and its decision shall be final.

#### 1.8 Discipline

The conduct of members who participate in Junior Activities shall be subject to the control of the JAC in the first instance, provided that any disciplinary actions are subject to review by the WSLSC.

## 2. DIRECTOR AND OFFICER DUTIES

### 2.1 The Director of Junior Activities shall

- (a) chair all meetings of the Committee at which he is present and shall exercise a general supervision over the affairs of the JAC.

- (b) when presiding at a meeting, have a deliberative and a casting vote.
  - (c) represent the JAC on the Life Saving Victoria JAB.
  - (d) submit regular reports to WSLSC Management Committee
  - (e) submit an Annual Report of the JAC to the WSLSC, and
- 2.2 The Junior Activities Deputy Chairman shall
- (a) in the absence of the Chairman perform all the duties usually undertaken by the Chairman.
- 2.3 The Junior Activities Secretary shall
- (a) attend to all the correspondence,
  - (b) attend all meetings, record the minutes of the meetings in a Minute Book and assist in the preparation of the Reports, and
  - (c) issue notices of meetings and any circulars of matters of interest to the JAC in conjunction with the WSLSC Secretary.
- 2.4 The Junior Activities Treasurer shall
- (a) shall provide and seek the co-operation of the Director of Finance
  - (b) ensure all nomination fees are paid **prior to entry** into Carnival Manager by the Carnival Nomination Officer
  - (a) shall be responsible for the overall supervision of any financial commitments of the JAC, and
  - (b) submit reports and budgets to the JAC.
- 2.5 The Junior Activities Registrar shall
- (a) be responsible for keeping a true and correct record of the birth dates of all Juniors (nippers),
  - (b) be responsible for compiling the registration of all competitors for annual submission to the Registrar of the Life Saving Victoria, and
  - (c) provide other relevant information as required
- 2.6 The Junior Activities Awards Officer shall
- (a) be responsible for the training and examination arrangements for the Junior Age Awards, and
  - (b) be responsible to and work in conjunction with the WSLSC Director of Education
- 2.7 The Junior Activities Team Manager shall
- (a) be responsible for the control and conduct of the competitors
  - (b) submit a team report following each major carnivals
  - (c) be responsible for or delegate the recording of attendance of the competitors at Carnivals
  - (d) be responsible for preparing the age competitors and teams as selected by the Selection Committee for their respective events
  - (e) be responsible for lodging all protests as per the Association Handbook, and
  - (f) be assisted by an assistant JA Team Manager and the JA Age Managers.
- 2.8 The Junior Activities Gear Steward shall
- (a) be responsible for all the JAC equipment, making sure such equipment is in good condition and repair and properly housed, and
  - (b) co-ordinate beach setup for training.
- 2.9 The Junior Activities Chief Water Safety Officer shall
- (a) be responsible for water safety at JAC training days.
- 2.10 The Junior Activities Education Officer shall
- (a) be responsible for organising specific educational programs and events to further the education of the JAC membership.
- 2.11 The Junior Activities Carnival Nomination Officer shall
- (a) be responsible for Carnival nominations in conjunction with the JA Age Managers and JA Team Manager, and
  - (b) be responsible for ensuring that all nomination fees are paid **prior** to entering into Carnival Manager (in conjunctions with the JAC Treasurer).
- 2.12 The Junior Activities Clothing Co-Ordinator shall

- (a) be responsible for obtaining and marketing uniforms and clothing following decisions by the JAC and Management Committee

2.13 The Junior Activities Canteen Co-ordinator (or Committee) shall

- (a) be responsible for provisioning the canteen and subsequent marketing activities

2.14 The Junior Activities Age Managers shall

- (a) prepare programs and work in conjunction with the JA Awards Officer in his duties
- (b) act as an assistant to the JA Team Manager during the performance of his duties, and
- (c) ensure Junior competitors are at the marshalling area at the prescribed time for Carnival events

### **3. MEMBERSHIP**

3.1 To participate in Junior Activities at Warrnambool SLSC all shall be members of the Warrnambool SLSC.

3.2 All applicants for membership of Warrnambool SLSC shall be required to complete the prescribed SLSC forms and pay the required fee as determined by the Management Committee.

3.3 Any Nipper applicant for membership shall be accompanied by a Parent or Guardian applicant for membership of some type depending on their qualifications ie. Associate, Award, Active Reserve, etc., provided that one parent or guardian is acceptable for more than one Nipper in the same family.



# **APPENDIX I FINANCE, AUDIT AND FINANCIAL RISK COMMITTEE**

## Terms of Reference

### **1. Foundation**

#### **1.1. Title**

- 1.1 The name of the Committee shall be the 'Warrnambool Surf Life Saving Club Inc. Finance, Audit and Financial Risk Committee'.

#### **1.2. Purpose**

- 1.2-1 The Finance Audit and Risk Committee (the Committee) appointed by the Board assists the Board in fulfilling its oversight responsibilities relating to the:
- i. preparation and integrity of the WSLSC's financial accounts and statements;
  - ii. internal controls, policies and procedures that the WSLSC uses to identify and manage financial risks;
  - iii. WSLSC insurance activities;
  - iv. qualifications, independence, engagement, fees and performance of the WSLSC's External Auditor;
  - v. External Auditor's annual audit of the WSLSC's financial statements; and
  - vi. WSLSC's compliance with legal, regulatory requirements and compliance policies.

The existence of the Committee does not imply the fragmentation or diminution of the role of the Board to ensure the integrity of the WSLSC's financial reporting.

#### **1.3. Authority**

- 1.3-1 The Board has authorised the Committee, within the scope of their duties and responsibilities set out in this charter to:
- i. perform the activities required to address its responsibilities and make recommendations to the Board;
  - ii. resolve any disagreement between Management and the External Auditor, with areas of significant disagreement advised to the Board;
  - iii. select, engage, and approve fees for any professional advisers that the Committee may require to carry out its duties;
  - iv. require the attendance of any WSLSC Director or staff member at meetings as appropriate; and
  - v. have unrestricted access to management, employees and information it considers relevant to its responsibilities under this charter.

#### **1.4. Membership**

- 1.4-1 The Committee appointed by the Board shall comprise at least three members of which at least one must be a Board member.
- 1.4-2 The majority of the committee's members must not be members of the Board.
- 1.4-3 The Chairman of the Board must not be a member of the Committee.
- 1.4-4 The Committee Members shall be:
  - i. "financially literate" as defined by the Board (i.e. able to read and understand financial statements and challenge information presented in Committee meetings); and
  - ii. at least one Member shall have "accounting or related financial expertise" as defined by the Board and be a CPA or Chartered Accountant.
- 1.4-5 Committee member rotation is encouraged.
- 1.4-6 The Board of Management Secretary or their designate is the Committee Secretary.

#### **1.5. Chairman**

- 1.5-1 Following consultation with the Directors, the Board President proposes the Committee Chairman for approval by the Board.
- 1.5-2 Should the Committee Chairman be absent from a meeting, the Committee Members present must appoint a Chairman for that particular meeting.

#### **1.6. Meetings**

- 1.6-1 The Committee must meet at least four times per year and participants may attend by video conference and/or teleconference.
- 1.6-2 The Committee Chairman, any Committee Member or the Committee Secretary may call a meeting of the Committee.

#### **1.7. Meeting Attendance**

- 1.7-1 Any person may be invited by the Committee Chairman to attend meetings of the Committee, but not necessarily for the full duration of the meeting. A standing invitation shall be issued to:
  - i. President
  - ii. Director - Finance
  - iii. Engagement Partners of the External Audit Firm

#### **1.8. Quorum and Voting**

- 1.8-1 A quorum must consist of two members of the Committee.
- 1.8-2 The Committee Chairman shall not have a second or casting vote

## **1.9. Minutes**

- 1.9-1 The Committee Secretary or delegate must prepare the minutes of the Committee within seven (7) working days.
- 1.9-2 After the Committee Chairman has given preliminary approval, the draft minutes are circulated to all Committee members and the other Directors.

## **1.10. Reviews**

- 1.10-1 The Committee will review at least biannually this Committee charter and recommend to the Board for approval any appropriate amendments.

## **2. Duties and Responsibilities**

In assisting the Board in fulfilling their responsibilities, the duties of the Committee shall be:

### **2.1. Assessment of financial information**

- i. Review any significant accounting and reporting issues, including professional and regulatory announcements and to understand their effect on the WSLSC's financial statements.
- ii. Review the Board Financial reports each Quarter and address any financial concerns. This will include a discussion of the cash flow situation.
- iii. Review the annual financial statements of the WSLSC which require approval of the Board and discussion of the financial statements with the External Auditor and management before submission to the Board.
- iv. Review, at least annually, the written attestations provided by the President and Director - Finance.
- v. Review, for potential conflicts of interest situations, and pre-approve all related party transactions on an on-going basis.

### **2.2. External Auditor**

- 2.2-1 Recommend to the Board the appointment, evaluation and dismissal of the External Auditor, including independence matters.
- 2.2-2 Review and approve the External Auditor's proposed audit plan and audit approach, including materiality levels.
- 2.2-3 Review and agree on the terms of engagement and the audit fees for the External Auditor prior to the commencement of each audit.
- 2.2-4 Review the External Auditor's summary management report, detailing the results and significant findings from the audit, and management responses.

2.2-5 Create the opportunity to meet with the External Auditor, without management present.

### **2.3. Financial Risks and Internal Controls**

2.3-1 Recommend the approval of the WSLSC's Financial Risk Management policy to the Board and oversee the financial risk management and its resourcing.

2.3-2 Recommend to the Board and monitor the WSLSC's financial risk profile developed by management, covering the principal enterprise-wide risks, including strategic, legal and financial.

2.3-3 Review the operational effectiveness of the policies and procedures to risk and the WSLSC's internal control environment.

2.3-4 Review the effectiveness of the WSLSC's insurance activities.

### **2.4. Compliance**

2.4-1 Review the effectiveness of the WSLSC's approach to achieving compliance with laws, regulations, industry codes and WSLSC policies.

2.4-2 Review any correspondence from regulatory bodies regarding significant issues.

2.4-3 Ensure that there is a process for the Board President and Committee Chairman to be immediately informed of any issues of significant non-compliance or litigation; when implemented

### **2.5. Reporting**

2.5-1 The Committee Chairman will report to the Board on the Committee meetings regarding all relevant matters and appropriate recommendations for noting or approval by the Board.

2.5-2 The Committee Chairman will ensure that the Board President and the Board are immediately informed of matters that may impact significantly on the financial condition or reputation of the WSLSC.

### **3. Finance, Audit and Financial Risk Committee Annual Agenda**

<b>Action</b>	<b>Frequency</b>
<b><u>Structure and skills</u></b>	
Review Audit and Risk Committee Terms of Reference and Annual Agenda	Annually
Assess Committee's independence, financial literacy, skills and experience	Annually
Establish number of meetings for year	Annually
Committee Chairman to establish meeting agenda and required attendees	As Required
<b><u>Assessment of financial information</u></b>	
Review the Board Financial reports and address any financial concerns. This will include a discussion of the cash flow situation.	Quarterly
Review significant accounting & reporting issues	As Required
Review financial matters affecting the year end	Annually
Review and approve annual financial statements	Annually
Review attestations of the CEO and CFO/FM for Australian reporting standards	Annually
Review with Management its evaluation of the Organisation's internal control structure and procedures for financial reporting, including any significant deficiencies or material weaknesses	Annually
Review and discuss any reports submitted by the External Auditor detailing any instances of fraud or possible illegal acts on the part of Senior Management	Annually
Review process, policies and procedures for continuous disclosure obligations	Annually
Review conflicts of interest and related party transactions	Annually
<b><u>External Auditors</u></b>	
Recommend appointment and review performance	Annually
Review audit plan and scope of audit work and any changes thereto	Annually
Approve audit fees and terms of engagement	Annually
Consider policy in relation to non-audit services	Annually
Consider policy in relation to non-audit services	Annually
Consider objectively the independence of the External Auditor, including obtaining written confirmation of their independence	Annually
Review the External Auditor's report and findings and progress on Management actions	Annually
Discuss any significant changes in accounting standards	Annually

Discuss appropriateness of accounting policies, estimates and judgments	Annually
Discuss the External Auditors' view on control environment, including fraud risk management	Annually
Resolve any disagreement between Management and the External Auditor in the financial reporting and report any significant issues to the Board	Annually
Discuss issues with the External Auditor in the absence of Management	Annually
<b><u>Financial Risk and Internal Controls</u></b>	
Recommend the approval of the Financial risk management policy to the Board	Annually
Review and monitor Financial risks and internal controls and report to the Board	Annually
Review insurance activities	Annually
<b><u>Reporting</u></b>	
Maintain minutes and report to the Board	As Required

## **APPENDIX J      FINANCIAL CONTROL**

### In Practice:

#### **1      Bank Accounts & On Line EFT**

- 1.1      All bank accounts and on line EFT's are to approved by the Director - Finance plus one of 4 authorised Club Executive

#### **2      Budgeting**

- 2.1-1      Preliminary Budget prepared by area Director and discussed with the Director - Finance, no later than July
- 2.1-2      Presented to WSLSC Board of Management for adjustment, no later than August
- 2.1-3      WSLSC Board of Management confirm Club budget, annually in September
- 2.1-4      Recommended Variances and current status are reported at each WSLSC Board of Management meeting and documented accordingly.

#### **3      Reports**

- 3.1      At every WSLSC Board of Management meeting the following reports are tabled:
  - (i)      Monthly Bank Reconciliation
  - (ii)      Balance Sheet
  - (iii)      Profit and Loss
  - (iv)      Bank Balances (via Balance Sheet)
  - (v)      Loan Balances (via Balance Sheet) {when applicable}
  - (vi)      Budget Adjustments
  - (vii)      Member and Competition Fee Collection Analysis when applicable

#### **4      Receipting**

- 4.1-1      All payments received are to have receipt raised and when appropriate issued using Quickbooks Online.
- 4.1-2      Monies receipted are checked against the bank statement.
- 4.1-3      Monies receipted after the daily / weekly banking has occurred are secured in the safe. The Safe Code is kept with the President, Director - Finance and Administrator

## 5 Purchasing (Services or Supply)

- 5.1-1 All Services or Supply (not covered by a Standing Order or Preferred Supplier arrangements) are purchased using the Reimbursement/expense request Form.
- 5.1-2 Reimbursement only occurs upon receipt of proof of purchase and payment and the duly authorised Reimbursement / Expense Form submitted.
- 5.1-3 Capital purchases of \$1,000 or more are listed on an Asset Register
- 5.1-4 Service or supply up to \$3,300 requires at least one verbal or written
- 5.1-5 Trade Services valued at over \$3,300 are required to be carried out by appropriately qualified tradespeople, with Victorian Building Authority {VBA} (or equivalent) licences checked for appropriateness and currency and attached to submission.
  - (i) Where possible, three quotes should be obtained for trade services over \$3,300 value, and the person charged with obtaining the quotes shall be responsible for verifying that appropriate licencing has been confirmed through the VBA (or equivalent) website.
  - (ii) Where multiple quotes are provided the relevant Director will make a recommendation to the Director - Finance (or BOM) based on value for money, reputation and whole of life costs (where applicable).
  - (iii) Verbal direction of the requirements for each job will not suffice. In the absence of appropriate plans, a drawing, a mark-up of architectural plans, or the provision of samples of work required must be prepared, with each quoting contractor being provided with the exact same information and detail
- 5.1-6 Capital items with a total cost greater than \$3,300 and less than \$20,000 receive a minimum of two quotes, written or verbal unless a sole manufacturer or confirmed preferred supplier.
- 5.1-7 Capital items with a total cost in excess of \$100,000 must receive written quotations following the issuing of formal quotation documentation (Public Tender), where applicable
- 5.1-8 An exemption to the quotation process can only be granted by the club Director - Finance
- 5.1-9 Major infrastructure investment in excess of \$20,000 can only be confirmed by the WSLSC Board of Management.
- 5.1-10 The President, Director - Finance and Administrator have discretionary spending authority of \$1,000
- 5.1-11 Decision on purchasing will be made on the basis of acceptance of the most advantageous quotation. Possible reasons for acceptance of a quotation would be; lowest price, local supplier is able to provide equal or better value for money, a product requiring special support service or parts, compatibility of existing equipment.
- 5.1-12 Exceptions to obtaining quotes would be:
  - (i) Where a contract exists between the supplier and the WSLSC for provision of a service or supply.
  - (ii) Where the cost is incurred through the supply of essential services/utilities
  - (iii) Where WSLSC participates in supply through the Life Saving Victoria

### 5.2 WSLSC Preferred Supplier

- 5.2-1 The Club may appoint a “Preferred Supplier” to carry out works required at short notice or when a specialised service is required.
- 5.2-1 A “Preferred Supplier” can be appointed where:
  - (i) Frequent minor works are necessary



- (ii) A supplier is used to deliver a specialist service and obtaining of quotes will result in the same suppliers being approached for each service required.
- (iii) A “Preferred Supplier” may be appointed under the following conditions:
- (iv) Written quotes to be obtained from at least three suppliers (where available) indicating the charge per hour and the basis in which parts/materials will be charged.
- (v) A “Preferred Supplier” will be appointed taking into account: Credibility within the industry, Reliability and Cost.
- (vi) The written quote is only valid for a period of 12 months
- (vii) A WSLSC Purchase Order is to be raised at the beginning of the period in accordance with detailed quote

### **5.3 Standing Order**

- 5.3-1 A “Standing Order” is raised where the WSLSC requires regular supply of the same goods and the value of the order would necessitate the obtaining of quotes every time. A purchase order would be issued at the beginning of the stipulated period with delivery of goods to take place regularly throughout the stipulated period.
- 5.3-2 A “Standing Order” can be raised under the following guidelines:
  - (i) Quotation to be sought from at least three suppliers
  - (ii) Quotations to be valid for a period of 12 months
- 5.3-3 orders must be called where the value of the goods is likely to exceed the \$20,000 for the period of supply

## **6 Insurance**

- 6.1 Premiums are reviewed annually.

## **7 Payment of Accounts**

- 7.1 Accounts are prepared weekly following the receipt of appropriate certified invoices, delivery dockets and matching internal Purchase Orders.
- 7.2 Invoices are certified as appropriate by the WSLSC Director - Finance upon receipt of the invoice. Certification is counter authorised and payment processed.

## **8 Petty Cash**

- 8.1 WSLSC maintains petty cash floats totalling \$500 – One of \$200 and one of \$300. The Director - Finance or Administrator issues petty cash. All petty cash issued is matched against appropriate proof of purchases documentation.
- 8.2 The Petty Cash float is kept in the safe.
- 8.3 Where petty cash is given in advance, a petty cash slip is written up and stored with the cash until a receipt is returned and entered into the Club accounting software.

## **9 Payroll**

- 9.1-1 Director - Finance or delegate ensures pay rate accuracy against the Staff File
- 9.1-2 Director - Finance or delegate prepares documentation for fortnightly payroll processing.
- 9.2 All payroll records kept on current Club accounting software

- 9.3 Director - Finance tables documentation to President for approval and countersigning prior to submitting to bank for payment.
- 9.4 Director - Finance enters sheet and prepares payroll. Sets up pay in bank, emails payroll info to President, who then authorises bank payment

## **10 Bank Reconciliation**

- 10.1 Reconcile against bank copies of statements. Reconcile in Club accounting software
- 10.2 Get bank rec signed off on at the WSLSC Board meeting ensuring the Bank Reconciliation balance matches the Bank Statement balance

## **11 Bad Debts**

- 11.1 Any accounts that are deemed uncollectable (after the debtors follow up as above has not resulted in any payments being received) are referred to the WSLSC Board of Management
- 11.2 Accounts that have been put in the hands of our Debt Collector and are deemed uncollectable by them are also referred to the WSLSC Board of Management.
- 11.3 The WSLSC Board of Management is provided with a history of what steps have been taken to recover the outstanding amount.
- 11.4 The WSLSC Board of Management will make a recommendation to write off the account as a Bad Debt.
- 11.5 Write offs are recorded in a Write off register.

## **12 Asset Write-Offs**

- 12.1 Area Director make recommendation to the WSLSC Board of Management that surplus or obsolete assets have been identified and need to be disposed of
- 12.2 The WSLSC Board of Management accept the writing off of the identified asset
- 12.3 The Director - Finance process the receipting of proceeds on disposal of assets within the WSLSC Administration System
- 12.4 The Director - Finance makes the relevant transfers and disposals within the WSLSC Asset Register.

## APPENDIX K WSLSC TENDER SELECTION PROCEDURES

Preamble:

Warrnambool Surf Life Saving Club (WSLSC) has developed detailed Financial Controls (FC) {See By Laws Appendix J) by which the College is to operate. Within Appendix J the FCs state:

- 5.1-7 *Capital items with a total cost in excess of \$100,000 must receive written quotations following the issuing of formal quotation documentation (Public Tender), where applicable*
- 5.1-9 *Major infrastructure investment in excess of \$20,000 can only be confirmed by the WSLSC Board of Management.*

This *Tender Selection Procedure and Contractor Weightings Chart* document has been developed to support the process as outlined in the FC document. It is to be included with the Invitation to Tender documentation forwarded to tenderers by the Architect or other consultants.

### 1. Preliminary Notes:

Warrnambool Surf Life Saving Club (WSLSC) specifically reserves the right to accept no tender, or any tender, whether that tender is the lowest tender or not and whether conforming or not. It further reserves the right that after the submission closing date, it may negotiate with any one or more Tenderers with a view to modifying the terms, conditions, prices and any other matters applicable to any Contract that may be subsequently entered into. Notwithstanding these reserved rights, WSLSC is committed to acting with fairness, equity and transparency.

Following the decision making process, the desired contractor will be contacted and issued with a Letter of Acceptance to initiate awarding of the tender contract.

Please note, a tender is not deemed to have been accepted unless accepted in writing by way of a signed Major Works Contract or equivalent.

### 2. Preliminary Evaluation Process:

#### Short Listing

Depending on the number of tender submissions received for a project, a short list procedure may be initiated to limit the maximum number of tenders considered to (5) five or less.

Tenders greater than 20% of the mean of all tenders received shall not normally be placed on the short list for evaluation.

Where a tendered price is more than 50% lower than the median price of all tenders, consideration will be given to excluding the tender from the short list unless the Tenderer is proposing an innovative methodology that will provide a clear advantage over the other tender proposals.

### Evaluation Panel

The evaluation panel will consist primarily of the WSLSC Vice President, Club Captain, Secretary and Director - Facilities plus one previously identified industry expert who is independent of WSLSC Board of Management. The WSLSC President is ex officio on the evaluation panel. The Evaluation Panel may choose to consult with the project Architect and relevant consultants.

### Document Security

Tender bids are to be received and stored electronically. Notwithstanding the electronic storage of documents, the evaluation panel members are to ensure that only they will have access to related hard copy workings during the evaluation period. In exceptional circumstances tenders will be accepted via the Tender Box located at WSLSC nominated Tender Box location.

### Evaluation

Each Evaluation Panel member will undertake a separate evaluation using the WSLSC Standard Weightings Chart, detailed below. The Panel will then meet to discuss their individual evaluations. Where there are significant differences in scores, the relevant criteria and scores are to be discussed by the Panel to ensure that errors of fact or understanding have not been made. In this event, criteria scores are to be adjusted accordingly and the tender re-evaluated.

Hard copy tenders will only be opened in the presence of the majority of the Evaluation Panel.

Evaluation Panel members must also be mindful of whether a tender / contractor may be deemed contentious, politically or publicly sensitive.

The evaluation period will be complete within seven working days of the closing date for acceptance of tenders unless there are clarifications required from one or more of the Tenderers.

**Table 1 WSLSC Standard Weightings Chart**

<b>Criteria</b>	<b>% Weightings</b>	<b>Total Percentage Weightings</b>
<b>Relevant Experience</b>		
Of the Firm	10	
Of the Personnel	2.5	
Track Record	2.5	15%
<b>Methodology</b>	10	10%
<b>Project Management</b>		
Quality Assurance	5	
Time Performance	10	
Safety Management	5	20%
<b>Local Content</b>	15	15%
<b>Financial Viability</b>	10	10%
<b>Price</b>	30	30%
<b>TOTAL</b>	100	100%

### 3 Identification of Preferred Tenderer

WSLSC is committed to the objective assessment of competitive tenders. Such assessment will take into account both price and non-price elements. This will enable WSLSC to identify the contractor who will deliver the best value product in accordance with WSLSC needs.

## Weighting

In identifying a preferred tenderer WSLSC has identified criteria, each with an established weighting factor, against which each shortlisted tender will be assessed.

Table 2: Weighting Factor

Criteria	Weighting
<b>1. Experience of the people and firm</b> This incorporates relevant experience of firm and nominated personnel, technical skills of nominated personnel, and track record of the firm.	15%
<b>2. Methodology</b> This includes the Contractor's understanding of the task specified in the tender, and detailed assessment of their approach to undertaking the task.	10%
<b>3. Project Management</b> This includes management processes/quality assurance, Safety Management Systems and time performance.	20%
<b>4. Local Content</b>	15%
<b>5. Price</b>	30%
<b>6. Financial Viability of Company</b>	10%

## Scoring Guidelines

Table 3 summarises generic scoring guidelines, which may be adapted to suit specific jobs. A score of zero (0) for any criteria should lead to rejection of the tender, with the exception of Local Content Criteria. (Note: if the project has been through an "Expression of Interest" stage, then such Contractors should have already been removed).

Partial scores (e.g. 3.5) are permitted to assist in differentiating between tenders.

Table 3: Scoring System

CRITERIA	SCORE	RATING
----------	-------	--------

Experience of people and company		
a) Relevant Experience of the company	0	No relevant experience for either the firm or nominated personnel on similar projects.
	1	Limited relevant experience (e.g. some experience in the education industry, but not specific to this type of project).
	2	Some relevant experience (e.g. have undertaken limited number of similar type of projects).
	3	Significant amount of relevant experience for similar projects.
	4	Wide experience for a range of similar projects.
	5	Very extensive experience and widely recognised in the education industry for this type of project.
b) Technical skills of nominated personnel	0	Lack the fundamental and essential technical skill for successful completion of this project.
	1	Limited experience and technical skills (e.g. some skills/experience in education industry, but not specific to this type of project).
	2	Some technical skills (e.g. but not full range considered necessary for this type of project).
	3	Significant technical skills for this type, but some components less extensive than necessary.
	4	Strong technical skills for this type of project covering all essential requirements.
	5	Very highly skilled personnel widely recognised in the education industry for the technical skills in this type of project.
c) Track record of firm	0	Very poor track record with WSLSC and/or other relevant organisations on relevant projects re quality/time cost performance.
	1	Poor track record with WSLSC and/or other relevant organisations on relevant projects re quality/time/cost performance.
	2	Mixed track record with WSLSC and/or other relevant organisations on relevant projects re quality/time/cost performance.
	3	Satisfactory track record with WSLSC and/or other relevant organisations on relevant projects re quality/time/cost performance.
	4	Very Good track record with WSLSC and/or other relevant organisations on relevant projects re quality/time/cost performance.
	5	Excellent track record for highly successful implementation of similar projects for WSLSC and/or other relevant organisations.

<b>Methodology</b>		
	0	Failed to understand essential requirements of task, no description of methodology, and/or methodology totally unsuitable for project.
	1	Poor understanding of the task, methodology only described in a cursory way, and/or omitting important components of the Tender.
	2	Basic understanding of the task, showing only limited initiative. Acceptable methodology to meet basic requirements of the tender, but some components inadequately addressed, and/or program inconsistent with methodology (ie, not realistically achievable).
	3	Good understanding of the scope of work, and acceptable methodology covering all requirements of the tender in a manner consistent with the program.
	4	Thorough understanding of the scope of work. Sound methodology which will meet all requirements of the tender and showing initiative/innovation where relevant. Methodology and program consistent and achievable to meet required quality output.
	5	Very thorough understanding of scope of work, reflecting very extensive knowledge of this type of project. Excellent methodology, thoroughly addressing all requirements of the tender and demonstrating initiative/innovation. Methodology and program consistent and realistic to provide high quality output.
<b>Project Management</b>		
a) Management processes/ quality assurance	0	No details on approach to project management and no quality system.
	1	Proposed project management is poor (e.g. inadequate liaison with client, no quality reviews of outputs before sending to client) and poorly defined quality system.
	2	Acceptable project management (e.g. regular progress meetings and reports, some internal review of outputs before sending to client). Poorly defined quality system.
	3	Acceptable project management (e.g. regular progress meetings and reports and internal review of outputs before sending to client), with quality system in place (but not accredited).



	4	Good approach to project management, reflecting commitment to delivering to time/cost/quality requirements (including regular liaison with Principal by phone, regular progress meetings and reports, thorough internal review processes etc). Fully accredited quality assurance system in place, and tender reflects quality approach (i.e. the works/product will be right, not just consistent with QA procedures).
	5	Excellent approach to project management, internally and in liaising with client, reflecting strong commitment to delivering on time/cost/quality requirements (including regular client liaison/progress meetings/reports, thorough peer review processes etc). Fully accredited quality assurance system in place, and Total Quality Management approach (as above).
b) Time Performance	0	Proposed program more than 50% longer than nominated in the Brief (Percentages may be varied, depending on the project. Ensure Tender is realistic)
	1	Proposed program more than 30% longer than nominated in Brief.
	2	Proposed program more than 20% longer than nominated in Brief.
	3	Program within, 10% of time specified in Brief.
	4	Proposed program is consistent with requirements of Brief and achievable with nominated resources.
	5	Proposed program is shorter than the tender requirement and achievable with nominated resources.  **Where no time frame has been nominated in the tender, evaluation shall be based on the same formula as price.
c) Safety Management	0	No details on approach to Safety Management and no Safety Management System.
	1	Proposed Safety Management is poor (e.g. inadequate liaison with client, no quality reviews of outputs before sending to client) and poorly defined Safety Management System.
	2	Acceptable Safety Management (e.g. included in regular progress meetings and reports). Poorly defined Safety Management System.
	3	Acceptable Safety Management (e.g. included in regular progress meetings and reports), with Safety Management System in place (but not accredited).
	4	Good approach to Safety management, reflecting commitment to delivering to a safe work environment and outcome (Safety is included in regular progress meetings and reports). Fully accredited Safety Management System in place, and tender reflects approach to safety (i.e. the works/product will be safe,

		not just consistent with procedures).
	5	Excellent approach to Safety Management, internally and on site, reflecting strong commitment to delivering a safe work environment and outcome (Safety is included in regular progress meetings and reports). Fully accredited Safety Management System in place.
<b>Local Content</b>		
	0	All Other.
	1	South West Victorian (inc. Geelong) business.
	2	Adjacent Local Government Area businesses (Portland, Hamilton, Colac)
	3	Branch Office within the Warrnambool LGA, directly employing less than 3 FTE.
	4	Branch Office or Local Sub-Contractor directly employing a minimum of 3 FTE who reside within the Warrnambool LGA.
	5	Sole Office or Head Office within Warrnambool LGA.
<b>Financial viability of the company</b>		
	0	No information submitted with the Tender, known history of overdue payments to suppliers and subcontractors. The Contractor does not provide an audited financial report or there is otherwise doubt the preferred Contractor has the current financial capacity to complete the Contract.
	1	Limited information submitted and that not able to be verified. No recent history of undertaking contracts of a similar financial value in the past five years. Current projects by the Contractor indicate heavy financial commitments in other areas.
	2	Financial reports submitted to indicate cash reserves equivalent to at least half the value of the proposed works and company has returned a profit for the last two financial years. The value of the current projects does not exceed the average company turn over in the past 2 financial years.
	3	Financial reports indicate cash reserves to the value of the proposed works and company has returned profits in excess of the value of the works for the past two financial years. A recent history of successfully undertaking two similar valued projects. The value of other current projects does not exceed the company turnover in the last 2 financial years.

	4	Financial reports indicate that the value of the proposed works is substantially less than the company profit for the last two financial years. The value of other current projects is less than half the company turn over for the past 2 financial years.
	5	The company has successfully completed at least 5 projects of similar value in the past two years, the financial reports indicate a company profit of at least 10% of turnover and the value of current projects does not exceed half the average annual turnover.
<b>Price</b>		
	0 - 1	<p>The point score for price is calculated as follows:</p> $P = 2.5 + 2.5 (\$M - \$T)/\$M$ <p>Where \$T = Tender price Where \$M = median price for 3 or more tenders, or the mean price if two are being considered. The Median shall be the median of all tenders even if only three tenders are being subjected to detailed evaluation.</p>
	1 - 2	
	2 - 3	
	3 - 4	
	4 - 5	
	>5	

Assessment

In reporting on the assessment of tenders:

- the non-price elements should be assessed first and the Contractors ranked
- the price should then be assessed, and the Contractors ranked again
- if the preferred Contractor is not the lowest price, then the assessment is to include a sensitivity analysis, identifying how much price would need to move to alter the preferred selection.

In reporting the assessment result to WSLSC Board of Management (and / or interested stakeholders or interested parties), the following Summary Table for Scores should be used.

Table 4: Summary Table for Scores

	Weighting	Multiplier	Contractor Name		Contractor Name	
			Rating	Score	Rating	Score
<b>Relevant Experience</b>						
Of the firm	10%	2				
Of the Personnel	2.5%	0.5				
Track Record	2.5%	0.5				
<b>Methodology</b>	10%	2				
<b>Project Management</b>						
Quality Assurance	5%	1				
Time Performance	10%	2				
Safety Management	5%	1				
<b>Local Content</b>	15%	3				
<b>Financial Viability</b>	10%	2				
<b>Sub-Total (non-price elements)</b>						
<b>Price</b>	30%	6				
<b>TOTAL SCORE</b>						

## **APPENDIX L MEMBER ATTENDANCE AT SPECIAL EVENTS**

A Special Event will fall within the following categories:

- a) a camp or retreat;
- b) a conference;
- c) a function;
- d) a sporting or sport training event;
- e) an occasion of a kind prescribed for the purposes of this definition as determined by the Board of Management.

Consideration for attendance at a Special Event can be:

- a) at the bequest of the Board of Management
- b) from a request received by a WSLSC Club member
- c) via third party invitation (SLSA, LSV, WCC, State/Federal Government Agencies, Service Clubs, Non-Government Organisations, Educational Institutions, Commercial/Corporate Entities)

The following are the Board of Management approved Entitlements / Remuneration Considerations for:

### **a) at the bequest of the Board of Management**

At the bequest of the Board of Management, a WSLSC Club member attending a Special Event will be entitled to:

- i. Access to a WSLSC Vehicle. Should the vehicle be unavailable then travel reimbursement at the rate of \$0.25 / kilometre
- ii. Should overnight accommodation be required an Accommodation / Meals allowance of \$200
- iii. Full ticket / entry cost reimbursement should the Special Event be user pays

### **b) from a request received by a WSLSC Club member**

Upon consideration and approval by the Board of Management, a WSLSC Club member wishing to attend a Special Event which was not at the bequest of the Board of Management will be entitled to

- i. Access to a WSLSC Vehicle. Should the vehicle be unavailable then travel reimbursement at the rate of \$0.25 / kilometre
- ii. Full ticket / entry cost reimbursement should the Special Event be user pays

### **c) via third party invitation (SLSA, LSV, WCC, State/Federal Government Agencies, Service Clubs, Non-Government Organisations, Educational Institutions, Commercial/Corporate Entities)**

Upon consideration and approval by the Board of Management, a WSLSC Club member having been invited to attend a Special Event via a third party which was not at the bequest of the Board of Management will be entitled to:

- i. Access to a WSLSC Vehicle. Should the vehicle be unavailable then travel reimbursement at the rate of \$0.25 / kilometre
- ii. Should overnight accommodation be required an Accommodation / Meals allowance of \$200
- iii. Full ticket / entry cost reimbursement should the Special Event be user pays

**Note:**

- i. It should be noted as WSLSC members, these rules will also apply to Board of Management members.
- ii. These rules apply to events only within Victoria.
- iii. Attendance at interstate or international Special Events, and the subsequent Entitlements / Remuneration Considerations will be determined by the Board of Management on the merit of each case.

## **APPENDIX M BY LAWS SUB COMMITTEE TERMS OF REFERENCE**

### **1. Role**

The Warrnambool Surf Life Saving Club (WSLSC) By-Laws Sub Committee is responsible the annual review of the WSLSC By-Laws. The By-Laws Sub Committee is responsible to the WSLSC Board of Management.

### **2. Function**

The functions of the By-Laws Sub Committee are to:

1. develop, review, and monitor WSLSC existing By-Laws
2. monitor relevance and currency of all WSLSC existing By-Laws
3. promote excellence in WSLSC existing By-Laws
4. coordinate the development of identified By-Law development in collaboration with the WSLSC Board of Management and appropriate WSLSC Directors.

### **3. Membership**

The By-Laws Sub Committee will have minimum membership of three and will have representation of WSLSLC Board of Management (minimum 1), WSLSC Life Members (minimum one) and WSLSC Patrolling Member (minimum one).

The By-Laws Sub Committee may invite other persons from the appropriate section of WSLSC to attend meetings of the Sub Committee, as may be necessary, from time to time.

### **4. Responsibility**

Members are identified as representing all WSLSC constituencies to facilitate the consultation process. Members are not appointed to represent their particular WSLSC constituencies and are expected to contribute to the By-Laws Sub Committee in the overall interests and objectives of the WSLSC.

### **5. Terms of Office**

Terms of Office stand at 24 months. The WSLSC Board of Management may at its discretion extend the Terms of Office for Sub Committee members beyond 24 months.

### **6. Meetings, Reporting and Minutes**

Frequency of Meetings: The WSLSC By-Laws Sub Committee meets at least two times per year.

Reports To: WSLSC Board of Management via the WSLSC Secretary

Minutes and a post meeting action sheet, for all meetings, scheduled and special, shall be kept and forwarded to the WSLSC Secretary.

## **7. Ethical Practices and Independence**

Members of the Sub Committee are to:

- Exercise objectivity and integrity in the discharge of their duties and responsibilities;
- Refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and independently;
- Act in a proper and prudent manner in the use of information acquired in the course of their duties and responsibilities, particularly in regard to the maintenance of confidentiality and privacy of information;
- Exercise sound judgement guided by highest personal standards of honesty and integrity in all matters relating to membership of the Sub Committee;
- Ensure that they do not place themselves in situations which could lead to, or be perceived to give rise to a conflict of interest;
- Disclose to the Sub Committee any matter which could compromise, or be seen to compromise, the performance of their duties on the Sub Committee or give rise to a perception of a conflict of interest; and
- Have a sound understanding of the WSLSC's Code of Conduct

## **8. Review of Terms of Reference**

The WSLSC Board of Management will review the WSLSC By-Laws Sub Committee Terms of Reference every two years.



## **APPENDIX N      PROCUREMENT PROCEDURES**

### **1          Purpose**

The overall purpose of procurement procedures is to ensure that the Warrnambool Surf Life Saving Club (WSLSC) gets the highest quality of desired goods and services at the best price possible. Further, the regulations are aimed at streamlining the process of procurement while maintaining adequate controls. These procurement procedures apply to all Club members involved in the procurement process and to all types of procurement.

### **2          The Procurement Committee**

WSLSC Procurement Committee shall be composed of Board of Management Executive (President, Vice President, Secretary, Club Captain) and Director – Finance.

The committee shall meet when there is need to deliberate on issues pertaining to procurement.

The key terms of reference for the committee shall be to:

- i) Award tenders
- ii) Approve orders
- iii) Award contracts
- iv) Approve variation of contracts conditions

### **3          Separation of Duties**

There shall be proper separation of duties between:

- i) The person who orders a particular purchase from a vendor.
- ii) The person who satisfies that the goods supplied are satisfactory.
- iii) The person who accepts goods into store.
- iv) The person who authorizes payment.

### **4          Procurement Planning**

Procurement planning is part of the annual budgeting process. Each Director is responsible for planning his/her project's estimated procurement needs and advising the club on when the items to be bought in the various quarters of the year.

### **5          Procurement Requisition (PR)**

Each specific procurement procedure process shall be initiated by the appropriate Director and should show detailed specifications and requirements for the item(s) being requested. They should also indicate that the item is budgeted for. The PRs should show the following information:

- i) Items required.
- ii) Quantities.
- iii) Delivery dates and locations.
- iv) Accounting information.
- v) Whether procurement is within the approved budget or emergency or unplanned.
- vi) Signature of the preparing person.
- vii) The appropriate directorate.

All requisitions must be signed by the Director initiating the requisition.

## **6 Controls on Procurement**

Goods and services will only be procured within approved budgets except in case of emergencies, which has to be approved by the Board of Management (BOM). Thus, the BOM should ensure that actual procurement throughout the year remains within the budget.

The Director - Finance shall assist the Procurement Committee in conducting periodic checks on procurement activities to ensure that they conform to WSLSC requirements, By-Laws and procedures.

It is the responsibility of the Director initiating a procurement to verify that the following have been, done whether or not he/she actually collects the goods concerned.

- (i) That the correct quantity has been received and signed.
- (ii) That the quality and price of goods is as agreed.
- (iii) That all goods are fit for the required purpose.

The Procurement Committee will be required to declare any conflict of interest and abstain from participating in a decision in which such interest exists.

## **7 The Procurement Process Report**

Once the Board has approved a procurement of goods or services the Procurement Committee will then commence the process of procurement.

The Procurement Committee should prepare and give the Board monthly reports indicating the status of each procurement requisition, complete with expected delivery date. Any development contrary to the expected procurement process must be communicated to the Board as soon as such a situation arises.

## **8 Vendor Selection**

Careful selection of vendors should be done to ensure that best possible price, quality and delivery time available within the markets is obtained. A list of suitable vendors (the list of pre-qualified vendors), for each type of goods

and services based on reputation and past performance shall be maintained. This will expedite the process of vendor identification. The vendor list shall be reviewed and updated periodically to ensure that current known factors are taken into consideration. Once the previous year's list of vendors has been updated and approved by the procurement committee, procurement of goods, and services can be affected. Vendor selection for inclusion on the list of pre-qualified vendors will take place once per year and will be done by the procurement committee.

## **9 Vendor Selection Criteria**

The following set of criteria is essential for deciding on choice of vendors:

- i) Price
- ii) Quality of goods/services. Such a justification must be verifiable.
- iii) Availability of goods/services within the required delivery time.
- iv) After sale services, including availability of parts/supplies.
- v) Bidder's previous records of performance and service.
- vi) Ability of bidder to render satisfactory service in this instance.
- vii) Financial stability of the vendor.
- viii) Availability of bidder's representatives to call upon and consult with
- ix) Payment terms
- x) Warranty offered.
- xi) Ability to provide samples

## **10 Procedure for Tender**

Refer Appendix K – WSLSC Tender Selection Procedures

## **11 Use of Dealers and Sole Suppliers**

In the interest of ensuring quality, reliability and timeliness, the procurement committee may procure from a single source supplier or establish purchase agreements or contracts with main dealers of regularly purchased goods. Where possible due to other factors, the procurement committee will negotiate rates and discounts with the supplier or a method to determine price for invoice justification. These agreements and prices (net of discounts) should be reviewed annually to ensure that they are competitive.

## **12 Local Purchase Orders (LPO) with Vendors**

The LPO is a contract with vendors should include all information regarding the goods and services being procured as well as standard terms of delivery, payment and arbitration in case of dispute. If contracts are precise and clear, possibilities of disputes will be reduced and WSLSC will stand far greater chance of receiving the goods and services as expected. Upon selection of a vendor, a legally binding contract or work order should be drawn-up for the goods

and services in question and signed by both parties prior to procurement. Detailed specifications: quantities, unit prices, delivery deadlines, locations, and payment schedules must be specified in such contracts.

### **13 Order for Recurring Requisition**

Procurement of a recurrent nature, i.e. where the same goods and services may be issued several times a year, one vendor may be selected for a period of up to three years. In some cases, particularly for services, contracts for the goods or services can be drawn up once, which may then be reference every time those goods or services are required without requiring separate quotations and contracts on each occasion. In other cases, particularly for regularly purchased goods, vendors can be selected once, but separate contracts drawn-up on each occasion the vendors are used.

### **14 Certifying Delivery of Goods and Services**

The procurement process cannot be completed without certification that the goods and services procured have been received entirely to WSLSC satisfaction, in particular, to the satisfaction of the requisition. The procedure for receiving goods and services is therefore important in ensuring that vendors have entirely met their obligations. Once WSLSC has certified that goods and services have been received to their satisfaction, it has little further resources to complain about a vendor's performance; and payment can then be made.

In all cases, the certification of receipts of goods and services is pre-requisite to WSLSC and the following guidelines are essential for that purpose.

- i. The procurement committee should ensure that goods and services are checked against contracts, , invoices, or delivery notes.
- ii. Requisitioning Director at the time of delivery will facilitate the receiving and checking of goods and services whereby the receiving person will have to sign the delivery notes or any other documents during delivery.
- iii. Physical checking should be done by the requisitioning Director and not by the procurement committee.
- iv. In some cases, receiving of goods and physical checking of goods or services may be delegated to other persons who are so authorized by the Procurement Committee. Such might include cases where goods of services are delivered directly to a project field location; or where specialist's technical certification is required.
- v. Any differences between documents done physical checks should be noted and reported to the Procurement Committee for action.

### **15 Payment Processing Procedure**

The recipient Director is responsible for confirming that goods or services received are to their satisfaction and that payment may be made. This confirmation is sent to the Procurement Committee who then forward it to the Director-Finance for further checking and necessary approval and authority to pay. All payments must be made in accordance to the contractual terms between the vendor and WSLSC and in reference to the financial policies.

### **16 Appointing and Paying Consultants**

Consultants' services shall be sought for a job for which the required technical expertise does not exist within the membership at WSLSC.

The following procedure shall be observed for engaging the services of a consultant at WSLSC.

- i) The decision to hire the services of a consultants shall be taken by the Board and subject to approval by the BOM.
- ii) The President shall invite specific appropriate consultant(s) for proposal for the consultancy by a stated date.
- iii) The proposals received shall be reviewed by the Procurement Committee and the ensuing recommended name shall be submitted to the President who shall discuss with the Board.
- iv) The terms of reference for the consultancy shall be mutually agreed upon and the Club Treasurer shall be involved in the negotiation of financial aspects of the terms.
- v) The contract agreement shall be signed by both parties before commencement of the consultancy assignment.
- vi) Payment is conditional on satisfactory completion of the whole job unless the agreement provides for instalments at completion of specifically agreed components/tasks.

**PROCUREMENT PLAN FORMAT FOR GOODS**

<b>Item description.</b>	<b>Date Required.</b>	<b>Quantity.</b>	<b>Supplier.</b>	<b>Estimated Cost.</b>

**APPENDIX O GYMNASIUM MEMBERSHIP, CONDITIONS OF USE AND  
GUIDELINES AND CODE OF CONDUCT**

## Club Gymnasium Membership Form

**Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Date of Birth:**                    /    /

**Phone: (w)** \_\_\_\_\_

**Phone: (h)** \_\_\_\_\_

Emergency Contact: Phone: \_\_\_\_\_

*This Gym is not a public facility. Membership is subject to meeting*

**A. Required item**

**B. All items in B or C**

A	Participated in a club-supported gym induction	Date: ___/___/___	Yes / No
B	Active patrolling member (who completes patrol rostered hours during the year of gym access)		Yes / No
	Current member of the WSLSC 16 and over. 18 yrs+ must hold a current Working with Children.		Yes / No
<b>or</b>			
C	Membership category: Long Service / Life Member		Yes / No
	Board of Management		Yes / No
	Holds a current Volunteer Club supported role including but not limited to: <ul style="list-style-type: none"> <li><input type="checkbox"/> Age Group Manager</li> <li><input type="checkbox"/> Technical Official (active)</li> <li><input type="checkbox"/> Volunteer Coach</li> <li><input type="checkbox"/> Water Safety (active)</li> <li><input type="checkbox"/> Other: _____ (Please specify).</li> </ul>		Yes / No  Must be ratified by BOM before membership is granted

**SECTION 8 Declaration:**

I acknowledge that I have read the club's "Terms and Conditions for the use of the Club Gymnasium" and agree to be bound by those terms and conditions. I declare that I have no medical condition that would involve a risk to me or other users in my use of the gym.

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION 9 Approval:**

Name: \_\_\_\_\_

Position: Gym Supervisor / BOM

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Pre-Activity Questionnaire

1) **Have you undertaken an exercise program before?**  Yes  No  
*If "yes", please give details of when and the type of program*

2) **Are you pregnant?**  Yes  No

3) Please tick if you are currently affected (or have been previously) by any of the following conditions.

<input type="checkbox"/> Asthma	<input type="checkbox"/> High Cholesterol	<input type="checkbox"/> Epilepsy
<input type="checkbox"/> Hernia	<input type="checkbox"/> Heart Trouble	<input type="checkbox"/> Arthritis
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Stroke	<input type="checkbox"/> Muscular Injury
<input type="checkbox"/> Blood Disorders	<input type="checkbox"/> Respiratory Disorders	<input type="checkbox"/> Skeletal Injury
<input type="checkbox"/> Back Problems	<input type="checkbox"/> High/Low Blood Pressure	<input type="checkbox"/> Other

*If you answered "Yes" or "Other" please give details:*

4) Please list any current medication (and what it's used for)

5) **Are you allergic to any substances?**  Yes  No  
*If "Yes", please comment*

6) **Do you have any further information regarding your medical condition or exercise history that may be important?**  Yes  No  
*If "Yes" please Comment:*

---

The information I have provided is true to the best of my knowledge. I understand that I should seek a doctor's advice if I have a medical condition that may affect my exercise program if I lead a sedentary lifestyle or am over 40 years old. I understand that I may require a doctor's clearance before continuing with using the gym. I agree to inform Surf Life Saving Australia if any conditions change.

**Name:** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_





## Terms and Conditions for the use of the Club Gymnasium

Attaching to and forming part of my membership form.

I, \_\_\_\_\_

acknowledge that this agreement is legally binding, and I have read all the Terms and Conditions outlined below.

1. I waive all claims or causes of action which I might otherwise have arising out of loss or life or injury, damage, or any other loss, which I may suffer in the course of or consequent upon my entry or participation in any activities in the gymnasium.
2. This waiver, release, and discharge shall operate separately in favor of any person involved in the ownership and/or operation of the Gymnasium. The waiver shall operate whether or not the loss, injury, or damage is attributable to the act or neglect of any one or more of such persons.
3. I acknowledge that I will comply with any reasonable direction of the officials and staff of the Club concerning:
  4. entry and exit to and from the Gymnasium.
  5. the use of the facilities and equipment in the Gymnasium.
  6. my behavior and conduct whilst on the premises.
7. I acknowledge that I have sole responsibility for my personal possessions and athletic equipment whilst at the Gymnasium or during its related activities.
8. I consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness whilst on the premises. It is suggested that all persons seek medical advice and obtain a medical clearance before engaging in physical exercise.
9. I am aware that the use of the Gymnasium and its facilities may involve strenuous activity that can be physically demanding, and that exercise and the equipment used is potentially dangerous.
10. I agree that I am in a good state of health and I am medically fit to use the gymnasium facilities and there is no medical reason to prevent me from proceeding with the use of the gymnasium facilities without endangering my health.
11. I agree to conduct myself in an orderly and proper manner and not engage in conduct, which could cause harm, create a hazard or nuisance to other members.
12. I acknowledge that the club cannot warrant the safety and suitability of the Gymnasium equipment.
13. I hereby assume all risks associated with the use of the use of the premises and facilities.
14. I have undertaken an orientation tour and induction of the Gymnasium.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

Guardian (if under 18 years): \_\_\_\_\_

Date: \_\_\_\_\_

### **Gymnasium Code of Conduct**

1. Each time you use the gym please write your name and the date in the Gymnasium Sign In/Sign Out Sheet. The Gymnasium Sign In/Sign Out sheet is located inside the entrance to the gym near the entrance.
2. No smoking, food, or drink (other than bottles/water cooler) is permitted in the gym.
3. Do not remove equipment from the gym without the supervisor's / BOM's approval.
4. Always use a separate towel for hygiene purposes and WIPE EQUIPMENT AFTER USE.
5. Follow social distancing and covid safe guidelines.
6. If you are on your own, or the last person in the gym, switch off all electrical equipment on leaving.
7. Lifters must use collars on every set and must not drop weights on the floor.
8. Lifters must use spotters on all moderate to heavy sets.
9. Move weights from the racks to the bar ONLY. Do not leave weights on the floor.
10. Return all equipment to its allocated position.
11. Towels must be used.
12. Gym users must dress appropriately at all times.
  - Athletic shoes must be worn with laces tied at all times.
  - Lower body clothing: athletic shorts, tights, or aerobic outfits.
  - Upper body clothing: T-shirts, singlets, sweatshirts, and unaltered tank tops are required.
  - Athletic hats are acceptable.
  - Prescription glasses are permissible. NO sun-glasses permitted UNLESS suitable medical evidence supporting wearing them is provided.
  - Any jewelry that may injure a user, including rings and necklaces, is not permitted. Small earrings and items that cannot inhibit or injure a user are permitted.