



BONBEACH LIFE SAVING CLUB INC.

BYLAWS

Bonbeach Life Saving Club Inc.

Beach Reserve End Lord Weaver Grove

BONBEACH 3196



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CLUB RULES

1.00 General

- 1.01** Officers of the Association in conjunction with Board members will at commencement of each season formulate which sub-Boards are required and nominate a person from office bearers or Board to chair such sub-Boards.
- 1.02** These sub-Boards to have established areas of responsibility within which they will operate and report to Board meetings regularly.
- 1.03** Sub-Boards must refer to Treasurer before incurring any expenditure beyond their brief.
- 1.04** The President and Vice President are ex officio members of all sub-Boards.
- 1.05** The Officers of the Association and Board members will at commencement of season appoint various members to positions required to operate the Club.
- 1.06** The Board shall at all times ensure adequate insurance is carried by the Club covering, Public Liability, Fire & Damage to Building and Contents, Theft, Boat insurance and liability insurance. These should be reviewed annually.
- 1.07** It is a recommended that able bodied members train and submit themselves and gain the required Life Saving awards and thereafter submit themselves annually for re-qualification.
- 1.08** All qualified members shall present themselves for patrol duties in accordance with the prepared roster and act under the control of the Patrol Manager.
- 1.09** All members may wear the Club badges and colours
- 1.10** All meetings of the Club will be conducted under the accepted Club Rules of Debate.
- 1.11** Any complaints/concerns that arise that are unable to be resolved amicably to the satisfaction of all parties must be put in writing to the Secretary of Bonbeach LSC, PO Box 440, Chelsea 3196

2.00 Clubhouse

- 2.01** Do not leave Clubhouse open or unattended.
- 2.02** The Clubhouse shall be clean and tidy at all times.
- 2.03** Public are to be advised to use the Public toilets at Harding Avenue.
- 2.04** No skateboarding, roller-skating or ball games in the Clubhouse.
- 2.05** No member of the public is to be allowed in the Clubhouse unescorted.



- 2.06** All equipment is to be secured, all doors are to be locked and all lighting turned off before leaving.
- 2.07** At all times the use of the clubhouse for patrolling, lifesaving training and instruction shall take precedence over other activities.
- 2.08** The use of foul language or other unseemly conduct likely to interfere with other club members is prohibited.
- 2.09** The use of any illegal drug is strictly prohibited.
- 2.10** Smoking is not permitted within the building
- 2.11** The consumption of liquor within the clubhouse building is not permitted unless a liquor licence is obtained.
- 2.12** The Board will decide the hours the premises will be available to members and set rules for the control of issue of keys.

3.00 Board & Ski

- 3.01** Unqualified members are to be supervised by a Lifeguard.
- 3.02** Boards and skis are not to be dragged or handled roughly
- 3.03** Boards and skis are to be washed and returned to racks after use.
- 3.04** Any damage to boards and skis is to be reported immediately to the Patrol Captain of the day or the Gear Steward or a Board Member.
- 3.05** During Patrol hours the Patrol Captain of the day must be informed prior to any use by members of the boards or skis. Permission to use the equipment is at the discretion of the Patrol Captain of the day.
- 3.06** Any member found misusing equipment may be disqualified from future use.

4.00 Inflatable Rescue Boat

- 4.01** Only qualified IRB Driver and Crew patrol members may use the IRB with the permission of either the Patrol Captain of the day, Club Captain or the IRB/Powercraft Captain.
- 4.02** The IRB can only be used in the designated training area except where accompanied by a qualified IRB Driver.
- 4.03** IRB Crew and Driver qualified patrol members must get permission from the Patrol Captain of the day or the IRB/Powercraft Captain prior to engaging in IRB patrol or training exercises.



- 4.04** The *"TRAINING AREA"* is defined as the area between the *"NO BOATING"* poles and no further than 75 metres beyond the poles.
- 4.05** Solo driving is only allowed with the permission of the Patrol Captain of the day or the IRB/Powercraft Captain and the solo driver must be a qualified driver unless under instruction of an IRB driver.
- 4.06** The Patrol Captain of the day and IRB/Powercraft Captain will direct all training during patrol hours.
- 4.07** No children or adult members of the public will be allowed into the IRB unless they are involved in a rescue.

5.00 All Terrain Vehicle

- 5.01** ATV Drivers at all times must wear personal protection equipment such as enclosed shoes with hard soles, a patrol shirt and shorts, protective UV 100% eyewear and patrol cap or wide brimmed patrol hat.
- 5.02** Only qualified operators are to drive the ATV at any time
- 5.03** ATV Drivers at all times should act with responsibility and care and maintain a culture of safety
- 5.04** ATV Drivers must follow normal operating procedures at all times in accordance with SLSA and LSV policy
- 5.05** Local Government & State regulations in relation to speed must be adhered to at all times, and under no circumstances is the ATV to be driven in excess of 20kph in an open or unpopulated area and 5kph in a moderately populated area.
- 5.06** Only qualified patrollers can be passengers in the ATV

6.00 Radio

- 6.01** Only qualified radio personnel may operate Club radio equipment unless under instruction.
- 6.02** The Base Station operator will be responsible for hand held radios and their issue and use.
- 6.03** Any faults or problems with radio equipment should be logged in the radio/patrol log and reported to the Club Radio Officer.
- 6.04** Hand held radios should not be left unattended or unduly exposed to the elements.
- 6.05** Club personnel should operate radio equipment in accordance with LSV Comm. guidelines and DOTAC rules and regulations.
- 6.06** Base Station operators should ensure that the hand held radios are adequately charged for the following patrol.



7.00 Competition

- 7.01** All members shall compete in a fair and sportsmanlike manner.
- 7.02** The Club Captain shall be in control of all beach and pool competitions
- 7.03** The appropriate Club officer or their delegate shall attend all the respective competitions
- 7.04** All complaints or suggestions on competition shall be made to the Club Captain for their respective competitions and brought to the Board's attention at the next meeting, where the Board will decide on any course of action necessary.

8.00 Membership Categories (SLSA)

The philosophy of Bonbeach Life Saving Club Inc. is to establish and recruit members for participation in active surf lifesaving duties and the following minimum qualifications shall be adhered to:-

8.01 Probationary Membership

Probationary membership shall be the designation of any person for the time period between applying for membership and the gaining of an award and/or the granting of a formal category membership by the appropriate Club Board.

8.02 Junior Activities Membership

- (a)** A Junior Activity member shall be a person who shall be a minimum age of five (5) years up to a maximum age of thirteen (13) years and such person shall be required to gain the relevant Surf Education Certificate for that person's age group.
- (b)** That the key focus for five and six year old junior activity be play participation and fun, with guidelines to support this focus to include:
 - (i)** beach activities that emphasise games and group activities,
 - (ii)** water activities to be limited to shallow water neat the water's edge,
 - (iii)** no competition for these age groups other than that involved in fun games.

8.03 Cadet Membership

A Cadet member shall be a member of the age qualification as defined in SLSA's Manuals and, who has obtained the Surf Life Saving Certificate or has passed an annual proficiency test.

8.04 Active Membership

An Active Member shall:

- (a)** Be a Bronze Medallion holder.
- (b)** Fulfil patrol and Club obligations, as provided by SLSA and the member's Club Constitution.



- (c) Qualify in an annual proficiency test unless the member has obtained their Bronze Medallion in that season.

8.05 Reserve Active Membership

- (a) Reserve active membership may be granted by a Club to Active Members who have satisfactorily completed (from the gaining of the Bronze Medallion) at least eight (8) years of patrol and Club obligations as provided by SLSA and Club Constitution. Reserve active membership shall not be automatic, but shall be granted by resolution of the appropriate Club body.
- (b) Reserve active members shall perform a minimum of patrols in each Club where they hold Reserve active membership, as required by SLSA and further patrol duties at the discretion of the Club/s management.
- (c) Reserve active members shall complete the annual proficiency test.

8.06 General Membership

- (a) General membership may be granted by a Club to persons who may or may not hold an SLSA award.
- (b) General members shall not have Affiliated Club voting rights unless elected to office or position which is provided with voting rights by the relevant Club Constitution.
- (c) General members shall have privileges as determined by the respective State Centre.

8.07 Long Service Membership

- (a) Long Service Membership may be granted by a Club to members who have completed ten (10) years active service or to members who have completed eight (8) years active service plus four (4) years reserve active service.
- (b) Such members may be exempted from all patrol obligations and may be granted other special privileges of membership as provided in their Club Constitutions.
- (c) Should such members join another Affiliated Club the receiving Club shall determine if such member's Long Service shall be recognised by that Club.

8.08 Award Membership

- (a) Award Membership may be granted by a Club to persons who hold an SLSA award of one, or more, of the following qualifications:- Surf Lifesaving Certificate, Radio award/s, Resuscitation Certificate, Advanced Resuscitation Certificate or First Aid Certificate (or equivalent).
- (b) Such members may be called upon to perform patrol and/or other Club obligations within the ability of their qualifications.

8.09 Associate Membership

- (a) Associate membership may be granted by a Club to persons who may or may not hold an SLSA award.



- (b) Associate members shall have a joining and/or annual membership fee substantially greater than fees for other categories of membership.

8.10 Honorary Membership

Honorary membership may be granted by a Club to persons who may or may not hold on SLSA award.

8.11 Life Membership

Life membership of a Club may be granted by the Club to members who have rendered distinguished, continuous and voluntary service to the Association over a period of at least ten (10) years. To be considered, the service must be both sustained and provided a conspicuous contribution to the advancement of the Association and lifesaving in Bonbeach.

CLUB MEMBERSHIP CATEGORIES

8.12 Family Membership

Family membership may consist of two adults and all children aged between five (5) and up to and including eighteen (18) years of age. Children under 5 are free of charge. Family membership may be a combination of membership categories including Clause 8.01 through to Clause 8.11.

8.13 Patrol Membership

Patrol Membership consists of a single membership aged fifteen (15) years and above where the minimum requirement is a current Bronze Medallion, Advanced Resuscitation Certificate or Senior First Aid Certificate and who intends to patrol during the current season.

8.14 Associate Membership

Refer Clause 8.09

9.00 MEMBERSHIP AND OTHER FEES

Membership fees are reviewed annually at the discretion of the Board.

Family Membership	\$175.00
Patrol Membership	\$50.00
Associate membership	\$75.00
Junior Competition Fee	\$50.00



POLICY & PROCEDURE

10.00 Clubhouse Hire

Community Clubhouse Hire

The Clubhouse is available for hire to Community and Sporting groups for water safety provision and training. An application in writing is to be forwarded to the Social/Fundraising Manager to agenda at the next scheduled Board Meeting outlining the proposed event. Details to include the date, time and number of guests involved.

On approval the Social/Fundraising Manager will contact the Community or Sporting Group applicant and notify them of approval. A signed Hall Hire Agreement Form is to be filled in by the applicant along with the appropriate fee and returned to the Treasurer. Hall Hire keys can be collected from the Social/Fundraising Manager on the day of the event.

Hall Hire Suggested Donation: \$50 - \$100+

Hall Hire keys should be returned to the Social/Fundraising Manager at an agreed time after the event. The Social/Fundraising Manager shall inspect the Clubhouse after the event and make a report to the Board if they have any concerns re its condition or damage.

Please refer to **Appendices** for Forms

11.00 Lifesaving Education Programs

These are the steps that each applicant must complete in order to be considered for financial support from Bonbeach Life Saving Club Inc. when attending an approved Life Saving Education Program.

- Notify the Bonbeach Life Saving Club Administrator/Secretary as soon as practicable of their intention in writing including details and cost involved.
- Clarify their position (how much financial support), they are seeking.
- State the relevant benefit directly or indirectly to Bonbeach Life Saving Club or lifesaving from their participation.
- Be prepared at the Board's discretion to be interviewed.
- Accept the Board's decision as final.
- Be a current financial club member with applicable awards if required.

Please refer to **Appendices** for Forms



12.00 Club Member Loan of Equipment

Member Guidelines – Use of Loan Equipment

The equipment is lent to members with the understanding that:

- The equipment is covered by the Club's Building & Contents Insurance
- The equipment must be kept secure at all times whilst in the possession of the loan member
- Loan periods will be kept to a minimum during the period October to March each year
- Concurrent loan periods will not be allowed
- Loans are not restricted to a particular number during these periods, but will be monitored to ensure equitable access for all members

Maintenance & Repairs

The member will be responsible for costs incurred and the repair or replacement of the equipment if damaged during the loan period.

Security of Equipment

- All equipment is to be stored in a secure manner by the member
- The minimum security arrangements for the equipment are to be stored in a locked secure area

Use of Equipment

- Equipment must be used only for club-related activities and not lent to outside organisations and/or members
- Equipment is provided to members to assist in the delivery of training and education in emergency management and lifesaving training programs.
- Members must provide the information requested on the booking form

Please refer to **Appendices** for Forms

13.00 Use of Email

Bonbeach Life Saving Club Inc. is committed to providing a volunteer environment that is free from harassment and discrimination and which reflects the highest possible standards in relation to professional behavior and responsibility. This policy sets out the requirements for all Board members, Portfolio holders and general members who have access to email which is used to communicate relevant information to other members of our Association.

Email is an efficient means of communicating information in a timely manner to others within our organization or the community. Unlike conversation, email is a permanent record and potentially accessible by people other than the sender and the recipient. The following sets out what is acceptable and unacceptable use of email when communicating information to members and business identities associated with Bonbeach Life Saving Club Inc.



Acceptable Use of Email

It is acceptable for a Board member, Portfolio holder or general member to:

- use email for lifesaving purposes, relevant to the duties being carried out on behalf of Bonbeach Life Saving Club Inc;

Unacceptable Use of Email

It is not acceptable for a Board member, Portfolio holder or general member to:

- use or duplicate confidential information to any third party without the express approval of the Bonbeach Life Saving Club Inc. Board of Directors;
- engage in email "chain letter" type correspondence with any internal or external party;
- transmit non-business-related Internet or other documents;
- transmit any material that may be construed as sexual harassment or discriminatory;
- transmit sensitive matters related to possible or actual litigation;
- transmit any material containing profanities or offensive language (words or phrases);
- transmit gossip;
- transmit copyrighted materials; or
- use language that may be deemed to be hurtful, aggressive, threatening, disrespectful or derogatory;

14.00 Issue of Club Keys

Club keys are distributed to Board members only and the Key Register will be completed and maintained by the Secretary.

At the discretion of the Board any member who accepts the responsibility of a Portfolio position may be issued with a key if it is deemed necessary for that person to carry out their role effectively.

Any lost, damaged or stolen keys will be reported immediately to the Secretary.

Keys will not be loaned to any other member without the authorisation of the Secretary/Board.

Keys will be handed in to the Secretary at the completion of each season prior to the Annual General Meeting taking place.



15.00 Clubhouse Visitor Policy

Visitors are welcome to enter the Club but will be signed in by a current financial Club member who will then be responsible for that visitor during their visit.

Visitors are allowed access to the Main hall and toilet facilities only.

Visitors are not permitted in the Kitchen, Boat or Patrol Rooms.

In the event of an emergency evacuation visitors are to make their way via the nearest EXIT to the Beach Assembly Area in front of the Clubhouse.

Bonbeach Life Saving Club Inc reserves the right to refuse entry at any time.

The Visitors Book is to be located near the counter of the Kitchen.

16.00 Grievances, Judicial and Discipline

As per Clause 17 of the Constitution, Bonbeach Life Saving Club Inc. adopts the Grievance, Judicial and Discipline Regulations of SLSA as amended from time to time.

All grievances are to be directed to the Grievance Officer of Bonbeach Life Saving Club Inc. in the first instance.



17.00 JOB DESCRIPTIONS

17.01 Club President

Role:

The Club President is the principal leader of the Club and has overall responsibility for the Club's administration.

Responsible to:

Club members and affiliated parent associations

Responsibilities:

- The "face" of the Club and represents the Club at all relevant Presidents' conferences and state and national meetings as required
- Overall responsibility for the Club's administration
- Responsible for chairing Board meetings and executive Board meetings
- Responsible for calling all executive Board meetings where necessary
- Liaise with all Club officers on a regular basis
- Submit an annual report to the Board on area of management prior to the AGM
- Submit to a Working with Children check in accordance with Government Legislation

Knowledge and skills required:

Ideally the Club President is someone who:

- Possesses high degree of leadership skills
- Should be well informed of all Club and organisation activities
- Is aware of future direction and plans of members
- Maintains confidentiality in relevant matters
- Has a good working knowledge of the Constitution, rules and duties of all Club office holders and sub-Boards

Estimated time commitment required & period of appointment:

The estimated time commitment required as the Club President/Chief Executive Officer is 10 hours per week. The Club President is appointed for a 12 month term.



17.02 Club Vice President

Role:

The Vice President has overall responsibility for the Club's administration services

Responsible to:

Club President

Responsibilities:

- Responsible for coordinating all functions associated with the provision of administrative services
- Responsible for reviewing and implementing any directives/policies provided by LSV and its national bodies
- Responsible for collecting budgets from all other managers, prior to commencement of season, to enable treasurer to create a global budget for the Club
- Responsible for sourcing legal and insurance services for the Club
- Responsible for providing effective internal communication through Board meetings
- Responsible for reporting at each Board meeting on area of management, and submitting a written report
- Submit an annual report on area of management prior to the AGM
- Liaise with the Club President on a regular basis on area of management
- Responsible for managing Treasurer, Secretary, Social/Fundraiser, Sponsorship coordinator and Membership Manager.
- Submit to a Working with Children check in accordance with Government Legislation

Knowledge and skills required:

Ideally the Vice President is someone who:

- Communicates effectively
- Thinks clearly and positively
- Maintains confidentiality in relevant matters
- Manages and supervises others
- Organises and delegates tasks

Estimated time commitment required & period of appointment:

The estimated time commitment required as the Vice President is eight hours per week. The Vice President is appointed for a 12 month term.



17.03 Secretary

Role:

The secretary is responsible for the general routine administration and record keeping of the Club

Responsible to: The President

Responsibilities and duties:

- Receive, disseminate and record all correspondence relating to the Club in a timely manner, paying close attention to closing deadlines
- Circulate relevant information to all members
- Prepare and maintain records of correspondence, agendas, minutes and notices of motions for Club meetings
- Where applicable, act as registrar and maintain records of all members, awards, patrol obligations and competition performances of the Club and its members
- Be responsible for the correspondence of the Club Board and sub-Boards
- Prepare Club annual reports
- Authorise Club orders, invoices, receipts and payment of monies in conjunction with the Treasurer
- Maintain Club Constitution, by-laws and rules
- Act generally in the best interests of the Club
- Keeper of the Club seal and official documents
- Submit to a Working with Children check in accordance with Government Legislation

Knowledge and skills required:

Ideally the Secretary is someone who:

- Is able to organise and delegate tasks
- Maintains confidentiality in relevant matters
- Has a sound knowledge and/or understanding of Club governance
- Possesses good organisational and time management skills
- Is able to allocate consistent weekly time periods for the preparation and maintenance of Club correspondence and records

Estimated time commitment required & period of appointment:

The estimated time commitment required as the Secretary is five hours per week, with an increase in time commitment for production of the annual report .The secretary is appointed for a 12 month term.



17.04 Treasurer

Role:

The Treasurer has the overall responsibility for the management and reporting of Club finances

Responsible to: The President

Responsibilities and duties:

- To ensure money is received, banked and receipted appropriately
- Provide statements of receipts and expenditure for the month immediately preceding
- Maintain records of current income and expenditure
- Prepare and present regular accounts for approval and payment by the Board of management
- Prepare budgets for the forthcoming year, in consultation with all Club managers
- Prepare annual financial accounts for auditing and provide the Club's auditor with information as required
- Prepare annually an income and expenditure account for that financial year together with a balance sheet setting out the Club's assets and liabilities, the foregoing statements to be presented to the members at the annual general meeting together with annual report
- To be the signatory (with other nominated Board of Management members) on Club cheques
- Prepare a schedule of assets and liabilities of the Club when required
- Manage Club investment programs where applicable
- Manage tax returns and income tax payments for employees and the regular filing of business activity statements (including GST) with the relevant authorities
- Submit to a Working with Children check in accordance with Government Legislation

Knowledge and skills required:

Ideally the Treasurer is someone who:

- Is able to keep good financial records and work in a logical orderly manner
- Maintains confidentiality in relevant matters
- Possesses knowledge of and/or awareness of state and federal tax legislative requirements
- Has an awareness of information and financial requirements for the annual audit
- Is able to allocate regular time periods to maintain the accounts and associated records

Estimated time commitment required & period of appointment

The estimated time commitment required as the Treasurer is five hours per week, with an increase at annual financial reporting time. The Treasurer is appointed for a 12 month term.



17.05 Club Captain

Role:

The Club Captain has overall responsibility for the Club's lifesaving services

Responsible to:

Club President

Responsibilities:

- Responsible for coordinating all functions associated with the provision of lifesaving services including the maintenance of efficient, quality patrols
- Responsible for reviewing and implementing any directives/policies provided by state centre and national council
- Responsible for communicating with local authorities on patrol operations
- Responsible for reporting at each Board meeting on area of management
- Submit an annual report on area of management to Secretary prior to the AGM
- Liaise with President on a regular basis on area of management
- Responsible for managing Patrol Manager, Gear Steward, First aid Officer, Radio Officer and IRB/Powercraft Captain.
- Submit to a Working with Children check in accordance with Government Legislation

Knowledge and skills required:

Ideally the Club Captain is someone who:

- Communicates effectively
- Has a full understanding of requirements for lifesaving services, include award structure
- Organises and delegates tasks
- Is able to allocate regular time periods to maintain continuity of service

Estimated time commitment required & period of appointment;

The estimated time commitment required as the Club Captain is eight hours per week. The Club Captain is appointed for a 12 month term.



17.06 Patrol Manager

Role:

The Patrol Manager has overall responsibility for the provision of an efficient patrolling service

Responsible to:

The Club Captain

Responsibilities and duties:

- Organise and assist with training and examination of patrol awards in conjunction with the Chief Instructor
- Produce and distribute a patrol roster prior to the commencement of the patrol season
- Supervise the work of and develop the leadership skills of Patrol Captains
- Ensure that all necessary patrol logs and data are returned to LSV in a timely fashion
- Bring to the notice of the Club Captain all breaches of discipline on the part of patrolling members
- Ensure adequate patrol numbers are present at all events and activities undertaken by the Club, ensuring priority is given to all rostered patrols
- Submit to a Working with Children check in accordance with Government Legislation

Knowledge and skills required:

Ideally the Patrol Manager is someone who:

- Has their silver medallion (Patrol Captain) award or equivalent
- Has their trainers and assessors awards
- Is able to coordinate and schedule rosters
- Is able to supervise and mentor Patrol Captains and/or members
- Is able to allocate regular time periods for the training and supervision of patrols

Estimated time commitment required & period of appointment:

The estimated time commitment required as the Patrol Manager is three to four hours a week during the defined patrol season. The patrol manager is appointed for a 12 month term.



17.07 Gear Steward

Role:

The Gear Steward has the overall responsibility for the purchase, replacement and repair of Club's patrol equipment.

Responsible to:

The Club Captain

Responsibilities and duties:

- Responsible for maintaining the patrol equipment to LSV and/or SLISA (whichever is the higher) approved standards
- Responsible for developing and maintaining a changeover timetable and repair schedule for patrol equipment
- Provide a budget, in consultation with the other lifesaving team members, to the Club Captain for the purchase, replacement and repair of all patrolling equipment
- Maintain a register of all patrol equipment, including consumables
- Maintain a register of all gear and equipment loaned to members
- Ensure that all safety regulations for the handling and storage of equipment and consumables are met and that all members are aware of such regulations
- Submit to a Working with Children check in accordance with Government Legislation

Knowledge and skills required:

Ideally the Gear Steward is someone who:

- Possesses a knowledge of equipment storage and handling, as well as related safety regulations
- Is able to organise and prepare budgets
- Is able to allocate regular time periods for the scheduled maintenance of equipment and, when necessary, to allocate time for emergency repairs

Estimated time commitment required & period of appointment

The estimated time commitment required as the Gear Steward is two to three hours per week during the patrol season. The Gear Steward is appointed for a 12 month term.



17.08 First Aid Officer

Role:

The First Aid Officer has overall responsibility for the provision of first aid services within the Club.

Responsible to:

The Club Captain

Responsibilities and duties:

- Is responsible for maintaining adequate stocks of LSV/SLSA approved first aid material and equipment
- Is responsible for maintaining the first aid room in a clean and orderly condition
- Is responsible for ensuring that all first aid equipment is operational
- Organise and arrange instruction for first aid awards in conjunction with the Chief Instructor
- Is responsible for ensuring that a record of names and addresses of patients treated for first aid is maintained
- Advise Gear Steward of any repairs to equipment immediately it is damaged
- Submit to a Working with Children check in accordance with Government Legislation

Knowledge and skills required:

The First Aid Officer is someone who:

- Must possess a current first aid award
- Maintains current knowledge of first aid practices as adopted by the Club's parent association

Estimated time commitment required & period of appointment:

The estimated time commitment required as the First Aid Officer is two hours per week, including training sessions. The First Aid Officer is appointed for a 12 month term.



17.09 IRB/Powercraft Captain

Role:

The IRB/Powercraft Captain has overall responsibility for the provision of powercraft services for the Club.

Responsible to:

The Club Captain

Responsibilities and duties:

- Responsible for the correct use and care of all powercraft equipment
- Organise and schedule training and examination of powercraft awards in conjunction with the Chief Instructor
- Maintain a register of powercraft awards
- Ensure that the correct procedures and regulations governing powercraft usage are adhered to at all times
- Ensure that only suitably qualified patrolling members are in charge of powercraft at all times
- Advise Club Captain of any misconduct on and/or misuse of powercraft immediately it occurs
- Advise Gear Steward of any repairs to equipment immediately it is damaged
- Submit to a Working with Children check in accordance with Government Legislation

Knowledge and skills required:

Ideally the IRB/Powercraft Captain is someone who:

- Must possess the relevant powercraft awards (e.g. IRB, PWC)
- Has sound knowledge of powercraft and their usage regulations
- Is able to allocate regular time periods for the training of powercraft awards and maintenance and supervision of powercraft

Estimated time commitment required & period of appointment:

The estimated time commitment required as the IRB/Powercraft Captain is two to three hours per week. The IRB/Powercraft Captain is appointed for a 12 month term.



17.10 Radio Officer

Role:

The Radio Officer has overall responsibility for the provision of reliable radio communication services within the Club.

Responsible to:

The Club Captain

Responsibilities and duties:

- Responsible for the maintenance and care of all the Club's radio equipment
- Organise and schedule training and examination of radio awards in conjunction with the Chief Instructor
- Maintain a register of radio awards
- Ensure all patrolling Club members are familiar with the procedures of radio operations, including logging on and off command procedures
- Advise the Gear Steward of any repairs to equipment immediately it is damaged
- Submit to a Working with Children check in accordance with Government Legislation

Knowledge and skills required:

Ideally the Radio Officer is someone who:

- Must possess a current radio award
- Is able to communicate effectively
- Is able to allocate regular time periods for the maintenance of equipment

Estimated time commitment required & period of appointment:

The estimated time commitment required as the Radio Officer is two hours per week. The Radio Officer is appointed for a 12 month term.



17.11 Chief Instructor

Role:

The Chief Instructor has overall responsibility for the training and examination of patrol awards

Responsible to:

The Board

Responsibilities and duties:

- Develop and conduct training programs for members to gain patrol awards
- Maintain current knowledge of award requirements and up-to-date training techniques
- Ensure that the Club has sufficient qualified members to patrol efficiently
- Encourage all members to gain lifesaving skills and obtain further awards
- Promote and assist Club trainers in the gaining of trainer and assessor awards
- Review and actively promote youth development and leadership programs within the Club
- Submit to a Working with Children check in accordance with Government Legislation

Knowledge and skills required:

Ideally the Chief Instructor is someone who:

- Must possess trainer and assessor awards
- Possesses excellent communication skills
- Is able to liaise with a variety of age groups, with an emphasis on youth
- Is able to develop, plan and deliver training schedules and programs
- Is able to allocate regular time periods for the preparation and delivery of training

Estimated time commitment required & period of appointment:

The estimated time commitment required as the Chief Instructor is five hours per week, this commitment could increase in the period leading up to the patrolling season. The Chief Instructor is appointed for a 12 month term.



17.12 Junior Coordinator

Role:

The Junior Coordinator will develop and coordinate all nipper training for the Club and such activities will be provided in an inclusive manner

Responsible to: The Board

Responsibilities and duties:

- To deliver an aquatic/marine education program that will facilitate the transition of junior members into advanced lifesaving and competition activities
- To conduct training sessions for nippers with an awareness of their skill levels, prevailing weather conditions and achievable outcomes in a safe and welcoming environment
- Appoint and assist age managers to conduct nipper training
- Foster and promote a message of inclusion for participation by all children
- Ensure all junior and cadet activities are conducted in a healthy and safe environment and all necessary safety standards are complied with
- Ensure that all participants have completed membership forms and are currently financial
- Actively encourage and foster parental involvement in junior and cadet activities
- Submit an annual report on area of training to Secretary prior to the AGM
- Liaise with the Club Captain on a regular basis on area of training
- Agrees to abide by all Club rules
- Submit to a Working with Children check in accordance with Government Legislation

Knowledge and skills required:

Ideally the Junior Coordinator is someone who:

- Has a clear understanding and commitment to the principles of junior and youth participation in lifesaving
- Is able to allocate regular time periods for the preparation and delivery of training
- Is able to organise and delegate tasks
- Has sound knowledge of current legislation with regards to participation in junior activities
- Possesses an understanding of and commitment to the promotion of a healthy and safe environment for youth participation in lifesaving

Estimated time commitment required & period of appointment:

The estimated time commitment required as the Junior Coordinator is three to four hours per week, excluding attendance at carnivals, if required. The Junior Coordinator is appointed for a 12 month term.



17.13 Membership Manager

Role:

The Membership Manager is responsible for the recruitment and retention of the Club membership and all associated membership records

Responsible to:

The Board

Responsibilities and duties:

- Responsible for the induction and inclusion of all new members
- Responsible for membership recruitment and retention
- Responsible for the production of suitable induction kit
- Responsible for maintaining membership details
- Organise and coordinate annual member registration days
- Responsible for the input and update of membership details on the national database
- Provide the media & promotions manager with current membership contact details on a monthly basis
- Submit to a Working with Children check in accordance with Government Legislation

Knowledge and skills required:

Ideally the Membership Manager is someone who:

- Has high level interpersonal skills
- Has good data entry skills
- Possesses record management skills
- Has a knowledge of and/or awareness of current privacy legislation

Estimated time commitment required & period of appointment:

The estimated time commitment required as the Membership Manager is four hours per week. The Membership Manager is appointed for a 12 month term.



17.14 Social/Fundraising Manager

Role:

The Social/Fundraising Manager will arrange and coordinate all Club social and fundraising events

Responsible to:

The Board

Responsibilities:

- Responsible for the conduct of social and fundraising events
- Prepare an annual calendar of social and fundraising events
- Responsible for the receiving of fundraising monies on behalf of the club, and delivery of such monies to the treasurer as soon as practicable
- Responsible for submitting a written account covering all financial matters associated with each fundraising event to the Board within two weeks of the event occurring
- Must ensure that all necessary permits and/or registrations are obtained for fundraising events
- Submit to a Working with Children check in accordance with Government Legislation

Knowledge and skills required:

Ideally the Social/Fundraising Manager is someone who:

- Has good organisational skills
- Is able to allocate time periods for the planning and management of social activities

Estimated time commitment required & period of appointment:

The estimated time commitment required as the Social/Fundraising Manager is two hours per week. The Social/Fundraising Manager is appointed for a 12 month term.



17.15 Sponsorship Coordinator

Role:

The Sponsorship Coordinator will develop and manage all Club sponsorship and grant applications.

Responsible to:

The Board

Responsibilities:

- Responsible for the planning and production of a sponsorship package
- Actively seek and promote new club sponsors for both general and special events
- Service and maintain existing sponsorship arrangements
- Responsible for submitting a written account covering all conditions associated with each sponsorship gained to the Board within two weeks of the sponsorship agreement being signed
- Ensure that all necessary sponsorship agreement conditions are complied with
- Responsible for the completion and submission of grant applications, in consultation with the Gear Steward
- Submit to a Working with Children check in accordance with Government Legislation

Knowledge and skills required:

Ideally the Sponsorship Coordinator is someone who:

- Possesses good communication and negotiating skills
- Possesses graphic design and/or word processing skills
- Has the ability to organise and delegate tasks
- Is able to allocate time periods for the development, preparation and servicing of sponsorship agreements

Estimated time commitment required & period of appointment:

The estimated time commitment required as the Sponsorship Coordinator is four hours per week. The Sponsorship Coordinator is appointed for a 12 month term.



17.16 Senior Coordinator

Role:

The Senior Coordinator will develop and coordinate all senior training for the club and such activities will be provided in an inclusive manner

Responsible to: The Board

Responsibilities and duties:

- To deliver an aquatic/marine & land training program that will facilitate the senior members into advanced lifesaving and competition activities
- To conduct training sessions for seniors with an awareness of their skill levels, prevailing weather conditions and achievable outcomes in a safe and welcoming environment and all necessary safety standards are complied with in accordance with all LSV protocols
- Liaise with Board Membership representative & ensure that all participants have completed membership forms and are currently financial
- Possesses an understanding of and commitment to the promotion of a healthy and safe environment for youth/cadet participation in lifesaving
- Responsible for reporting at each Board Meeting on area of training and submitting a written report to the Secretary
- Submit an annual report on area of training to Secretary prior to the AGM
- Liaise with the Club Captain on a regular basis on area of training
- Agrees to abide by all Club rules
- Submit to a Working with Children check in accordance with Government Legislation

Knowledge and skills required:

Ideally the Senior Coordinator is someone who:

- Is able to organize and delegate tasks and communicates effectively
- Has a clear understanding and commitment to the principles of senior participation in lifesaving
- Has sound knowledge of current legislation with regards to participation in cadet activities
- Is able to allocate regular time periods for the preparation and delivery of training
- Holds current LSV appropriate level qualifications

Problems/ Concerns

Any (incidents/ concerns) that occur during a training session are to be documented and reported as soon as practicable to a member of the Board.



17.17 Swimwear Manager

Role:

The Swimwear Manager will coordinate all Club purchases and sales of swimwear

Responsible to:

The Board

Responsibilities:

- Responsible for the purchase of swimwear
- Liaise with swimwear manufacturer on orders, delivery and quality control
- Responsible for the receiving of swimwear monies on behalf of the club, and delivery of such monies to the treasurer as soon as practicable
- Responsible for submitting a written account covering all financial matters associated with swimwear purchases and sales to the Board monthly
- Must ensure that swimwear complies with current Club colours and design
- Submit to a Working with Children check in accordance with Government Legislation

Knowledge and skills required:

Ideally the Swimwear Manager is someone who:

- Has good organisational skills
- Is able to allocate time periods for the preparation of swimwear orders and delivery

Estimated time commitment required & period of appointment:

The estimated time commitment required as the Swimwear Manager is two hours per week. The Swimwear Manager is appointed for a 12 month term.



17.18 Building Manager

Role:

The Building Manager has overall responsibility for the Club's building and maintenance services

Responsible to:

The Board

Responsibilities:

- Responsible for coordinating all building functions and maintenance programs associated with the clubhouse building and immediate surrounds
- Responsible for coordinating trades people and obtaining quotes for ongoing Clubhouse maintenance
- Responsible for submitting budgets and quotations prior to commencement of season, to enable Treasurer to create a global budget for the Club building works
- Responsible for sourcing legal and insurance services for the Club
- Responsible for providing effective internal communication through Board meetings
- Responsible for reporting at each Board meeting on area of management, and submitting a written report
- Submit an annual report on area of management prior to the AGM
- Liaise with the Club President on a regular basis on area of management
- Submit to a Working with Children check in accordance with Government Legislation

Knowledge and skills required:

Ideally the Building Manager is someone who:

- Communicates effectively
- Thinks clearly and positively
- Maintains confidentiality in relevant matters
- Manages and supervises others
- Organises and delegates tasks and has had previous experience within the building industry

Estimated time commitment required & period of appointment:

The estimated time commitment required as the Building Manager is two hours per week. The Building Manager is appointed for a 12 month term.



APPENDICES

Community Group Agreement Form for the Hire of Bonbeach Life Saving Club Inc. Facilities

Name of Applicant	
Date of Function	
Time of Function	
Type of Function	
Number of Guests	
Payment Received	

Payment

I agree to pay the \$ fee, for or in connection with the use of the Club's property, and to leave the Club's property and all facilities in a fit state of cleanliness and tidiness.

Smoking

In accordance with Club Rules and Government regulations no person shall smoke in or within 5 metres of the Club entrances.

Fire and safety

1. Doors must be free of blockages and exit doors must not be locked.
2. Highly flammable materials are not permitted.
3. The use of open flames, heaters, lamps is not permitted.

Responsibility

1. In the event of damage occurring to any of the Club's property, furniture or equipment while it is being used, I agree to pay Bonbeach Lifesaving Club Inc., the cost of making good the damage and I agree to accept the decision of the Board of Management on the extent of any such damage.
2. That the patrol/radio room is out of bounds and any doors leading to this area must be kept locked at all times.
3. That the Boat/Equipment room is out of bounds and any door leading to this area must be kept locked at all times.
4. All rubbish is to be removed from the premises.
5. That I agree to abide by City of Kingston Bylaws in regards to noise and curfew. The hirer is responsible to conduct the function in an orderly manner and in full compliance with the rules and Policy of the Club management and all applicable laws. We reserve the right to intervene if a function's activities are considered illegal, noisy or offensive.



BONBEACH LIFE SAVING CLUB INC.

BYLAWS

6. All decorations are to be affixed to the walls with removable adhesive and any damage incurred to walls removing decorations is the responsibility of the hirer.
7. The hirer assumes responsibility for all damage caused by them or any of their guests, invitees or other people attending the function, whether in the Clubhouse or its surrounds.
8. The Club will take all necessary care but will not accept responsibility for damage or loss of any client's property in the venue before, during or after a function.
9. Parking is always difficult and we would appreciate consideration for our neighbours, would you be able to pass onto your guests that parking is available at the Williams Gove car park on the beach just north of the Life Saving Club.

I have read and accept the conditions stated in this Agreement:

Applicant 1

Name of Applicant	
Address	
Email Address	
Home Phone	
Mobile Phone	
Signature	
Date	

Applicant 2 (if applicable)

Name of Applicant	
Address	
Email Address	
Home Phone	
Mobile Phone	
Signature	
Date	

Please return completed form and payment to:

**The Treasurer
Bonbeach Life Saving Club Inc.
PO Box 440
CHELSEA 3196**



Application for lifesaving Education program

These are the steps that each applicant must complete in order to be considered for financial support from Bonbeach Life Saving Club Inc. when attending an approved Life Saving Education Program.

- Notify the Bonbeach Life Saving Club Administrator/Secretary as soon as practicable of their intention in writing including details and cost involved.
- Clarify their position (how much financial support), they are seeking.
- State the relevant benefit directly or indirectly to Bonbeach Life Saving Club or lifesaving from their participation.
- Be prepared at the Board’s discretion to be interviewed.
- Accept the Board’s decision as final.
- Be a current financial club member with applicable awards if required.

I have read and accepted the conditions stated in this Agreement:

Name of Applicant	
Address	
Email Address	
Home Phone	
Mobile Phone	
Signature	
Date of Application	
Date of Program	
Venue	
Cost of Program	
Amount of Financial Aid Sought	
Nature of Program	



BONBEACH LIFE SAVING CLUB INC.

BYLAWS

Please state the benefits indirectly or directly to Bonbeach Life Saving Club Inc. and or lifesaving in supporting your request for financial support. Please attach any supporting documents if insufficient space available below.

Please return completed form to:

**The Secretary
Bonbeach Life Saving Club Inc.
PO Box 440
CHELSEA 3196**



Club Member Agreement Form for the Loan of Equipment

Member Guidelines – Use of Loan Equipment

The equipment is lent to members with the understanding that:

- The equipment is covered by the Club's Building & Contents Insurance
- The equipment must be kept secure at all times whilst in the possession of the loan member
- Loan periods will be kept to a minimum during the period October to March each year
- Concurrent loan periods will not be allowed
- Loans are not restricted to a particular number during these periods, but will be monitored to ensure equitable access for all members

Maintenance & Repairs

The member will be responsible for costs incurred and the repair or replacement of the equipment if damaged during the loan period

Security of Equipment

- All equipment is to be stored in a secure manner by the member
- The minimum security arrangements for the equipment are to be stored in a locked secure area

Use of Equipment

- Equipment must be used only for club-related activities and not lent to outside organisations and/or members
- Equipment is provided to members to assist in the delivery of training and education in emergency management and lifesaving training programs.
- Members must provide the information requested on the booking form



I have read and accept the conditions stated in this Agreement:

Applicant 1

Name of Applicant	
Address	
Email Address	
Home Phone	
Mobile Phone	
Signature	
Date	

Please return completed form to:

**The Secretary
Bonbeach Life Saving Club Inc.
PO Box 440
CHELSEA 3196**



Club Equipment Booking Form & Loan Register

MEMBER RESPONSIBLE FOR EQUIPMENT - Name: _____

Phone: _____

LOCATION OF EQUIPMENT DURING LOAN PERIOD: _____

LOAN PERIOD REQUIRED: **From** – Time: _____ Date: _____ **To** - Time: _____ Date: _____

PICK UP ARRANGEMENTS: Pick Up Deliver to _____

PURPOSE OF LOAN:

(please indicate which awards/training program is being conducted)

NUMBER OF MEMBERS INVOLVED IN THE PROGRAM: _____

EQUIPMENT REQUESTED: _____

CONDITION OF EQUIPMENT LOANED: **Poor** **Good**

Very good with no visible damage or known problems

Equipment Received in Good Order: _____ **Date:** _____

Equipment Returned in Good Order: _____ **Date:** _____



Nomination for Annual Trophy Presentation

To be eligible to nominate a Club member for an annual Trophy the nominator and nominee must be current financial Club members

- o Trophy description and history is available for download from the official Bonbeach LSC website at www.bonbeachlsc.com.au.
- o State the relevant contribution made directly or indirectly to Bonbeach Life Saving Club or lifesaving from the nominee's participation during the current season.
- o Be prepared at the Board's discretion to be interviewed.
- o Accept the Board's decision as final.

Name of Person Nominating	
Address	
Email Address	
Home Phone	
Mobile Phone	
Signature	
Name of Award	
Date of Nomination	
Name of Person Nominated	

Please state the relevant contribution made indirectly or directly to Bonbeach Life Saving Club Inc. and or lifesaving in support of your nomination. Please attach any supporting documents if insufficient space available below.

Please return completed form to:

**The Secretary
Bonbeach Life Saving Club Inc.
PO Box 440
CHELSEA 3196**