

SURF LIFE SAVING SYDNEY INC

BY-LAWS

Adopted October 16, 2007

SURF LIFE SAVING SYDNEY INC
BY-LAWS
August 2007

CONTENTS

CONTENTS	1
BY-LAW 1 DUTIES OF OFFICERS	4
1.1 President	4
1.2 Deputy President	4
1.3 Director of Administration	4
1.4 Director of Finance	4
1.5 Director of Lifesaving	4
1.6 Director of Surf Sports	5
1.7 Director of Youth Activities	5
1.8 Director of Junior Development	5
BY-LAW 2 STANDING BOARDS, STANDING COMMITTEES AND SUB-COMMITTEES	5
2.1 Branch Standing Boards	5
2.2 Branch Standing Committees	5
2.3 BoL Standing Committees	5
2.4 BoL Standing Sub-Committees	6
BY-LAW 3 MEETINGS OF STANDING BOARDS, STANDING COMMITTEES AND SUB-COMMITTEES	6
BY-LAW 4 BOARD OF LIFESAVING	6
4.1 THE BOARD OF LIFESAVING (BoL)	6
4.2 CHARTER	6
4.3 RESPONSIBILITIES	6
4.4 COMPOSITION OF BoL MANAGEMENT COMMITTEE	6
4.5 ELECTION OF BOL OFFICERS	7
4.6 GENERAL	7
4.7 MEETINGS OF BOARD OF LIFESAVING MANAGEMENT COMMITTEE	7
4.8 QUORUM	7
4.9 VOTING	7
4.10 MINUTES	7
4.11 BoL STANDING COMMITTEES	8
4.11.1 Meritorious Awards and Lifesaving Selection Committee	8
4.11.2 Development and Training Committee	8
4.12 BoL SUB- COMMITTEES	8
4.12.1 Support Operations Group Sub-Committee	8
4.12.2 Patrol Tribunal Sub-Committee	8
4.12.3 Lifesaving Sub-Committee	9
4.12.4 Education Sub-Committee	9
4.13 BOARD OF LIFESAVING EXECUTIVE	10
4.14 BOARD OF ASSESSORS	10
BoL POSITION DESCRIPTIONS	10
4.15 Director of Lifesaving	10
4.15.1 Qualifications	10
4.15.2 General Responsibility	10
4.16 Deputy Director of Lifesaving	11
4.16.1 Qualifications	11
4.16.2 General Responsibility	11
4.16.3 Duties	11
4.17 Manager Support Operations	11
4.17.1 Qualifications	11
4.17.2 General Responsibility	11
4.17.3 Duties	11
4.18 Education Manager	12
4.18.1 Qualifications	12
4.18.2 General Responsibility	12

4.18.3	Duties	12
4.19	Communications Officer	12
4.19.1	Qualifications	12
4.19.2	General Responsibility	12
4.19.3	Duties	12
4.20	Inflatable Rescue Boat Officer	13
4.20.1	Qualifications	13
4.20.2	General Responsibility	13
4.20.3	Duties	13
4.21	Offshore Rescue Boat Officer	13
4.21.1	Qualifications	13
4.21.2	General Responsibility	13
4.21.3	Duties	13
4.22	Rescue Water Craft Officer.....	14
4.22.1	Qualifications	14
4.22.2	General Responsibility	14
4.22.3	Duties	14
4.23	Junior Advisor	14
4.23.1	Qualifications	14
4.23.2	General Responsibility	14
4.23.3	Duties	14
4.24	Club Patrol Adviser.....	14
4.24.1	Qualifications	15
4.24.2	General Responsibilities.....	15
4.24.3	Duties	15
4.25	Club Education Advisor	15
4.25.1	Qualifications	15
4.25.2	General Responsibility	15
4.25.3	Duties	15
4.26	Advanced Awards Coordinator.....	15
4.26.1	Qualifications	15
4.26.2	General Responsibilities.....	15
4.26.3	Duties	15
4.27	Peer Support Coordinator.....	16
4.27.1	Qualifications	16
4.27.2	General Responsibility	16
4.27.3	Duties	16
4.28	BoL Secretary.....	16
4.28.1	Qualifications	16
4.28.2	General Responsibilities.....	16
4.28.3	Duties	16
BY-LAW 5	BOARD OF SURF SPORTS	16
5.1	THE BOARD OF SURF SPORTS (BSS).....	17
5.2	CHARTER.....	17
5.3	RESPONSIBILITIES.....	17
5.4	COMPOSITION OF BSS MANAGEMENT COMMITTEE.....	17
5.5	ELECTION OF BOSS OFFICERS.....	18
5.6	GENERAL	18
5.7	MEETINGS.....	18
5.8	QUORUM.....	18
5.9	VOTING	18
5.10	MINUTES.....	18
5.11	BOARD OF SURF SPORTS	18
BSS POSITION DESCRIPTIONS		18
5.12	Director of Surf Sports	18
5.12.1	Qualifications	19
5.13.2	General Responsibility	19
5.14	Deputy Director of Surf Sports	19

5.14.1	Qualifications	19
5.14.2	General Responsibility	19
5.15	Manager of Competition	19
5.15.1	Qualifications	19
5.15.2	General Responsibilities.....	19
5.16	Junior Competition Coordinator.....	20
5.16.1	Qualifications	20
5.16.2	Responsibilities	20
5.17	BSS Secretary.....	20
5.17.1	Qualifications	20
5.17.2	General Responsibilities.....	20
BY-LAW 6	BOARD OF YOUTH ACTIVITIES	20
BY-LAW 7	BOARD OF JUNIOR DEVELOPMENT	20
BY-LAW 8	BOARD OF JUNIOR DEVELOPMENT STANDING COMMITTEES.....	21
BY-LAW 9	CONSTITUTION COMMITTEE.....	21
BY-LAW 10	FINANCE COMMITTEE.....	21
BY-LAW 11	COMPETITION SELECTION COMMITTEE	21
BY-LAW 12	SUB-COMMITTEES.....	21
BY-LAW 13	LIFE MEMBERSHIP COMMITTEE.....	21
BY-LAW 14	JUDICIARY COMMITTEE AND DISCIPLINARY MATTERS	22
BY-LAW 15	UNBECOMING CONDUCT	22
BY-LAW 16	EXAMINATIONS, CARNIVALS, SURF SPORTS COMPETITIONS & DISPLAYS	22
BY-LAW 17	COMPETITION OUTSIDE SURF LIFE SAVING SYDNEY	22
BY-LAW 18	BRANCH COSTUME, BLAZER, AND BADGE,	22
BY-LAW 19	NON-PARTY POLITICAL AND NON-SECTARIAN	23
BY-LAW 20	RULES OF DEBATE	23

SURF LIFE SAVING SYDNEY INC
BY-LAWS
July 2007

BY-LAW 1 DUTIES OF OFFICERS

1.1 President

- 1.1.1 Shall preside at all meetings of the SLSS Council and functions held by SLSS;
- 1.1.2 Shall have a deliberative and casting vote;
- 1.1.3 Shall be responsible for ensuring that all office bearers perform their duties in accordance with the Rules and By-Laws of SLSS;
- 1.1.4 Shall be an ex-officio member of all Committees/Boards (except Judiciary Committee) formed under the Rules and By-Laws.
- 1.1.5 Shall be the Delegate to Surf Life Saving New South Wales meetings

1.2 Deputy President

- 1.2.1 Shall assume the role of the SLSS President in his absence;
- 1.2.2 Shall represent the SLSS President and do all things necessary at SLSS Council and SLSS Executive meetings and other functions in his absence.

1.3 Director of Administration

- 1.3.1 Shall in the absence of a Chief Executive Officer being employed the Branch, be the Public Officer for the purposes of the NSW Incorporations Act.
- 1.3.2 Be responsible for maintaining a register of the names and addresses of all members in whom the control of the Branch is vested.
- 1.3.3. Compile an agenda paper for Branch meetings and must ensure the taking and storage of minutes of such meetings.
- 1.3.4. Be responsible for the forwarding of notices of all meetings and the business to be transacted thereat to members in accordance with the rules.
- 1.3.5. Conduct the correspondence of the Branch and be responsible for the custody of all documents belonging to the Branch and for the disposition thereof.
- 1.3.6. Be responsible for the drafting of the Annual Report, arrange for its printing and circulation to all Branch Officers and to Club Secretaries.
- 1.3.7. Be an ex-officio member of the Constitution Committee and the Life Membership Committee.
- 1.3.8. Distribute authorised Press Releases.

1.4 Director of Finance

- 1.4.1 Shall ensure that all money due to SLSS is collected and received and that all payments authorised by SLSS are made;
- 1.4.2 Shall ensure that correct books and accounts are kept showing the financial affairs of SLSS including full details of all receipts and expenditure connected with the activities of SLSS;
- 1.4.3 Shall cause all money to be lodged to the credit of SLSS at the approved financial institution;
- 1.4.4 Shall at least monthly and at other times as required, prepare financial statements showing details of receipts and expenditure and particulars relating to accounts payable since the previous statement together with bank passbooks and statements reconciling the balance shown therein with the balance as shown on the cash book;
- 1.4.5 Shall prepare accounts of SLSS if and when requested by the SLSS Executive or a SLSS Council meeting;
- 1.4.6 Shall once in every year prepare a statement of income and expenditure together with balance sheet showing the financial position of SLSS as at the date of the close of the financial year and arrange for presentation to the auditors for audit;
- 1.4.7 Shall maintain an inventory of all assets of SLSS;
- 1.4.8 Shall arrange insurance on assets and for all risks that SLSS may require.

1.5 Director of Lifesaving

- 1.5.1 Through the Board of Lifesaving shall ensure implementation of all SLSA and SLSNSW policies relating to lifesaving;
- 1.5.2 Shall ensure effective management of Board of Lifesaving;

- 1.5.3 Through the Board of Lifesaving shall ensure Clubs develop and implement effective Beach Management Plans;
- 1.5.4 Shall ensure effective management of Board of Lifesaving in all of its operations and chair its meetings as well as chair any other appropriate meetings relating to Lifesaving and Education as required;
- 1.5.5 Shall prepare monthly reports for presentation and approval at SLSS Executive and SLSS Council Meetings and represent the Board of Lifesaving at such meetings;
- 1.5.6 Shall act as chairman where a combined meeting is held with the Board of Surf Sports.

1.6 Director of Surf Sports

- 1.6.1 Shall ensure implementation of all SLSA and SLSNSW policies relating to surf sports;
- 1.6.2 Shall arrange carnival venues and dates annually;
- 1.6.3 Shall ensure effective management of Board of Surf Sports in all of its competition operations;
- 1.6.4 Shall oversee security and maintenance of all competition equipment.

1.7 Director of Youth Activities

- 1.7.1 Shall be responsible to the SLSS Council for the conduct and co-ordination of all matters pertaining to youth activities;
- 1.7.2 Shall convene and preside over a Standing Board established under these By-Laws to be known as the Board of Youth Activities;
- 1.7.3 Shall prepare monthly reports for presentation and consideration at SLSS Executive and SLSS Council Meetings.

1.8 Director of Junior Development

- 1.8.1 Shall be responsible to the SLSS Council for the conduct and co-ordination of all matters pertaining to junior development;
- 1.8.2 Shall convene and preside over a Standing Board established under these By-Laws to be known as The Board of Junior Development;
- 1.8.3 Shall prepare monthly reports for presentation and consideration at SLSS Executive and SLSS Council meetings.

BY-LAW 2 STANDING BOARDS, STANDING COMMITTEES AND SUB-COMMITTEES

2.1 Branch Standing Boards

The Standing Boards, which shall be elected each year at the Annual Election Meeting of SLSS in accordance with the qualifications stated in these By-Laws, shall be:

- 2.1.1 Board of Lifesaving
- 2.1.2 Board of Surf Sports
- 2.1.3 Board of Youth Activities
- 2.1.3 Board of Junior Development

2.2 Branch Standing Committees

The Standing Committees, which shall be elected each year at the Annual Election Meeting of SLSS in accordance with the qualifications stated in these By-Laws, shall be:

- 2.2.1 Judiciary Committee - A panel of 15 who will convene when required (5 to form quorum).
- 2.2.2 Constitution Committee - 3 to be elected plus Director of Administration/CEO (2 to form quorum).
- 2.2.3 Finance Committee - 4 to be elected plus Director of Finance (3 to form quorum).
- 2.2.4 Life Membership Committee - 5 to be elected (4 to form quorum).
- 2.2.5 Selection Committee - 4 to be elected plus Director of Surf Sports and 2 from Board of Junior Development and BJD Competition Coordinator (3 to form quorum).

2.3 BoL Standing Committees

- 2.3.1 Meritorious Awards and Lifesaving Selection Committee
- 2.3.2 Development and Training Committee

- 2.4 BoL Standing Sub-Committees**
- 2.4.1 Support Operations Group Sub-Committee
- 2.4.2 Patrol Tribunal Sub-Committee
- 2.4.3 Lifesaving Sub-Committee
- 2.4.4 Education Sub-Committee

BY-LAW 3 MEETINGS OF STANDING BOARDS, STANDING COMMITTEES AND SUB-COMMITTEES

- 3.1 Oral or written notice of a meeting of a Standing Boards, Standing Committees and Sub-Committees shall be given to each member of the Board/Committee at least 48 hours (or such period as may be unanimously agreed upon by the members of the Standing Boards, Standing Committees and Sub Committees) before the time appointed for the holding of the meeting.
- 3.2 Notice of a meeting given under clause 3.1 shall specify the general nature of the business to be transacted at the meeting.
- 3.3 No business shall be transacted by a Standing Committee and Sub Committees unless a quorum is present and if within 30 minutes after the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and at the same hour of the same day of the following week.
- 3.4 If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be abandoned.

BY-LAW 4 BOARD OF LIFESAVING

4.1 THE BOARD OF LIFESAVING (BoL)

- 4.1.1 Is authorised by the Constitution of Surf Life Saving Sydney and its membership is defined in By-Law 4.14. Duties and responsibilities shall be as follows.

4.2 CHARTER

- 4.2.1 The BoL reports to the SLSS Council and to the SLSS Executive via the Director of Lifesaving or their nominee.
- 4.2.2 The BoL shall be responsible for the development and implementation of the strategic lifesaving business of SLSS. This will be through monitoring, evaluating, reporting, influencing, initiating and determining (within limits of delegated authority) activities and programs designed to meet SLSS objectives.
- 4.2.3 The BoL shall have power to activate matters falling within its orbit of operations provided that specific referrals by the SLSS Council are the subject of recommendations to the SLSS Council for endorsement or otherwise.
- 4.2.4 The BoL may create and regulate Sub-Committees, to achieve the purposes of the BoL and SLSS.

4.3 RESPONSIBILITIES

- 4.3.1 Be responsible for the development and implementation of strategic lifesaving plans aligned with the SLSS Business Plan.
- 4.3.2 Review, develop and maintain lifesaving rules, policies, standards and lifesaving manuals for SLSS.
- 4.3.3 Review, develop and maintain the annual patrol, training and assessment obligations for SLSS.
- 4.3.4 Encourage members, groups and teams to realise their potential.
- 4.3.5 Review, develop and conduct lifesaving events for SLSS.
- 4.3.6 Appoint relevant committees to assist the BoL to fulfill its obligations.
- 4.3.7 Encourage the expansion of services including professional lifeguarding.
- 4.3.8 Attend to matters referred by the SLSS Council or other Boards.
- 4.3.9 Shall approve or reject all applications for Service awards submitted by members.

4.4 COMPOSITION OF BoL MANAGEMENT COMMITTEE

- 4.4.1 Director of Lifesaving (who shall act as BoL chairman)
- 4.4.2 Deputy Director of Lifesaving
- 4.4.3 Manager Support Operations

- 4.4.4 Education Manager
- 4.4.5 BoL Secretary
- 4.4.6 The District Supervisors (Lifesaving and Education)
- 4.4.7 The Assistant District Supervisors (Lifesaving and Education) without vote
- 4.4.8 Communication Officer
- 4.4.9 IRB Officer
- 4.4.10 ORB Officer
- 4.4.11 RWC Officer
- 4.4.12 Junior Advisor (elected by Board of Junior Activities election meeting)
- 4.4.13 Clubs Patrols Advisor
- 4.4.14 Clubs Education Advisor
- 4.4.15 Advanced Awards Coordinator
- 4.4.16 Peer Support Coordinator

4.5 ELECTION OF BOL OFFICERS

- 4.5.1 The BoL for the following season shall be elected at the Annual Election Meeting held in the month of May or June by:-
 - 4.5.1.1 Members of the Board of Assessors
 - 4.5.1.2 Club Captains and Chief Instructors holding Club Office at the time of the election
 - 4.5.1.3 A quorum for an election meeting shall be 20 as per the attendance register
 - 4.5.1.4 The meeting procedure shall be similar to the SLSS Council Election Meeting

4.6 GENERAL

- 4.6.1 The BoL Management Committee shall have the authority to co-opt the services of other persons including officers, chairmen of Committees or Sub-Committees to provide advice and/or assistance on specific matters from time to time.
- 4.6.2 Visitors and/or observers may attend meetings of the BoL Management Committee by prior agreement of the Director of Lifesaving.
- 4.6.3 In the event of the absence of the Director of Lifesaving, the meeting shall be chaired by the Deputy Director of Lifesaving. In the event that both the Director and Deputy Director are both absent, the meeting shall appoint one of its members to act during such absence.

4.7 MEETINGS OF BOARD OF LIFESAVING MANAGEMENT COMMITTEE

- 4.7.1 BoL Management Committee meetings shall be held monthly; or
- 4.7.2 As directed by the SLSS Council or SLSS Executive.
- 4.7.3 Board of Lifesaving Management meetings may be face to face or by other means of telecommunications.

4.8 QUORUM

- 4.8.1 The quorum for any BoL Management Committee meeting shall be at least six (6) members entitled to vote.

4.9 VOTING

- 4.9.1 All listed members as provided for in By-Law 4.4, including the BoL Chairman, shall be entitled to one (1) vote only on any resolution at all meetings of the BoL Management Committee at which they are present in person or by alternate. In the case of a tied ballot, the BoL Chairman has a further casting vote.

4.10 MINUTES

- 4.10.1 The Director or their nominee shall cause full and accurate Minutes of the BoL Management Committee meetings to be recorded. The Board Secretary shall be responsible for the compilation and distribution of such minutes.
- 4.10.2 The Minutes of the BoL Management Committee meeting shall be promptly distributed to members of the BoL Officers and Surf Life Saving Sydney by the Board Secretary or other authorised person.

4.11 BoL STANDING COMMITTEES

4.11.1 Meritorious Awards and Lifesaving Selection Committee

- 4.11.1.1 The Meritorious Awards and Lifesaving Selection Committee shall Comprise four (4) representatives, three (3) elected by the Board of Lifesaving, such representatives to come from at least two (2) different clubs, plus the Director of Lifesaving.
- 4.11.1.2 The Director of Lifesaving shall be the Chairman and receive administrative support from the Director of Administration/Chief Executive Officer or their nominee.
- 4.11.1.3 Select individuals, lifesavers, and/or groups for Meritorious Awards and Commendations; select individual lifesavers and/or groups and managers for the Lifesaver of the Year, Volunteer of the Year and other associated programs, awards and educational tours.
- 4.11.1.4 Be responsible to the Council and submit recommendations to the Council for adoption or ratification.
- 4.11.1.5 Submit its selection to the President, Director of Lifesaving and Director of Administration/Chief Executive Officer or their nominees for ratification.
- 4.11.1.6 The announcement of teams or individuals shall be through the arrangement of the Director of Administration/Chief Executive Officer.
- 4.11.1.7 Five (5) members shall form a quorum.

4.11.2 Development and Training Committee

- 4.11.2.1 A Panel of seven (7) members shall be elected by the BOLS at their Annual Election Meeting. The Committee will deal with all reports and matters relating to artificial resuscitation, first-aid and any matter which is pertinent to this aspect of the operation of the Branch.
- 4.11.2.2 This Panel shall be responsible for teaching members of the public, outside organisations and interested personnel, aspects of prevention of drowning and resuscitation.
- 4.11.2.3 Five (5) members shall form a quorum.
- 4.11.2.4 This Panel shall be responsible to the Manager of Examinations.

4.12 BoL SUB- COMMITTEES

4.12.1 Support Operations Group Sub-Committee

- 4.12.1.1 The Support Operations Group Committee shall comprise the following members:-
 - Manager Support Operations (Chairman)
 - Captain, Cronulla-Sutherland District Offshore rescue Boat
 - Captain, Randwick District Offshore Rescue Boat
 - Communications Officer
 - Rescue Power Craft Officer
 - Rescue Coordinator, northern (as approved by the BoL)
 - Rescue Coordinator, southern (as approved by the BoL)
 - Peer Support Coordinator
 - Director of Lifesaving (Ex-officio)
- 4.12.1.2 Be responsible to the Director of Lifesaving and the BoL for the correct operation of Groups within its scope such as RWC, TiPS, Duty Officers and Surfcom.
- 4.12.1.3 Develop and implement the delivery of support operations services throughout the Branch.
- 4.12.1.4 Discuss issues relating to support operations and submit recommendations to the BoL.
- 4.12.1.5 Meet monthly or as directed by the Director of Lifesaving through the Manager Support Operations.
- 4.12.1.6 The RSM shall ensure minutes of all meetings are taken and that these are presented to the BoL for adoption.
- 4.12.1.7 The SOG shall ensure that the list of active members of groups within SOG is maintained and proper records are being kept including contact details, log books, patrol hours and asset lists

4.12.2 Patrol Tribunal Sub-Committee

- 4.12.2.1 The Patrol Tribunal Sub-Committee shall comprise the following members:_
 - Director of Lifesaving (Chairman) or in his absence the Deputy Director of Lifesaving
 - Manager Support Services
 - Relevant District Supervisor (Lifesaving)
 - Board Secretary (to take minutes primarily)

- 4.12.2.2 The Patrol Tribunal shall be formed to investigate and make recommendation relating to failure of a Club or Group to meet the minimum patrol standards or any other issue relevant to Lifesaving as required.
- 4.12.2.3 Three shall form a quorum. In the event that one of the members is absent, the Director of Lifesaving (or, in his absence, his Deputy) can appoint the Board Secretary or an alternative BoL Officer to fill the committee.
- 4.12.2.4 The Patrol Tribunal shall be formed to investigate an issue at the direction of the BoL and ensure that the accused party is given an opportunity to present information relating to the issue at hand.
- 4.12.2.5 The Patrol Tribunal shall only have the power to make recommendations to the BoL and if confirmed make these recommendations to the SLSS Council for action.
- 4.12.2.6 The Chairman shall point one of the Committee to take minutes and ensure these are presented to the BoL for adoption.

4.12.3 Lifesaving Sub-Committee

- 4.12.3.1 The Lifesaving Sub-Committee shall comprise the following members:-
 - Deputy Director of Lifesaving (Chairman)
 - The 4 District Lifesaving Supervisors
 - The 4 Assistant District Supervisors (without vote)
 - Club Patrols Advisor
 - IRB Officer
 - Junior Activities Officer (where required)
 - Director of Lifesaving (ex officio)
- 4.12.3.2 The Lifesaving Committee shall be responsible for ensuring that all the minimum patrol standards are maintained by Clubs through a co-coordinated process of communication, formal and informal inspections.
- 4.12.3.3 Three shall form a quorum.
- 4.12.3.4 The Lifesaving Sub-Committee shall meet as required at the direction of the Deputy Director of Lifesaving.
- 4.12.3.5 Through the Deputy Director of Lifesaving the Lifesaving Sub-Committee shall ensure that te Gear Inspection and the Patrol Inspection processes ore coordinated correctly and that the results are presented to the BoL for approval.
- 4.12.3.6 The Lifesaving Sub-Committee shall meet and discuss all issues pertaining to the required patrolling standard and make recommendations to the BoL relating to any remedy or issue as required.
- 4.12.3.7 The Lifesaving Sub-Committee shall liaise with the Education Sub-Committee and BoL District Education Officers to ensure proficiency testing is coordinated and conducted correctly and that Club members retain competencies as required through proficiency tests.
- 4.12.3.8 The Deputy Director of Lifesaving shall be responsible to ensure that minutes of meetings are kept and presented to the BoL for adoption.

4.12.4 Education Sub-Committee

- 4.12.4.1 The Education Sub-Committee shall comprise the following members:-
 - Education Manager (Chairman)
 - The 4 District Education Supervisors
 - The 4 Assistant District Education Supervisors (without vote)
 - Club Education Advisor
 - The Advanced Awards Coordinator
 - Junior Activities Officer (where required)
 - Director of Lifesaving (ex officio)
- 4.12.4.2 The Education Sub-Committee shall be responsible for ensuring that all training, assessments and facilitation is conducted according to the policies and procedures of SLSA
- 4.12.4.3 Three shall form a quorum.
- 4.12.4.4 The Education Sub-Committee shall meet as required at the direction of the Education Manager.
- 4.12.4.5 The Education Sub-Committee shall ensure that the membership list of the Board of Assessors is maintained and that all active assessors are proficient.
- 4.12.4.6 The Education Sub-Committee shall meet and discuss all issues pertaining to the required assessment and facilitation standards and make recommendation to the BoL relating to any course or educational subject matter as required.

- 4.12.4.7 The Education Manager shall be responsible to ensure that minutes of meetings are kept and presented to the BoL for adoption.
- 4.12.4.8 The Education Sub-Committee shall also be responsible for the dissemination of information relating to new or updated course information.
- 4.12.4.9 The Education Sub-Committee shall ensure that all proficiency tests are conducted according to SLSA guidelines and procedures and for ensuring that Clubs and Groups are maintaining correct records as required.

4.13 BOARD OF LIFESAVING EXECUTIVE

- 4.13.1 The Board of Lifesaving Management Committee shall contain an executive consisting of the Director of Lifesaving, Deputy Director of Lifesaving, Education Manager, Manager Support Operations and Board Secretary.
- 4.13.2 Three shall form a quorum.
- 4.14.3 The BoL Executive shall meet as required to decide on matters of urgency between formal BoL Management Committee meetings.
- 4.13.4 All minutes and decisions shall be ratified by the BoL Management Committee.

4.14 BOARD OF ASSESSORS

- 4.14.1 The Board of Assessors shall comprise the following members:-
 - All Assessors who are proficient and meet the basic qualifications as laid down by SLSA from time to time.
 - All Facilitators who are proficient and meet the qualifications as laid down by SLSA from time to time.
 - And have filled in the appropriate renewal form as laid down by the BoL each season and have met any other criteria required by the BoL for membership.
- 4.14.2 The Board of Assessors shall be responsible for conducting all assessments and facilitation as required by the Education Manager, District Education Supervisors and Advanced Award Coordinator.
- 4.14.3 The Board of Assessors shall meet when required to discuss educational matters relating to Assessment and facilitation of awards at the direction of the Education Manager.
- 4.14.4 Any issues relating to conduct or behaviour of an Assessor or Facilitator shall be dealt with by the BoL who will recommend any action as required to the SLSS Council.
- 4.14.5 Assessors or Facilitators who may be unavailable to assess may be granted Leave of Absence by the BoL upon application annually. Board of Assessor’s members who are on leave shall not be permitted to vote at any election or any other BoL related meeting.

BoL POSITION DESCRIPTIONS

4.15 Director of Lifesaving

4.15.1 Qualifications

Shall be a member of the Board of Assessors or attain a relevant award within 3 months of being elected to the position of Director of Lifesaving.

4.15.2 General Responsibility

In addition to those duties listed in By-Law 1.5, the Director of Lifesaving shall:-

- 4.15.2.1 In consultation with officers and appropriate staff, shall develop and implement the Lifesaving Operations Plan and update existing plans, which shall be presented to the Board of Lifesaving (BoL) for promulgation to the Council.
- 4.15.2.2 Through the respective officers, appropriate staff and members, supervise and monitor the programs of lifesaving operations, services, lifesaving awards, lifesaving instruction and examination and like activities throughout the Branch.
- 4.15.2.3 Advise the Council upon reports and recommendations received from officers, appropriate staff, members and other forums established from time to time, to consider and recommend upon lifesaving matters.
- 4.15.2.4 Supervise the convening and reporting by Officers and appropriate staff of the BoL meetings.
- 4.15.2.5 Act as chairman of the BoL and at Branch conferences and forums called together to consider lifesaving matters.

- 4.15.2.6 Whilst respecting and observing the formal authority and communication links between the national, state and Branch officers and the Chief Executive Officer and other persons, the Director of Lifesaving should be aware of the progress of all programs affecting lifesaving.
- 4.15.2.7 Be prepared to undertake programs or give advice when so requested by the SLSS Council, the SLSS Executive, the President or the Chief Executive Officer, and as far as possible, observe such time frames and criteria as defined.
- 4.15.2.8 Be prepared to attend as far as possible, all SLSS Council, SLSS Executive and other meetings, conferences and forums that are convened and have effect upon lifesaving.
- 4.15.2.9 Be a Director of Surf Life Saving Sydney.

4.16 Deputy Director of Lifesaving

4.16.1 Qualifications

- 4.16.1.1 Shall be a member of the Board of Assessors or attain a relevant award within 3 months of being elected to the position of Deputy Director of Lifesaving.

4.16.2 General Responsibility

- 4.16.2.1 Shall be responsible to the Director of Lifesaving and in his absence shall act in his stead.
- 4.16.2.3 In conjunction and consultation with appropriate members of the Development and Training Sub-Committee liaise and advise on matters relating to lifesaving service provision.
- 4.16.2.4 In conjunction and consultation with appropriate members of the Lifesaving Sub-Committee liaise and advise on matters relating to club patrols and services.

4.16.3 Duties

- 4.16.3.1 Act as chairman of meetings of the Development and Training Sub-Committee (D&TC). On all matters of policy communicate through the Director and the Board of Lifesaving to the Council.
- 4.16.3.2 Undertake and co-ordinate research, testing and evaluation of lifesaving equipment, techniques and service provision.
- 4.16.3.3 In conjunction with the appropriate officers and member(s) of the D&TC, discuss and draft recommendations to the Director of Lifesaving regarding changes in the teaching and application of lifesaving techniques and equipment.
- 4.16.3.4 Act as Chairman of the Lifesaving Committee which comprises the District Lifesaving Supervisors.
- 4.16.3.5e prepared to attend relevant meetings as requested and submit reports and recommendations to those meetings as necessary.
- 4.16.3.6 responsible to maintain a satisfactory level of communication and liaison with relevant officers and committees of Surf Life Saving Sydney.

4.17 Manager Support Operations

4.17.1 Qualifications

- 4.17.1.1 shall be the holder of a current Examiners' or Assessors' Certificate.

4.17.2 General Responsibility

- 4.17.2.1 Shall be responsible to the Director of Lifesaving
- 4.17.2.2 In conjunction and consultation with appropriate members of the Support Operations Group (SOG) Committee liaise and advise on matters relating to rescue services, support operations and emergency management.

4.17.3 Duties

- 4.17.3.1 Act as chairman of meetings of the Support Operations Group Committee. On all matters of policy communicate through the Director and the Board of Lifesaving to the SLSS Council.
- 4.17.3.2 Manage the emergency response systems of SLSS.
- 4.17.3.4 In conjunction with the relevant officers, manage the support operations provided by SLSS.
- 4.17.3.5 Act as SLSS senior rescue coordinator, answering requests for assistance coordinating emergency responses. (This function can be delegated but responsibility rests with the Rescue Services Manager.)
- 4.17.3.6 Maintain a close liaison with relevant officers from other statutory and volunteer rescue agencies

- 4.17.3.7 In conjunction with the appropriate officers and member(s), discuss and draft recommendations to the Director of Lifesaving regarding changes in the teaching and application of support operations and equipment.
- 4.17.3.8 Manage the recruitment, selection, training and performance of the SLSS duty Officers.
- 4.17.3.9 Be prepared to attend relevant meetings as requested and submit reports and recommendations to those meetings as necessary.
- 4.17.3.10 Be responsible to maintain a satisfactory level of communication and liaison with relevant officers and committees of SLSS.

4.18 Education Manager

4.18.1 Qualifications

- 4.18.1.1 Shall be a member of the Board of Assessors and shall hold as a minimum, a Certificate IV Workplace Training and Assessment, or equivalent, or attain a relevant award within 3 months of being elected to the position of Education Manager.

4.18.2 General Responsibility

- 4.18.2.1 Shall be responsible to the Director of Lifesaving.
- 4.18.2.2 In conjunction and consultation with appropriate members, liaise and advise on matters relating to the development, training and assessment of patrolling members.

4.18.3 Duties

- 4.18.3.1 Act as chairman of meetings of the Education Committee.
- 4.18.3.2 Manage the District Education Supervisors of SLSS.
- 4.18.3.3 In conjunction with the relevant officers, manage the recruitment, induction and ongoing development of assessors within SLSS.
- 4.18.3.4 In conjunction with the appropriate officers and member(s) of the Education Committee, discuss and draft recommendations to the Director of Lifesaving regarding changes in the teaching and application of lifesaving training and assessment.
- 4.18.3.5 Maintain a close liaison with relevant officers from within the levels of SLSA and external agencies to ensure that best practice in relation to education is maintained.
- 4.18.3.6 Manage the recruitment, selection, training and performance of SLSS Education Team.
- 4.18.3.7 Be prepared to attend relevant meetings as requested and submit reports and recommendations to those meetings as necessary.
- 4.18.3.8 Be responsible to maintain a satisfactory level of communication and liaison with relevant officers and committees of SLSS.

4.19 Communications Officer

4.19.1 Qualifications

- 4.19.1.1 Shall be the holder of the SM Radio Controllers Certificate or attain a relevant award within 3 months of being elected to the position of Communication Officer.

4.19.2 General Responsibility

- 4.19.2.1 Shall be responsible to the Director of Lifesaving through the Manager Support Operations on matters relating to the development, operation, technical specifications of surf lifesaving radio operations and networks and the instruction and qualifications of operators of surf lifesaving radio operations and networks.
- 4.19.2.2 Shall manage the "SurfCom" Radio Communications Centre.

4.19.3 Duties

- 4.19.3.1 Responsible for advising on all matters relating to the manufacture and specification of radio equipment used within surf lifesaving operations.
- 4.19.3.2 Responsible for the selection and formation of study groups to investigate specific projects.
- 4.19.3.3 Responsible to monitor SLSA's specifications of radio equipment and ensure that such specifications are kept abreast of technical advancements and statutory regulations.
- 4.19.3.4 Generally be aware of the operational systems and districts of surf lifesaving radio networks and prepare suggested alterations to those systems.

- 4.19.3.5 Responsible in maintaining the equipment at “SurfCom”, selection and training of operators and preparation of rosters. (This function may be delegated to a senior operator.)
- 4.19.3.6 Prepared to attend relevant meetings upon request, and submit reports and recommendations to those meetings as necessary.
- 4.19.3.7 Responsible to maintain a level of communication and liaison with his counterpart radio officers in each Branch, State Centre or kindred organisations.
- 4.19.3.8 A member of the Support Operations Group sub-committee.

4.20 Inflatable Rescue Boat Officer

4.20.1 Qualifications

- 4.20.1.1 Shall hold an IRB award.

4.20.2 General Responsibility

- 4.20.2.1 Shall be responsible to the Deputy Director of Lifesaving through the Manager Support Operations on matters relating to the development, operation, technical specifications of surf lifesaving IRB operations and the instruction and qualifications of operators of surf lifesaving IRB’s.

4.20.3 Duties

- 4.20.3.1 Responsible for advising on all matters relating to the manufacture and specification of IRB and ancillary equipment used within surf lifesaving operations.
- 4.20.3.2 Responsible for the selection and formation of study groups to investigate specific projects.
- 4.20.3.3 Generally be aware of the operational and safety aspects of surf lifesaving IRB’s and prepare if requested, suggested alterations to those systems.
- 4.20.3.4 Responsible to provide assistance to the Education Manager on matters in regards to training and assessment of awards relating to the operation of IRB’s.
- 4.20.3.5 Prepared to attend relevant meetings upon request, and submit reports and recommendations to those meetings as necessary.
- 4.20.3.6 Responsible to maintain a level of communication and liaison with his counterpart IRB officers in other Branches, State Centre or kindred organisations.
- 4.20.3.7 Be a member of the Lifesaving Sub-committee.

4.21 Offshore Rescue Boat Officer

4.21.1 Qualifications

- 4.21.1.1 Shall hold a current ORD award.

4.21.2 General Responsibility

- 4.21.2.1 Shall be responsible to the Deputy Director of Lifesaving through the Manager Support Operations on matters relating to the development, operation, technical specifications of surf lifesaving ORB operations and the instruction and qualifications of operators of surf lifesaving ORB’s.

4.21.3 Duties

- 4.21.3.1 Responsible for advising on all matters relating to the manufacture and specification of ORB and ancillary equipment used within surf lifesaving operations.
- 4.21.3.2 Responsible for the selection and formation of study groups to investigate specific projects.
- 4.21.3.3 Generally be aware of the operational and safety aspects of surf lifesaving ORBs and prepare if requested, suggested alterations to those systems.
- 4.21.3.4 Responsible to provide assistance to the Education Manager on matters in regards to training and assessment of awards relating to the operation of ORBs.
- 4.21.3.5 Prepared to attend relevant meetings upon request, and submit reports and recommendations to those meetings as necessary.
- 4.21.3.6 Responsible to maintain a level of communication and liaison with his counterpart ORB officers in other Branches, State Centre or kindred organisations.
- 4.21.3.7 Available to provide advice, leadership and guidance to the ORB services operating within the Branch.

4.21.3.8 A member of the Rescue Services Sub-committee

4.22 Rescue Water Craft Officer

4.22.1 Qualifications

4.20.1.1 Shall hold a RWC award.

4.22.2 General Responsibility

4.22.2.1 Shall be responsible to the Deputy Director of Lifesaving through the Manager Support Operations on matters relating to the development, operation, technical specifications of surf lifesaving RWC operations and the instruction and qualifications of operators of surf lifesaving RWC's.

4.22.2.2 Shall where sponsorship, marketing, funding and SLSA policy are involved, consult with the Director of Administration/Chief Executive Officer or their nominee.

4.22.3 Duties

4.22.3.1 Responsible for advising on all matters relating to the manufacture and specification of RWC's and ancillary equipment used within surf lifesaving operations.

4.22.3.2 Responsible for the selection and formation of study groups to investigate specific projects.

4.22.3.3 Generally be aware of the operational and safety aspects of surf lifesaving RWCs and prepare if requested, suggested alterations to those systems.

4.22.3.4 Responsible to provide assistance to the Education Manager on matters in regards to training and assessment of awards relating to the operation of ORBs.

2.22.3.5 Prepared to attend relevant meetings upon request, and submit reports and recommendations to those meetings as necessary.

4.22.3.6 Responsible to maintain a level of communication and liaison with his counterpart RWC officers in other Branches, State Centre or kindred organisations.

4.22.3.7 Available to provide advice, leadership and guidance to the RWC services operating within the Branch.

4.22.3.8 A member of the Rescue Services Committee.

4.23 Junior Advisor

4.23.1 Qualifications

4.23.1.1 Shall have an interest in the furthering of Lifesaving and Education of Junior Activity members and be elected by the Board of Junior Activities.

4.23.2 General Responsibility

4.23.2.1 Shall be responsible to the Director of Lifesaving and the Board of Junior Activities on matters relating to the development, operation, technical specification and education in relation to Junior Activity Members and Junior Activity Members' Parents.

4.23.3 Duties

4.23.3.1 Responsible for advising on all matters relating to the conduct of Junior Activities such as water safety, education, proficiencies and junior member development.

4.23.3.2 Responsible for the selection and formation of study groups to investigate specific projects.

4.23.3.3 Generally be aware of the operational and safety aspects of Junior Activities surf lifesaving and prepare if requested, suggested alterations to those systems.

4.23.3.4 Responsible to provide assistance to the Education Manager on matters in regards to training and assessment of awards relating to Junior Activities or water safety personnel.

2.23.3.5 Prepared to attend relevant meetings upon request, and submit reports and recommendations to those meetings as necessary.

4.23.3.6 Responsible to maintain a level of communication and liaison with his counterpart officers in other Branches, State Centre or kindred organisations.

4.23.3.7 Available to provide advice, leadership and guidance to the operations within the Branch.

4.24 Club Patrol Adviser

4.24.1 Qualifications

4.24.1.1 Shall have a proven knowledge and ability in the operation and administration of Patrols at a Club level and have attained the SM-Patrol Captains Certificate.

4.24.2 General Responsibilities

4.24.2.1 Shall be responsible to the Director of Lifesaving through the Deputy Director of Lifesaving on matters relating to the development, operation, technical specifications of surf lifesaving standards from a Club perspective.

4.24.3 Duties

4.24.3.1 Responsible for advising on all matters relating to the manufacture and specification of patrol or lifesaving equipment raised by Clubs.

4.24.3.2 Responsible for the selection and formation of study groups to investigate specific projects.

4.24.3.3 Generally be aware of the operational and safety aspects of surf lifesaving and prepare if requested, suggested alterations to those systems.

4.24.3.4 Prepared to attend relevant meetings upon request, and submit reports and recommendations to those meetings as necessary giving a Club perspective on these matters.

4.24.3.5 Responsible to maintain a level of communication and liaison with his counterpart Captains in other Branches, State Centre or kindred organisations.

4.24.3.6 Available to provide advice, leadership and guidance to other Club Captains within the Branch as requested.

4.25 Club Education Advisor

4.25.1 Qualifications

4.25.1.1 Shall be a holder of the Training Officer Certificate as a minimum.

4.25.2 General Responsibility

4.25.2.1 Shall be responsible to the Director of Lifesaving through the Education Manager on matters relating to the development, operation, technical specifications of education matters from a Club perspective.

4.25.3 Duties

4.25.3.1 Responsible for advising on all matters relating to the manufacture and specification of equipment used within education operations.

4.25.3.2 Responsible for the selection and formation of study groups to investigate specific projects.

4.25.3.3 Generally be aware of the operational and safety aspects of surf lifesaving education and prepare if requested, suggested alterations to those systems relative to a Club perspective.

4.25.3.4 Prepared to attend relevant meetings upon request, and submit reports and recommendations to those meetings as necessary.

4.25.3.5 Responsible to maintain a level of communication and liaison with his counterpart Chief Training Officers in other Branches, State Centre or kindred organisations.

4.25.3.6 Available to provide advice, leadership and guidance to the services operating within the Branch to other Club Chief Training Officers or Trainers as requested.

4.26 Advanced Awards Coordinator

4.26.1 Qualifications

4.26.1.1 Shall be the holder of a Certificate IV in Workplace Training or equivalent or attain a relevant award within 3 months of being elected to the position of Advanced Awards Coordinator.

4.26.2 General Responsibilities

4.26.2.1 Shall be responsible to the Director of Lifesaving through the Education Manager on matters relating to the development, operation and technical specification of other advanced awards.

4.26.3 Duties

4.26.3.1 Responsible for advising on all matters relating to the manufacture and specification of equipment used within advanced SLSA education and awards

- 4.26.3.2 Responsible for the selection and formation of study groups to investigate specific projects.
- 4.26.3.3 Generally be aware of the operational and safety aspects of surf lifesaving education and prepare if requested, suggested alterations to those systems relating to advanced SLSA awards.
- 4.26.3.4 Responsible to provide assistance to the Education Manager on matters in regards to training and assessment of advanced awards.
- 4.26.3.5 Prepared to attend relevant meetings upon request, and submit reports and recommendations to those meetings as necessary.
- 4.26.3.6 Responsible to maintain a level of communication and liaison with his counterpart in other Branches, State Centre or kindred organisations relating to advanced SLSA awards.
- 4.26.3.7 Available to provide advice, leadership and guidance to the services operating within the Branch.

4.27 Peer Support Coordinator

4.27.1 Qualifications

- 4.27.1.1 Successfully completed the Peer Support Officer course coordinated by SLSNSW or have an equivalent qualification.

4.27.2 General Responsibility

- 4.27.2.1 Shall be responsible to the Director of Lifesaving through the Manager Support Operations on all matters where a Peer Support Officer is required to attend.

4.27.3 Duties

- 4.27.3.1 Act as Senior Support Officer, answering requests for assistance and coordinating the response.
- 4.27.3.2 Manage all documentation relating to an incident. Arrange collation and have the documentation stored appropriately at the Branch Office.
- 4.27.3.3 Monitor the Peer Support Officers and act as a Peer Support Officer to fellow Peer Support Officers.
- 4.27.3.4 Advise the Director of Lifesaving through the Manager Support Operations when a members needs further professional counseling relating to a surf lifesaving incident.
- 4.27.3.5 Ensure all Peer Support Officers maintain the relevant qualifications to act in such position.
- 4.27.3.6 Be a member of the Support Operations Group Sub-committee

4.28 BoL Secretary

4.28.1 Qualifications

- 4.28.1.1 Shall be a member of the Board of Assessors

4.28.2 General Responsibilities

- 4.28.2.1 Shall be responsible to the Director of Lifesaving on matters of administration of the BoL

4.28.3 Duties

- 4.28.3.1 Be responsible for maintaining a register of the names and addresses of all members of the Board of Assessors.
- 4.28.3.2. In consultation with the Director of Lifesaving, compile an agenda paper for BoL Management meetings and must ensure the taking and storage of minutes of such meetings.
- 4.28.3.3. Be responsible for the forwarding of notices of all meetings and the business to be transacted thereat to members of the BoL Management Committee.
- 4.28.3.4 In consultation with the Chief Executive Officer or Director of Administration conduct the correspondence of the BoL and be responsible for the custody of all documents emanating from the BoL.
- 4.28.3.5. In consultation with the Chief Executive Officer or Director of Administration be responsible for drafting of the BoL Annual Report for inclusion in the Branch Annual Report.

BY-LAW 5 BOARD OF SURF SPORTS

5.1 THE BOARD OF SURF SPORTS (BSS)

5.1 The Board of Surf Sports (BSS) is authorised by the Constitution of Surf Life Saving Sydney and its membership is defined in By-Law 5.11. The Board of Surf Sports shall be chaired by the Director of Surf Sports. Duties and responsibilities shall be as follows.

5.2 CHARTER

5.2.1 The BSS reports via the Director of Surf Sports to the SLSS Council and to the SLSS Executive via the Director of Surf Sports or their nominee.

5.2.2 The BSS shall be responsible for the development and implementation of the surf sport competition and activities of SLSS. This will be through monitoring, evaluating, reporting, influencing, initiating and determining (within limits of delegated authority) activities and programs designed to meet SLSS objectives.

5.2.3 The BSS shall have power to activate matters falling within its orbit of operations provided that specific referrals by the Council are the subject of recommendations to the Council for endorsement or otherwise.

5.2.4 The BSS may formulate and monitor Sub-Committees, to achieve the purposes of the BSS and SLSS.

5.3 RESPONSIBILITIES

The responsibility of the Board of Surf Sports is to:-

5.3.1 Supervise and ensure that the conduct of all surf sports competition and special events conducted by SLSS follow the current SLSS Surf Sports Manual.

5.3.2 Promote forward thinking in surf sports, ensure member protection and that SLSS guidelines are followed.

5.3.3 Report to the SLSS Council on all matters, progress, developments and agendas of the Board of Surf Sports on a monthly basis.

5.3.4 Be responsible for the development and implementation of surf sport competition and activities aligned with the SLSS Business Plan.

5.3.5 Review, develop and maintain surf sport rules, policies, standards and surf sport manuals for SLSS.

5.3.6 Review, develop and maintain surf sport competition and obligations for SLSS.

5.3.7 Encourage members, groups and teams to realise their potential.

5.3.8 Review, develop and conduct surf sport events for Surf Life Saving Sydney.

5.3.9 Appoint relevant committees to assist the BSS to fulfill its obligations.

5.3.10 Provide ongoing education and development of competition officials.

5.3.11 Attend to matters referred by the Council or other Boards.

5.4 COMPOSITION OF BSS MANAGEMENT COMMITTEE

The BSS Management Committee shall comprise: -

5.4.1 Director of Surf Sports (who shall act as BSS chairman)

5.4.2 Deputy Director of Surf Sports

5.4.3 Manager of Competition

5.4.4 Junior Competition Coordinator

5.4.5 BSS Secretary

5.4.6 The BSS shall have the authority to co-opt the services of other persons including officers, chairmen of committees or sub-committees to provide advice and/or assistance on specific matters from time to time. In particular the BSS will call annually for expressions of interest for persons to fill the following advisory roles:

Water Adviser

R&R Adviser

Surf Boat Adviser

Craft Adviser

Beach Adviser

March Past Adviser

IRB Adviser

Pool Adviser

Youth Adviser

Surf Carnival Gear Steward/s

These positions will be appointed by the BSS Management Committee.

5.5 ELECTION OF BOSS OFFICERS

- 4.5.1 The BSS for the following season shall be elected at the Annual Election Meeting held in the month of May or June by:-
 - 4.5.1.1 Members of the Board of Surf Sports
 - 4.5.1.2 A quorum for an election meeting shall be 20 as per the attendance register
 - 4.5.1.3 The meeting procedure shall be similar to the SLSS Council Election Meeting

5.6 GENERAL

- 5.6.1 Visitors and/or observers may attend meetings of the BOSS Management Committee by prior agreement of the Director of Surf Sports.
- 5.6.2 In the event of the absence of the BSS Chairman, the meeting shall be chaired by the Deputy Director of Surf Sports. In the event that the Director and Deputy Director are both absent, the meeting shall appoint one of its members to act during such absence.
- 5.6.3 In extenuating circumstances or an emergency, the BSS may be represented by the Director, Deputy Director or Secretary plus one other Board member. However, a full report detailing the circumstances and outcomes of issues resolved shall be tabled at the first monthly meeting of the BSS Management Committee following such an occurrence.

5.7 MEETINGS

- BSS Management Committee meetings shall be held:-
 - 5.7.1 Monthly; or
 - 5.7.2 As directed by the SLSS Council or SLSS Executive.
 - 5.7.3 BOSS Management Committee meetings may be face to face or by other means of telecommunications.

5.8 QUORUM

- 5.8.1 The quorum for any BSS Management Committee meeting shall be at least three (3) members entitled to vote.

5.9 VOTING

- 5.9.1 All listed members as provided for in By-Law 5.4, including the BSS Chairman, shall be entitled to one (1) vote only on any resolution at all meetings of the BSS Management Committee at which they are present in person or by alternate. In the case of a tied ballot, the BSS Chairman has a further casting vote.

5.10 MINUTES

- 5.10.1 The Director or their nominee shall cause full and accurate Minutes of the BSS Management Committee meetings to be recorded.
- 5.10.2 The Minutes of the BSS meeting shall be promptly distributed to members of the BSS Officers and Surf Life Saving Sydney.

5.11 BOARD OF SURF SPORTS

- 5.11.1 The Board of Surf Sports shall comprise all carnival officials who are bona fide members of clubs and have filled in the appropriate renewal form as laid down by the BSS each season and have met any other criteria required by the BSS for membership.
- 5.11.2 The Board of Surf Sports shall be responsible for conducting all carnivals and competitions held within SLSS.
- 5.11.3 The Board of Surf Sports shall meet when required to discuss matters relating to carnivals and competition at the direction of the Director of Surf Sports.
- 5.11.4 Any issues relating to conduct or behaviour of a member of the Board of Surf Sports shall be dealt with by the BSS who will recommend any action as required to the SLSS Council.

BSS POSITION DESCRIPTIONS

5.12 Director of Surf Sports

5.12.1 Qualifications

5.12.1.1 Shall be the holder of a current Level 2 Officials qualifications or higher.

5.13.2 General Responsibility

In addition to those duties listed in By-Law 1.6, the Director of Surf Sports shall:-

- 5.13.2.1 Advise the Council upon reports and recommendations received from officers, appropriate staff, members and other forums established from time to time, to consider and recommend upon surf sport competition matters.
- 5.13.2.2 Supervise the convening and reporting by officers and appropriate staff of the BSS meetings.
- 5.13.2.3 Act as chairman of the BSS, at Branch conferences and forums called together to consider surf sport competition matters.
- 5.13.2.4 Whilst respecting and observing the formal authority and communication links between the national, state and Branch officers and the Chief Executive Officer and other persons, the Director of Surf Sports should be aware of the progress of all programs affecting surf sport competition.
- 5.13.2.5 Be prepared to undertake programs or give advice when so requested by the SLSS Council, the SLSS Executive, the President or the Chief Executive Officer, and as far as possible, observe such time frames and criteria as defined.
- 5.13.2.6 Be prepared to attend as far as possible, all SLSS Council, SLSS Executive and other meetings, conferences and forums that are convened and have effect upon surf sports competition.
- 5.13.2.7 Ensure the continuance of surf sport competition by adopting, developing and implementing a succession and mentoring policy in respect of Board Members and competition officials.
- 5.13.2.8 Be a Director of Surf Life Saving Sydney.

5.14 Deputy Director of Surf Sports

5.14.1 Qualifications

5.14.1.1 Shall be the holder of a current Level 2 Officials qualification or higher.

5.14.2 General Responsibility

- 5.14.2.1 Shall be responsible to the Director of Surf Sports.
- 5.14.2.2 In conjunction and consultation with appropriate members of the National and State authorities, oversee, liaise and advise on matters relating to the development, education, licensing and qualifications of competition officials.
- 5.14.2.3 On all matters of policy communicate through the Director and the Board of Surf Sports to the Council.
- 5.14.2.4 Undertake and co-ordinate the evaluation of Surf Sport competition procedure, techniques and service provision.
- 5.14.2.5 In conjunction with the appropriate officers and member(s) of the BSS, discuss and draft recommendations to the Director of Surf Sports regarding changes in the teaching and application of officiating techniques, surf sport competition and associated equipment.
- 5.14.2.6 In the absence of the Chairman, act as the Director of Surf Sports.
- 5.14.2.7 Be prepared to attend relevant meetings as requested and submit reports and recommendations to those meetings as necessary.
- 5.14.2.8 Be responsible to maintain a satisfactory level of communication and liaison with relevant officers and committees of Surf Life Saving Sydney.

5.15 Manager of Competition

5.15.1 Qualifications

5.15.1.1 Shall be the holder of a current Level 1 Officials qualification or higher

5.15.2 General Responsibilities

- 5.15.2.1 Liaise with carnival organisers and/or Clubs on all matters pertaining to the holding and operations of surf sport competition and special events including carnivals.
- 5.15.2.3 Ensure that all gear, equipment and stationery necessary to conduct the efficient running of surf sport competition and special events is delivered to the competition site when required.
- 5.15.2.4 Assist with the appointment of officials to conduct surf sport competition and special events.

- 5.15.2.5 Liaise with the Director of Administration/CEO Surf Life Saving Sydney to ensure the effective conduct of surf sport competition and special events.
- 5.15.2.6 Such other duties as required from time to time.

5.16 Junior Competition Coordinator

5.16.1 Qualifications

- 5.16.1.1 Shall be the holder of a current Level 1 Officials qualification or higher

5.16.2 Responsibilities

- 5.16.2.1 Oversee all junior surf sport competition and special events including the appointment of officials and timetable of events.
- 5.16.2.2 Refer to the BSS any matters requiring its consideration or direction.
- 5.16.2.3 Such other duties as required from time to time.

5.17 BSS Secretary

5.17.1 Qualifications

- 5.17.1.1 Shall be the holder of a current Level 1 Officials qualification or higher

5.17.2 General Responsibilities

- 5.17.2.1 Shall be responsible to the Director of Surf Sports on matters of administration of the BSS
- 5.17.2.1 Be responsible for maintaining a register of the names and addresses of all members of the Board of Surf Sports.
- 5.17.2.2. In consultation with the Director of Surf Sports, compile an agenda paper for BSS Management meetings and must ensure the taking and storage of minutes of such meetings.
- 5.17.2.3. Be responsible for the forwarding of notices of all meetings and the business to be transacted thereat to members of the BSS Management Committee.
- 5.17.2.4 In consultation with the Chief Executive Officer or Director of Administration conduct the correspondence of the BSS and be responsible for the custody of all documents emanating from the BSS.
- 5.17.2.5. In consultation with the Chief Executive Officer or Director of Administration be responsible for drafting of the BSS Annual Report for inclusion in the Branch Annual Report.

BY-LAW 6 BOARD OF YOUTH ACTIVITIES

- 6.1 The Board of Youth Activities will be chaired by the Director of Youth Activities.
- 6.2 The role of the Board of Youth Activities is:-
- 6.2.1 Provide support to Clubs and their members in all areas dealing with development of youth activities from Under 15 years to 23 years
- 6.2.2 Provide resources and programs in all development matters
- 6.2.3 Liaise with relevant Youth Officers representing each affiliated club and report on these to the Board of Youth Activities
- 6.2.4 Do any other things necessary for the benefit of Youth Activities.

BY-LAW 7 BOARD OF JUNIOR DEVELOPMENT

- 7.1 The Board of Junior Development will be chaired by the Director of Junior Development.
- 7.2 The role of the Board of Junior Development is :-
- 7.2.1 Provide support to Clubs and their members in all areas dealing with development of junior activities from age Under 8 years to Under 14 years.
- 7.2.2 Provide resources and programs in all development matters.
- 7.2.3 Liaise with Club Chair and Delegates and report on these to the Board of Junior Development and to SLSS Council.
- 7.3 The Officers of the Board of Junior Development will comprise:
 - Director of Junior Development
 - Deputy Chair
 - Secretary/Treasurer

Competition Adviser
Lifesaving Adviser
Assistant Team Manager
Chaperones (one male and one female)

BY-LAW 8 BOARD OF JUNIOR DEVELOPMENT STANDING COMMITTEES

8.1 Selection Committee which shall comprise of the Competition Adviser plus two others.

BY-LAW 9 CONSTITUTION COMMITTEE

- 9.1 A committee of three persons shall be elected at the SLS Sydney Annual Election Meeting in addition to the SLS Sydney Director of Administration/Chief Executive Officer as ex-officio and non-voting.
- 9.2 All matters affecting the Rules of SLS Sydney shall be referred to this committee for consideration and report to the SLS Sydney Council.
- 9.3 Recommendations, which involve alteration in the SLS Sydney Rules, shall be given effect as provided in the Rules.
- 9.4 Two (2) elected members shall form a quorum.

BY-LAW 10 FINANCE COMMITTEE

- 10.1 A Committee of five (5) members, including the Director of Finance, (which includes 1 member from each District), shall be elected at the Annual General Meeting, to act as advisers to SLSS on all matters referred to it appertaining to finance.
- 10.2 Three (3) elected members shall form a quorum.

BY-LAW 11 COMPETITION SELECTION COMMITTEE

- 11.1 A Committee consisting of the Director of Surf Sports and four others shall be elected at SLSS Annual Election Meeting and they shall be responsible for the selection of SLSS Teams, and any other teams referred to them by SLSS. The meeting will be chaired by the Director of Surf Sports.
- 11.2 The Committee shall report their findings to the first following meeting of SLSS Council or SLSS Executive.
- 11.3 Three (3) elected members shall form a quorum.

BY-LAW 12 SUB-COMMITTEES

- 12.1 The SLS Sydney Council and each Standing Board may appoint sub-committees at any given time unless otherwise directed by Council, each comprising up to seven (7) members to advise on matters relevant to a particular requirement.
- 12.2 Such sub-committees shall be responsible to the appointing Board and will receive administrative support from the Director of Administration/Chief Executive Officer or his nominee; and meet to consider matters referred by the various Boards and within the guidelines set.
- 12.3 A chairman, nominated by the SLS Sydney Council or appointing Board shall represent the sub-committee when and where directed.

BY-LAW 13 LIFE MEMBERSHIP COMMITTEE

- 13.1 A Committee of seven (7) members shall be elected at SLSS Annual General Meeting and shall consider all nominations for Life Membership received by SLSS.
- 13.2 The elected members of the Committee shall:-
- 13.2.1 Be representative of at least four (4) Affiliated Clubs, and
- 13.2.2 Comprise at least three (3) members who shall be SLSS Life Members, and
- 13.2.3 Comprise of at least two (2) members who are members of the SLSS Board of Lifesaving and two (2) members who are members of the SLSS Board of Surf Sports.

13.3 Five (5) elected members of the Committee shall form a quorum.

BY-LAW 14 JUDICIARY COMMITTEE AND DISCIPLINARY MATTERS

14.1 Surf Life Saving Australia Limited Constitution and Regulations shall be followed in relation to any and all meetings called to conduct disciplinary or judicial proceedings or the like proceedings in relation to the conduct of a club, a member or group of members.

14.2 The SLS Constitution used in any disciplinary or judicial proceedings shall be the constitution that is current at the time that the incident or incidents took place, additionally, it shall be the constitution that is current at the time that the last incident of all incidents under review took place.

BY-LAW 15 UNBECOMING CONDUCT

15.1 Any Officer or Delegate guilty of objectionable language or unbecoming conduct at any SLSS meeting, may be called upon by the Chairman of the meeting to retract and apologise for same, or may be dealt with as SLSS thinks fit. Such Officer or Delegate shall, if required by the meeting, retire whilst his conduct is being discussed.

BY-LAW 16 EXAMINATIONS, CARNIVALS, SURF SPORTS COMPETITIONS & DISPLAYS

16.1 SLSS shall have power to regulate all examinations, carnivals, surf sports competitions and displays within SLSS, provided that in all Club and interclub competitions, the rules of SLSA and general rules for competition as set out in the Surf Life Saving Australia Ltd Competition Manual, are complied with.

16.2 SLSS shall have power to allocate any carnival, surf sports competition or display to any Club and to appoint Officers to control same. No interclub carnival, surf sports competition or display shall be held without the approval of SLSS.

16.3 SLSS shall determine, as soon as practicable, a programme of carnivals, surf sports competitions and displays for the forthcoming season.

16.4 Clubs shall apply to SLSS to conduct such carnivals, surf sports competitions and displays and those Clubs that are successful with a nomination, shall be allocated a specific date on the programme.

16.5 No Club shall negotiate or commence to organise a carnival, surf sports competition or display which will involve the participation of Branch members and which will conflict with the scheduled programme without first making formal application to SLSS.

16.6 The Board of Surf Sports will appoint Referees, Judges and other officials and may make rules respecting their powers and duties.

16.7 SLSS may appoint as an official (other than those accredited) any person (whether a member of the Association or not) provided that it is satisfied that such person has special knowledge qualifying them for such position, and any such person so appointed shall thereupon be considered to be a member of SLSS for the time they occupy such position.

BY-LAW 17 COMPETITION OUTSIDE SURF LIFE SAVING SYDNEY

17.1 No Individual Member or Club shall take part in any carnival, surf sports competition or display conducted by any other surf life saving authority, person or organisation, unless such Individual Member or Club has first obtained the prior permission of SLSS.

17.2 A responsible Manager must accompany members of a Club visiting other Clubs outside SLSS.

BY-LAW 18 BRANCH COSTUME, BLAZER, AND BADGE,

18.1 The Sydney Branch blazer shall be of a design as approved by SLSS.

18.2 Only Officers, Assessors and Facilitators of SLSS, or such other persons as may be approved by SLSS as being persons who have rendered distinguished service to SLSS, shall be eligible to wear the badge of SLSA on the blazer pocket. No SLSS blazer shall be obtained by any member except on the written order of the Director of Administration/Chief Executive Officer.

- 18.3 SLSS carnival costume and costume badge and coat badge shall be of a design as approved by SLSS.

BY-LAW 19 NON-PARTY POLITICAL AND NON-SECTARIAN

- 19.1 SLSS shall be strictly non-party political and non-sectarian and shall not directly or indirectly allow any subject bearing on politics or religion to be introduced at any meeting of SLSS or within SLSS premises. Any member of SLSS who publicly participates in any political gathering or meeting, shall not act as if they represented the views of SLSS.

BY-LAW 20 RULES OF DEBATE

- 20.1 Any member desiring to speak shall stand up and shall address the Chairman respectfully.
- 20.2 No member may speak more than once to a question, except in explanation or reply.
- 20.3 A member, who formally seconds a motion or amendment, may address the meeting in support at a subsequent stage of the debate.
- 20.4 A reply shall be allowed only to a member who has moved a substantive motion.
- 20.5 No member shall use offensive or unbecoming words.
- 20.6 No speaker shall digress from the subject under discussion, and impure, improper motives and all personal reflections on members shall be deemed disorderly.
- 20.7 Whenever the Chairman rises during debate, the member then speaking shall sit down.
- 20.8 No member shall interrupt another while speaking, except on a point of order.
- 20.9 Any member during the debate may raise the point of order, when the member then speaking shall sit down until the point of order has been decided. The member rising to the point of order shall state concisely the point, and the Chairman without further discussion shall give his ruling.
- 20.10 It shall be competent for any member to move a motion of dissent from the Chairman's ruling. The mover of the motion of dissent shall concisely state his point. The seconder and the Chairman only may speak to the motion.
- 20.11 A member may move the adjournment of the debate. If the motion be resolved in the negative, the mover shall not be allowed to again speak on the question under debate. If the motion be resolved in the affirmative, the mover shall have the right of resuming the debate at the ensuing meeting. No member shall move the adjournment at the end of his speech.
- 20.12 At any time during the debate, any member may without motive move "that the question now be put" and such motion being duly seconded, shall then be put without debate. If carried, the question shall be put to the vote; if lost, the debate shall proceed.
- 20.13 An amendment may be moved on any original motion. The Chairman shall first put the amendment to the meeting and if carried, it shall be declared to embody the decision of the meeting superseding the motion. When an amendment has been decided, a further amendment may be moved, which, if carried, shall in turn supersede the motion. If there be no amendment, the original motion shall be put after the mover has replied.
- 20.14 The Chairman shall refuse to receive any amendment, which is a direct negative.
- 20.15 In the event of any matter being brought before any Annual or General Meeting, which affects the Chairman of the meeting, or in which he may be interested, he shall vacate the Chair and the meeting shall elect a Chairman protem until such matter is dealt with.
- 20.16 Voting shall be by the voices, or show of hands at the request of any member.
- 20.17 If a secret ballot is demanded at any meeting by two members who are present thereat, it shall be taken upon such conditions as the Chairman of such meeting directs.
- 20.18 The Chairman may appoint tellers to assist him in counting a vote by show of hands or division, or at a secret ballot.
- 20.19 The mover of an original motion must obtain the consent of his seconder and the approval of the meeting before making any alteration to the wording of his motion.
- 20.20 An amendment having been moved, it shall not be competent to move any further amendment but notice may be given of intention to move such further amendment when the previous amendment has been disposed of. Only one amendment can be considered at the one time.
- 20.21 In the absence of the President and Deputy President, the Chairman of that meeting shall be elected by vote of the members in attendance thereat.