



Regulations

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SURF LIFE SAVING SYDNEY NORTHERN BEACHES INCORPORATED

ABN 31 416 737 307

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Part 1 – Preliminary

1 Interpretation

Unless otherwise defined, terms appearing in these Regulations have the same meaning as in the Constitution. To the extent of any inconsistency, the meaning of the terms set out in the Constitution shall prevail.

2 Changes to Regulations

All changes to the Regulations must be carried out in accordance with the Constitution.

Part 2 – Directors and Advisors

3 Director qualifications and responsibilities

- a. The Director of Finance shall:
 - i. be responsible for presenting an annual budget, tracking expenditure, presenting the accounts of SLSSNB, and other financial matters all in conjunction with the CEO; and
 - ii. hold appropriate qualifications in or have appropriate relevant experience with current financial and accounting practice and procedure.
- b. The Director of Lifesaving shall:
 - i. hold the SLSA Bronze Medallion and hold the main qualification required to be a Patrol Captain under SLS Governing Body rules; and
 - ii. be responsible for lifesaving matters within Sydney Northern Beaches on behalf of SLSSNB.
- c. The Director of Education shall:
 - i. hold a current Certificate IV in Training and Assessment or equivalent; and
 - ii. be responsible for member education and assessment within Sydney Northern Beaches.
- d. The Director of Surf Sports shall:
 - i. hold a current Surf Sports Officials qualification; and
 - ii. be responsible for all surf sports events conducted or endorsed by SLSSNB.
- e. The Director of Member Services shall be responsible for:
 - i. the development of all Members of SLSSNB; and
 - ii. education of junior Members of SLSSNB.

4 Conflicts of interest

A member of the Executive Committee, Standing Board, or Standing Committee shall declare their interest in any contractual, selection, disciplinary or other matter in which a conflict of interest arises or may arise, and shall absent themselves from discussions of such matters and shall not be permitted to vote in respect of such matter. In the event of an uncertainty as to a conflict, the issue should be immediately determined by vote of the relevant meeting, or if this is not possible, the matter shall be adjourned or deferred.

5 Advisors

- a. SLSSNB requires the various Advisors who are elected or appointed to perform such duties as specified from time to time by the Executive Committee.
- b. A casual vacancy will be deemed to exist in an Advisor position if any of the constituted criteria for a casual vacancy in a Directorship apply to the Advisor. Casual vacancies in Advisor roles shall be filled by determination of the Executive Committee.

Part 3 – Standing Boards

6 Procedures for the Standing Boards

The Board of Lifesaving, Board of Education, Board of Surf Sports, and Board of Member Services (together, the **Standing Boards**) shall be governed by the following procedures:

- a. Each Standing Board shall be convened and chaired by the relevant Director, or in their absence, the next available Officer in line as provided for in clauses 7 – 10.
- b. Each Standing Board shall have a quorum of five (5).
- c. Each Standing Board may appoint panels with specific terms of reference to investigate or act on behalf of that Board. Any appointed panel must be chaired by a member of that Board.
- d. Each Standing Board shall make recommendations to the Executive in relation to matters within their portfolio. A Standing Board may draft and recommend policies to be endorsed by the Executive.
- e. The chair of each Standing Board may invite SLSSNB Staff to a meeting in a non-voting capacity.
- f. In matters not specified directly by the Constitution, the Regulations, or policy, each Standing Board may determine their own procedures for operation.

7 Board of Lifesaving

The Board of Lifesaving (**BoLS**) shall consist of the:

- a. Director of Lifesaving;
- b. Deputy Director of Lifesaving (Clubs and Patrols)
- c. Deputy Director of Lifesaving (Support Operations and Projects);
- d. Emergency Services Advisor;
- e. Powercraft Advisor;
- f. Junior Lifesaving Advisor;
- g. Radio Advisor;
- h. Support Operations Advisor;
- i. UAV Advisor; and
- j. Club Captain or Director of Lifesaving from each member Club.

8 Board of Education

The Board of Education (**BoE**) shall consist of the:

- a. Director of Education;
- b. Deputy Director of Education (Club Support & Patrol Member Development)
- c. Deputy Director of Education (New Awards & Communications);
- d. Bronze Medallion Advisor;
- e. Advanced Resuscitation Advisor;
- f. Surf Rescue Certificate Advisor;
- g. Powercraft Advisor;

- h. Gold Medallion Advisor;
- i. Junior Education Advisor;
- j. Mentor Advisor and
- k. Facilitated Course Coordinator.

9 Board of Surf Sports

The Board of Surf Sports (**BoSS**) shall consist of the:

- a. Director of Surf Sports;
- b. Deputy Director of Surf Sports;
- c. Lifesaving Advisor;
- d. Rescue & Resuscitation (R&R) Advisor;
- e. March Past Advisor;
- f. Beach Advisor;
- g. Surf Boat Advisor;
- h. Water and Craft Advisor;
- i. High Performance Advisor;
- j. Carnival Review Advisor;
- k. Powercraft Advisor;
- l. Officials Advisor; and
- m. Gear and Maintenance Advisor.

10 Board of Member Services

The Board of Member Services (**BoMS**) shall consist of the:

- a. Director of Member Services;
- b. Deputy Director of Member Services;
- c. Education Advisor;
- d. Youth(13-17) Advisor;
- e. Young Adult (18-25) Advisor;
- f. Surf Sports Advisor;
- g. Age Managers Advisor;
- h. Lifesaving Advisor and
- i. Junior Lifesaver of the Year Advisor.

Part 4 – Standing Committees

11 Election of Standing Committees

All Standing Committees shall be elected at the EGM. Unfilled positions and casual vacancies shall be filled by the Executive Committee, subject to endorsement by the BoM at the next available meeting.

12 Judiciary Committee

- a. The role of the Judiciary Committee shall be to hear disciplinary matters referred to it, make a determination on charges, and impose appropriate sanctions.
- b. The Judiciary Committee shall have six (6) members. A Director may not be a member of the Judiciary Committee.
- c. A disciplinary matter referred to the Judiciary Committee shall be heard by a sub-panel of three (3) members available and without a conflict of interest.

13 Life Membership and Honours Committee

- a. The role of the Life Membership and Honours Committee shall be to determine which Members shall receive SLSSNB service awards
- b. The Life Membership and Honours Committee shall have five (5) members, of which two (2) are the:
 - i. President; and
 - ii. Director of Lifesavingand the remaining three (3) positions shall be filled by SLSSNB Life Members.

14 Rules Committee

- a. The role of the Rules Committee shall be to review and make recommendations on amendments to SLSSNB's Constitution, Regulations and Policies.
- b. The Rules Committee shall have five (5) members and may be convened for a particular purpose by a Director with the endorsement of the Executive Committee.

15 Meritorious Awards Committee

- a. The role of the Meritorious Awards Committee shall be to determine which Members shall be awarded meritorious awards.
- b. The Meritorious Awards Committee shall be chaired by the Director of Lifesaving and have six (6) additional elected members.

16 Finance Committee

- a. The role of the Finance Committee shall be to advise the BoM on matters relating to the financial position and plans of SLSSNB, including but not limited to budgets, capital expenditure, and changes to revenue streams.

- b. The Finance Committee shall be chaired by the Director of Finance and have the President *ex-officio* as well as four (4) additional members, with at least two (2) of those additional members preferably being drawn from current or former Club presidents.

Part 5 - Miscellaneous

17 Annual Report

The Chief Executive Officer shall cause to be prepared prior to the AGM:

- a. a report of the activities of SLSSNB during the closing season;
- b. audited, financial statements for the financial year last ended, duly certified by the Auditor and signed by the Director of Finance; and
- c. nominated statistics, submitted by all Clubs no later than 31 May each year.

18 SLSSNB Property

No person shall remove any property from SLSSNB premises, or any place wheresoever any property belonging to SLSSNB is kept, without first receiving written permission of the CEO. Persons receiving such permission shall be held responsible for the full value of such property until same is returned in similar condition as when removed.

19 Voting by electronic means at SLSSNB meetings

The following provisions shall apply to decision-making by electronic means at all meetings of the Executive Committee, BoM, Standing Boards, Standing Committees, and other bodies as may be created from time to time in accordance with the Constitution:

- a. The matter has been initiated by the meeting Chair prior to circulation;
- b. The circulation shall contain the exact wording of the proposed motion and be sent to each member entitled to vote;
- c. The circulation shall stipulate a closing date for votes, which shall not be less than the notice period specified in Section 23 of the Constitution;
- d. Within seven (7) days of close of voting, the member circulating shall circulate a copy of the motion and the resulting decision;
- e. The motion and the resulting decision shall be noted in the minutes of the next Board of Management meeting; and
- f. Special Resolutions may not be determined by electronic mail unless a Board of Management meeting has determined that a specific issue may be decided by this means.

20 Chair's declaration at SLSSNB meetings

At all meetings of the Executive Committee, BoM, Standing Boards, Standing Committees, and other bodies as may be created from time to time in accordance with the Constitution, the Chair's declaration that a motion has been carried or lost shall be conclusive, unless a show of hands is called for by at least two (2) Members entitled to vote at that meeting.

21 Surf Sports Operations

- a. Any Special calendar events held for two or more consecutive years on a regularly scheduled date, run by any of the Clubs, should exclude any other member Club from

holding a conflicting carnival or similar event on the same date; unless the said member Club have sought and received written permission from the original club holding the regularly scheduled event, and prior to requested the required endorsement from SLSSNB.

- b. Races in SLSSNB Branch Championships to be conducted even if there is only one competitor and award medals to all place getters.
- c. The top 12 from SLSSNB Branch Championships will be automatically selected for State Championships Ironperson events, which will leave four wild card entries to be determined by the BoSS selection committee. It was noted if there are not four wild card entries to choose, the top 16 finalists from SLSSNB Branch Championships will be chosen.
- d. In the event that a SLSSNB endorsed carnival has been scheduled to run on any day, SLSSNB members cannot attend a carnival outside of the Branch on the same day unless they have sought and received documented permission from the SLSSNB Director of Surf Sports or , if the Director of Surf Sports is unavailable for any reason, any other member of the Executive Committee, and received such permission no later than 7 days prior to the scheduled carnival date.

22 Other SLSSNB Operations

- a. A letter to be sent to Clubs over 60 days due on payments to SLSSNB with a Terms of Agreement for the payment of accounts, unless a response is received within 30 days, SLSSNB reserves the right to consider charging interest on the overdue amount.
- b. Gear Inspection shall be fixed as the third Sunday in August.
- c. A minimum of one Member from every Club must assist with Gear Inspection.

23 Employment of Directors

Directors may be engaged as casual employees of the Surf Life Saving School.